

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Maryland State Department of Education

Division of Instruction

AGENCY

DIVISION

Item No.	Description	Retention
1	<p><u>THIS SCHEDULE SUPERSEDES #642</u></p> <p>RECORDS MAINTAINED BASED ON REQUIREMENTS ESTABLISHED BY THE STATE OF MARYLAND</p> <p>This series is composed of records necessary to conduct the business of the Division of Instruction where the requirements for use and maintenance of the records are established under the legal or administrative authority of Maryland law, the State Board of Education, or the State Superintendent of Schools.</p> <p>The following records are included in this category:</p> <ul style="list-style-type: none"> a. Maryland Three-Year Plan for Adult Education b. Federal Adult Basic Education Grant to Maryland c. Adult Education Annual Program Report d. Adult Education Annual Fiscal Report e. Local Final Fiscal Report f. Local Annual Report for Adult General Education g. Local Annual proposals and report for the External Diploma Program h. Bilingual Education Annual Report i. Transition Program Annual Reports j. Pre-K Enrollment Data k. State Report - Early I.D. and Intervention l. Athey Accountability Bylaw Report m. Gifted and Talented Summer Centers Report n. Gifted and Talented Annual Report 	<p>RETAIN THREE YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

25 June 1986
Date

Nicholas Hoban
Signature

Asst. State Supt. / Instruction
Title

George B. Edwards Jr.
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
2	<p><u>THIS SCHEDULE SUPERSEDES #642</u></p> <p>RECORDS MAINTAINED BASED ON REQUIREMENTS ESTABLISHED BY THE STATE OF MARYLAND</p> <p>This series is composed of records necessary to conduct the business of the Division of Instruction where the requirements for use and maintenance of the records are established under the legal or administrative authority of Maryland law, the State Board of Education, or the State Superintendent of Schools.</p> <p>The following records are included in this category:</p> <ul style="list-style-type: none"> a. Federal Adult Education Grants to Maryland b. Maryland Plan for Adult Education just previous to current 3-Year Plan c. Annual Adult Education Program Reports d. Annual Adult Education Fiscal Reports e. Adult Education Grants to local programs and budget pages f. Local program final fiscal reports g. RFP for Multi-Service Community Centers h. RFP for School-Community Centers Program i. MSCC Financial Reports j. SCCP Financial Reports k. Literacy/Special Projects RFP l. Literacy/Special Projects Financial Reports m. MSCC Annual Report n. SCCP Annual Report o. Volunteer Services Program Annual Report p. State Advisory Committee Annual Report q. Mott Foundation Narrative and Financial Report r. MSCC/Vocational Summary Report s. MSCC/Block Grant Annual Report t. Division Finance Records (General) 	<p>RETAIN FIVE YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
3	<p><u>THIS SCHEDULE SUPERSEDES #642</u></p> <p>RECORDS MAINTAINED BY THE DIVISION OF INSTRUCTION WHOSE RETENTION IS BASED ON REQUIREMENTS ESTABLISHED BY THE FEDERAL GOVERNMENT OR OTHER AGENCIES</p> <p>This series is composed of all records necessary to conduct the business of the Division of Instruction where the requirements and use of those records are defined and governed by some organization outside the legal or administrative jurisdiction of Maryland law, the State Board of Education, or the State Superintendent of Schools.</p> <p>The following records are included in this category:</p> <ul style="list-style-type: none"> a. Federal Adult Basic Education Grant to Maryland b. Maryland Three-Year Plan for Adult Education c. Annual Program Report to U.S. Dept. of Education d. Annual Fiscal Report to U.S. Dept. of Education e. Local Three-Year Plans for Adult Education and annually funded proposals f. Annual applications for funds g. Funded Special Project Proposals h. Adult Education Grant Award notices and budget pages i. Annual local adult education special project and program reports j. Local program evaluation reports k. Annual final fiscal reports from grantees l. Local six month program reports 	<p>RETAIN THREE YEARS AND FOLLOW THE GUIDELINES AND REQUIREMENTS ESTABLISHED BY THE FEDERAL GOVERNMENT OR OTHER AGENCY AS APPROPRIATE THEN DESTROY.</p>
4	<p>RECORDS MAINTAINED BASED ON REQUIREMENTS ESTABLISHED BY THE STATE OF MARYLAND</p> <p>This series is composed of records necessary to conduct the business of the Division of Instruction where the requirements for use and maintenance of the records are established under the legal or administrative authority of Maryland law, the State Board of Education, or the State Superintendent of Schools.</p> <p>The following records are included in this category:</p> <ul style="list-style-type: none"> a. MARYLAND FUNCTIONAL/WRITING TESTS LEVEL II 	<p>RETAIN SIX YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY.</p>