|  | DEPARTMENT OF GENERAL SERVICES<br>RECORDS MANAGEMENT DIVISION<br>RECORDS RETENTION AND DISPOSAL SCHEDULE   | Schedule No. 1632<br>Page 1 of 3  |
|--|--|---|
| Agency   | Division Divisio Divisio Division Division Division Division Division Divis | ion/Unit<br>its & Loans Management  |
| ltem<br>No.  | Description  | Retention   |
| 1.   | <u>General Administration</u><br>Subject arrangement of reader file and<br>original incoming letters, copies of<br>outgoing letters, memoranda, studies,<br>reports, directives, and other materials<br>related to the administration of the<br>Program.   | Screen annually and<br>destroy that<br>material no longer<br>needed for current<br>business.<br>Directives, policies<br>and other material<br>related to the<br>planning and policy<br>that illustrate the<br>development of the<br>Program, retain<br>permanently for<br>eventual transfer to<br>the Archives. |
| 2.   | Financing<br>A. Inquiries about participation in<br>Program. Applications, eventually rejected<br>or withdrawn, from prospective participants<br>with attachments required for consideration<br>of possible financing of infrastructure<br>project.  | Retain in office for<br>2 years after bonds<br>are issued for which<br>applicant was<br>considered. Then<br>destroy.  |
| Agency,<br>or Divisio<br>Date<br>Signatuta<br>Signatuta<br>Title_Adu | on Representative Date 0/29/99   | e Archivist   |

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| R           | DEPARTMENT OF GENERAL SERVICES<br>RECORDS MANAGEMENT DIVISION<br>ECORDS RETENTION AND DISPOSAL SCHEDULE<br>(Continuation Sheet)  | Schedule No. 1632<br>Page 2 of 3  |  |  |  |  |
|-------------|--|---|--|--|--|--|
|             | ARTHENT OF HOUSING AND COMMUNITY Assist. Admin./Grants & Loans Management<br>MUNITY DEVELOPMENT Local Government Infrastructure Financing Program  |   |  |  |  |  |
| ltem<br>No. | Description  | Retention   |  |  |  |  |
|             | B. Working - by name of local government<br><u>Program participant.</u> Official application<br>and supporting documents for each local<br>government which is participating in a<br>particular bond financing.  | Retain in office for<br>3 years after bonds<br>are issued.<br>Transfer to State<br>Records Center for<br>destruction one year<br>after maturity of<br>loan.<br>[Each box to have<br>single date of<br>destruction. Date<br>specified at time of<br>transfer.] |  |  |  |  |
| • .         | C. <u>Closing of bonds and local government</u><br><u>loans.</u> By name and year of the bond<br>financing - correspondence, memoranda,<br>meeting notes, reports, charts and other<br>material related to conducting a bond<br>financing and closing the bonds and each<br>participating local government's loan. | Screen two years<br>after bonds are<br>issued to remove<br>redundant or<br>transitory material.<br>Retain three<br>additional years in<br>office.   |  |  |  |  |
|             |  | Transfer to State<br>Records Center for<br>destruction one year<br>after maturity of<br>bonds.<br>[Each box to have<br>single date of<br>destruction. Date<br>specified at time of<br>transfer.]  |  |  |  |  |
|             | A (Rev. 1/93)  |   |  |  |  |  |

|  | RECORDS RECORDS RECORDS RETENT   | OF GENERAL SERVICES<br>MANAGEMENT DIVISION<br>ION AND DISPOSAL SCHEDULE<br>Intinuation Sheet)   | Schedule No. 1632<br>Page 3 of 3  |  |
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| Agency<br>DEPARTMENT OF HOUSING AND<br>COMMUNITY DEVELOPMENT<br>Crownsville<br>Crownsville |  |   |   |  |
| ltem<br>No.  |  | Description   | - Retention   |  |
|  | of the bond fi<br>government nam   | <u>ments</u> Bound by name and year<br>nancing and by local<br>e - set of documents closing<br>closing each local<br>oan.   | Retain in office.<br>Destroy bond<br>financing volume one<br>year after maturity<br>of bonds.           |  |
|  | ÷.   | •   | Destroy local<br>government volumes<br>one year after<br>maturity of the<br>local government's<br>loan. |  |
|  | Program Partic<br>copies of annu<br>prepared on be<br>Program partic<br>has not yet ma<br>repository for<br>of all Marylan | orts of Local Government<br>ipants. Alpha by FY -<br>al financial audit reports<br>half of each local government<br>ipant which has a loan that<br>tured. [Note: official<br>copies of the annual audits<br>d local governments is<br>Fiscal Services.] | Retain in office for<br>three years. Then<br>destroy.   |  |
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|  |  | •   | =   |  |