

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

PUBLIC SCHOOL CONSTRUCTION PROGRAM

Item No.	Description	Retention
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Supercedes Schedule No. 582A, 713-A1

<p>I</p> <p>A</p> <p>B</p> <p>C</p>	<p>ADMINISTRATION General Files</p> <ol style="list-style-type: none"> 1. General correspondence 2. News articles 3. Survey/Studies 4. Charts (Organization) 5. News releases 6. PC computer files-diskettes, printouts 7. Local Minority Business Enterprise procedures 8. Task force reports <p>Planning</p> <ol style="list-style-type: none"> 1. LEA educational facility master plan and amendments 2. LEA education facility master plan comments by the Maryland Department of Planning 3. LEA comprehensive maintenance plan 4. LEA annual and five year capital improvement program <p>Capital Projects</p> <ol style="list-style-type: none"> 1. General records <ol style="list-style-type: none"> a. Official correspondence & approvals b. Project correspondence c. Record of architect/engineer d. Educational specifications e. Contract award f. Site information & approvals g. Miscellaneous 2. Drawings and specifications <ol style="list-style-type: none"> a. Schematic design b. Design development documents c. Construction documents and addenda d. Geological technology reports & analysis 3. Approval of construction contract award <ol style="list-style-type: none"> a. Bid tabulation sheet b. Board of education approval c. Owner/Contractor/CM/Agreement with attachments d. Payment and performance bond with attachments e. IAC agenda items backup material and approval letters f. Change orders g. Minority Business Enterprise participation information 	<p>1 - 7 Retain until obsolete or superseded, then destroy</p> <p>8 - Permanent. Retain at agency until no longer needed then transfer to State Archives</p> <ol style="list-style-type: none"> 1. 3 years, then destroy 2. 3 years, then destroy 3. 5 years, then destroy 4. 5 years, then destroy <p>Retain until PSCP and legislative audit requirements are met then destroy</p> <ol style="list-style-type: none"> a. Discard when design development documents are approved b. Discard when construction documents are approved c. Discard after IAC approval of contract award d. Discard after IAC approval of contract award <p>Retain until PSCP and legislative audit requirements are met, then destroy</p>
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	<p>4. Financial records</p> <ul style="list-style-type: none"> a. Request for payment to contractors b. Request for reimbursement to LEA c. Standard monthly contractor's requisition d. Certificate of receipt of payment to contractor e. Audit reports reviews 	<p>a - d Retain until PSCP and legislative audit requirements are met, then destroy</p> <p>e - Permanent. Retain at agency until no longer needed, then transfer to State Archives</p>
	<p>5. Qualified Zone Academy Bond (QZAB) Program Projects</p> <ul style="list-style-type: none"> a. Application and backup material tracking form b. QZAB private entity contribution tracking form c. Project reimbursement/expenditure report d. Minority Business Enterprise participation information 	<p>Retain 15 years from date of bond issuance and until PSCP and legislative audit requirements are met, then destroy</p>
	<p>6. Federal Projects</p> <ul style="list-style-type: none"> a. Application and backup material b. Evaluations and approvals c. Project reimbursement/expenditure report d. Minority Business Enterprise participation information 	<p>Retain 5 years from date of payment and until PSCP and legislative audit requirements are met, then destroy</p>
D	<p>Control File</p> <ul style="list-style-type: none"> 1. Request for change in status of a school facility 2. IAC agenda items 3. IAC approval letters 4. BPW agenda items 5. BPW approval letters 6. Facility photographs 7. Site approval letter and other land actions 8. Site plats with metes and bounds 9. Record of decisions relating to payments 10. Funds adjustment sheet 11. Annual capital budget request 12. Close-out cost summary 	<p>Permanent. Retain at agency until no longer needed by agency then transfer to State Archives</p>
E	<p>IAC/BPW Records</p> <ul style="list-style-type: none"> 1. State annual capital improvement program and amendments 2. Agendas and minutes of IAC meetings 3. BPW Rules, Regulations, and Procedures 4. Legal actions 	<p>Permanent. Retain until no longer needed by agency then transfer to State Archives</p>
F	<p>Maintenance Survey Report for Public School Buildings</p> <ul style="list-style-type: none"> 1. Individual school surveys 2. Annual reports 	<p>Retain until no longer needed by agency then destroy</p>
G	<p>Site Bank</p> <ul style="list-style-type: none"> 1. Approval request with attachments 2. Approval letter 	<p>Retain until school is constructed then move to school file. If property is disposed of then move to closed school file and retain at agency until no longer needed then transfer to State Archives</p>

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<p>H</p> <p>Non Records</p> <ol style="list-style-type: none"> 1. Directories 2. Mailing lists 3. Research papers 4. School programs 5. Talks/Speeches 6. Administrative procedures guides 7. Flood maps 8. Supply schedules/catalogs 	<p>Retain until superseded, obsolete or no longer needed by agency, then destroy</p>
<p>II</p> <p>A</p> <p>OPERATIONS</p> <p>Finance records</p> <ol style="list-style-type: none"> 1. Accounting records <ol style="list-style-type: none"> a. Cash receipts b. Invoices/transmittals c. Comptroller of the Treasury forms d. Department of General Services purchase bureau forms e. Department of Budget and Management forms f. Other accounting records <ol style="list-style-type: none"> 1) Bank deposit slips 2) Bank deposit receipts 3) Purchase orders 4) Contract agreements 5) Expense reports 6) Out-of-state travel approvals 2. Payroll records <ol style="list-style-type: none"> a. Payroll and check register b. Payroll exception time report c. Payroll warrants d. Payroll transmittals 3. Final books of entry This includes the final books of entry and all standard accounting forms used by all State agencies as supporting data to the final book of entry 4. Audit reports Audit reports of local education agencies performed by the Interagency Committee on School Construction audit staff, Certified Public Accountant audit reports of local boards of education, and legislative audit reports of the Public School Construction Program 5. Annual Budget Records Records prescribed by the Public School construction Program or the State for the annual preparation of the Public School Construction Program budget request <ol style="list-style-type: none"> a. Department of Budget Management budget request b. PSCP Managing for Results plan c. PSCP Information Technology plan 	<p>Retain for 5 years or the life of the contract or until all audit requirements have been met, whichever is longer then destroy</p> <p>Retain for 5 years and until all audit requirements have been met then destroy</p> <p>Permanent, transfer to State Archives</p> <p>Permanent, transfer to State Archives</p> <p>Retain for 3 years and until all audit requirements have been met then destroy</p>

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B

Personnel Records

1. Active personnel records

- a. Active personnel files containing employment history and records which relate to salary, position reclassification and other related personnel actions
- b. Employee accident records including records of Workmen's Compensation for each occurrence
- c. Employee grievance records including records of cases filed and processed by employee/employer relations
- d. Leave records including bi-weekly time records

Retain until no longer employed, then transfer to inactive file
Retain for 7 years then destroy

Retain for 7 years then destroy

Retain for 4 years then destroy

2. Inactive personnel files containing employment history and records which relate to salary, position reclassification and other related personnel actions

Retain for 4 years then destroy

3. Applications for employment

1 year then destroy

Abbreviations

- IAC - Interagency Committee
- BPW - Board of Public Works
- LEA - Local Education Agencies

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

2/6/02  
Date Signature Title


State Archivist MAR 25 2002
Date