

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1632

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Agency DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT Crownsville	Division/Unit Community Assist. Admin./Grants & Loans Management Local Government Infrastructure Financing Program
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Item No.	Description	Retention
1.	<p><u>General Administration</u></p> <p>Subject arrangement of reader file and original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, and other materials related to the administration of the Program.</p>	<p>Screen annually and destroy that material no longer needed for current business.</p> <p>Directives, policies and other material related to the planning and policy that illustrate the development of the Program, retain permanently for eventual transfer to the Archives.</p>
2.	<p><u>Financing</u></p> <p>A. <u>Inquiries about participation in Program.</u> Applications, eventually rejected or withdrawn, from prospective participants with attachments required for consideration of possible financing of infrastructure project.</p>	<p>Retain in office for 2 years after bonds are issued for which applicant was considered. Then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative
 Date 8/29/94
 Signature *Gail D. Ryans*
 Typed Name Gail D. Ryans
 Title Administrative Specialist

Schedule Authorized by State Archivist
 Date 8/29/94
 Signature *[Signature]*

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Agency
 DEPARTMENT OF HOUSING AND
 COMMUNITY DEVELOPMENT
 Crownsville

Division/Unit
 Community Assist. Admin./Grants & Loans Management
 Local Government Infrastructure Financing Program

Item No.	Description	Retention
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B. Working - by name of local government Program participant. Official application and supporting documents for each local government which is participating in a particular bond financing.

Retain in office for 3 years after bonds are issued.

Transfer to State Records Center for destruction one year after maturity of loan.

[Each box to have single date of destruction. Date specified at time of transfer.]

C. Closing of bonds and local government loans. By name and year of the bond financing - correspondence, memoranda, meeting notes, reports, charts and other material related to conducting a bond financing and closing the bonds and each participating local government's loan.

Screen two years after bonds are issued to remove redundant or transitory material.

Retain three additional years in office.

Transfer to State Records Center for destruction one year after maturity of bonds.

[Each box to have single date of destruction. Date specified at time of transfer.]

