

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Maryland State Board of Contract Appeals

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>APPEAL FILES</u></p> <p>Individual appeal files which contain some or all of the following: Contract Dispute/Bid Protest Appeal; Complaint/Agency Report; Answer/Comments; Memoranda of Telephone and Prehearing Conferences; legal pleadings filed by parties involved in appeal; correspondence between the MSBCA and parties; financial reports; charts; reports and materials relating to physical condition of areas in dispute; contracts; specifications and plans; hearing transcripts; decisions issued by MSBCA; exhibits; and other relevant material.</p>	<p>Retain until completion of Appeal and for ten (10) years thereafter; then destroy.</p>
2.	<p><u>BUDGET FILES</u></p> <p>Contain invoice transmittal lists; details of transactions posted; individual files by Statewide Object numbers for MSBCA expenses for: salaries and wages, technical and special fees, communications, travel, contractual services, supplies and materials, equipment, fixed charges, and other related material.</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.</p>
3.	<p><u>ACCOUNTING RECORDS</u></p> <p>Include standard State accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.</p> <p>A. <u>Special Accounting Records</u></p> <p>Reports of audits conducted by the Legislative Auditors.</p> <p>Books of Final Entry - STARS Forms</p> <p>Detail of Transactions Posted (30401)</p> <p>Trial Balance of General Ledger Accounts (30402)</p> <p>Statement of Agency Appropriation and Expenditures by Program and Fund (30408)</p> <p>Expenditure Transaction Analysis (30414)</p> <p>Statement of Budget Expenditures and Encumbrances by Sub-Object (30451/30465)</p> <p>Transaction Analysis by Sub-Object (30482)</p>	<p>Retain for ten (10) years; then destroy.</p> <p>Retain permanently.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

12/19/86 Robert B. Harriott Chairman
Date Signature Title

1/13/87 Shirley Egan
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
	<p>B. <u>Budget and Fiscal Planning Records</u> Budget Estimates Materials and Supplies Physical Inventory Report of Fixed Assets</p> <p>C. <u>Payroll Accounting Records</u> Payroll and Check Register Payroll Exceptions Time Report Payroll Positive Time Report</p> <p>D. <u>Miscellaneous Accounting Records</u> Budget Papers and Work Sheets</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.</p>
4.	<p><u>PROCUREMENT FILES</u></p> <p>Contain contracts which the MSBCA has entered into for court reporting and contractual employee services and related material.</p>	<p>Retain until expiration of contract, then for three (3) years and until all audit requirements have been fulfilled; then destroy.</p>
5.	<p><u>ADMINISTRATIVE FILES</u></p> <p>A. Minutes of Staff Meetings</p> <p>B. Code of Maryland Regulations</p> <p>C. <u>Miscellaneous Agency Records</u> Lease Agreements for office and parking space Office floor plan Office equipment</p>	<p>Retain permanently.</p> <p>Retain permanently.</p> <p>Retain until administrative value ceases; then destroy.</p>
6.	<p><u>PERSONNEL FILES</u></p> <p>Contain copies of forms/personnel actions, correspondence relating to employee's employment with the MSBCA.</p>	<p>Retain in office for length of employment of individual.</p>
7.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Correspondence to/from other State agencies regarding the day-to-day office operation.</p>	<p>Screen annually and destroy material that is no longer needed for business.</p>