

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

Schedule No. 2032

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Agency: Maryland State Board of Contract Appeals
 Division/Unit:

| Item No. | Description | Retention |
|----------|---|---|
| 1. | <p><u>APPEAL FILES</u> Individual appeal files which contain some or all of the following: Contract Dispute/Bid Protest Appeal; Complaint/Agency Report; Answer/Complaint; 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 area 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> Contain invoice transmittals 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, fixes charges, and other related material.</p> | <p>Retain for (3) years and until all audit requirements have been fulfilled; then destroy.</p> |
| 3. | <p><u>ACCOUNTING RECORDS</u> Include standard State accounting forms as well as other accounting media which provide supporting data for special and general accounting records.</p> <p>A. <u>Special Accounting Records</u> Reports of audits conducted by the Legislative Auditor's.</p> | <p>Retain for (10) years; then destroy.</p> |

Approved by Department, Agency or Division Representative.
 Date: October 6, 1998
 Signature: Robert B. Harrison III
 Type Name: Robert B. Harrison III
 Title: Chairman

Schedule Authorized by State Archivist.
 Date: OCT 20 1998
 Signature: Edward C. [Signature]

DEPARTMENT OF GENERAL SERVICES
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 (Continuation sheet)

Schedule No. 2032

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| Item No. | Description | Retention |
|----------|--|---|
| | Books of Final Entry - STARS Forms Detail of Transactions Posted (30401) Trial Balance of General Ledger Accounts (30402) Statement of Agency Appropriation and Expenditures by Program and Fund (30408) Expenditure Transaction Analysis (30414) Statement of Budget Expenditures and Encumbrances by Sub-Object (30451/30465) Transaction Analysis by Sub-Object (30482) | Retain permanently. |
| | B. <u>Budget and Fiscal Planning Records</u> Budget Estimates Materials and Supplies Physical Inventory Report of Fixed Assets | Retain for three (3) years and until all audit requirements have been fulfilled; then destroy. |
| | C. <u>Payroll Accounting Records</u> Payroll and Check Register Payroll Exceptions Time Report | Retain for three (3) years and until all audit requirements have been fulfilled; then destroy. |
| | D. <u>Miscellaneous Account Reports</u> Budget Papers and Work Sheets | Retain for three (3) years and until all audit requirements have been fulfilled; then destroy. |
| 4. | <u>PROCUREMENT FILES</u> Contain contracts which the MSBCA has entered into for court reporting and contractual employee services and related material. | Retain until expiration of contract, then for three (3) years and until all audit requirements have been fulfilled; then destroy. |
| 5. | <u>ADMINISTRATIVE FILES</u> A. Minutes of Staff Meetings B. Code of Maryland Regulations C. <u>Miscellaneous Agency Reports</u> Lease Agreements for office and parking space Office floor plan Office equipment | Retain permanently. Retain until administrative value ceases; then destroy. Retain until administrative value ceases; then destroy. |
| 6. | <u>PERSONNEL FILES</u> Contain copies of forms/personnel actions, correspondence relating to employee's employment with MSBCA. | Retain in office for length of employment of Individual; then destroy. |
| 7. | <u>GENERAL CORRESPONDENCE</u> Correspondence to/from other State agencies regarding the day-to-day office operation | Screen annually and destroy material that is no longer needed for business |