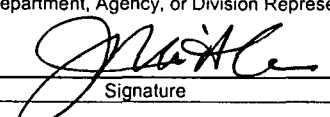
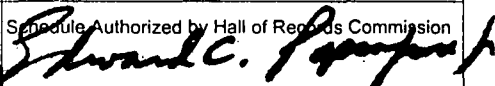


Dept. of Housing & Community Development	Division of Historical and Cultural Programs/ Maryland Historical Trust
AGENCY	DIVISION

Item No.	Description	Retention
	<b><u>THIS SCHEDULE SUPERSEDES NOS. 1040, 1063 AND 1430</u></b>	
1.	<b>WORK PLANS AND MASTER PLANS</b>	
1.A.	<b>Archeology</b>  Annual and long range plans for major program areas covering goals and objectives, purposes, planned activities, time tables, and budget/staffing projections. Publicly reviewed and available documents.  Facility development master plans covering capital projects design and development.	Retain permanently. Transfer periodically to Maryland State Archives.  Retain permanently. Transfer periodically to Maryland State Archives.
1.B.	<b>Jefferson Patterson Park and Museum (JPPM)</b>  Work plans and master planning documents for JPPM and JPPM-associated projects only.	Retain permanently. Transfer periodically to Maryland State Archives.
1.C.	<b>Director's Office</b>  Plans pertaining to programs within Division of Historical and Cultural Programs.	Retain permanently. Transfer periodically to Maryland State Archives.
1.D.	<b>Management and Planning</b>  All required federal annual work plans, end-of-year reports, continuation grant applications to National Park Service (NPS).	Retain in office for 3 years from project closeout to correspond with NPS review; then destroy.
1.E.	<b>African American Commission</b>  Annual work plans covering the objectives, goals and planned activities of the Commission.	Retain permanently. Transfer periodically to Maryland State Archives.
1.F.	<b>Office of Research, Survey and Registration</b>  Annual work plans and state work programs	Retain for 3 years; then send to Maryland State Archives.

Schedule Approved by Department, Agency, or Division Representative	Schedule Authorized by Hall of Records Commission
11-13-03  Date Signature	DEC 02 2003  Date State Archivist

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.	Description	Retention
2.	<b>CORRESPONDENCE</b>	
2.A.	<p><b>Archeology</b></p> <p>Files of original incoming letters, copies of response letters, memoranda and other miscellaneous papers relating to the administration of the Archeology Office and its programs.</p>	<p>Screen Annually. Destroy material no longer needed. Retain permanently records showing the development of the program; transfer periodically to Maryland State Archives.</p>
2.B.	<p><b>Jefferson Patterson Park and Museum</b></p> <p>Daily incoming and outgoing written communication.</p>	<p>Screen Annually. Destroy material no longer needed. Retain permanently records showing the development of the program; transfer periodically to Maryland State Archives.</p>
2.C.	<p><b>Director's Office</b></p> <p>Daily incoming and outgoing correspondence.</p>	<p>Screen Annually. Destroy material no longer needed. Retain permanently records showing the development of the program; transfer periodically to Maryland State Archives.</p>
2.D.	<p><b>Management and Planning</b></p> <p>Original incoming and copies of outgoing correspondence.</p> <p>Original correspondence from NPS or any other federal source related to Historic Preservation Fund.</p> <p>Correspondence incoming and outgoing related to grantors. Records related to ownership of property.</p> <p>All other records including those related to non-construction grant projects assisted with federal and/or state funds.</p>	<p>Screen annually. Destroy material no longer needed. Retain 5 years records showing development of the program.</p> <p>Retain 5 years; then destroy.</p> <p>Retain 5 years or until no longer needed; then destroy.</p> <p>Retain for 30 years; then destroy.</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.	Description	Retention
2.E.	<p><b>African American Commission</b></p> <p>Original incoming, copies of outgoing correspondence and other papers relating to the administration of the Commission.</p>	<p>Screen annually. Destroy material no longer needed. Retain permanently records showing development of the program; transfer periodically to Maryland State Archives.</p>
2.F.	<p><b>Office of Research, Survey and Registration</b></p> <p>Daily incoming and outgoing correspondence.</p>	<p>Screen annually. Destroy material no longer needed. Retain permanently records showing the development of the program; transfer periodically to Maryland State Archives.</p>
3.	<p><b>COMPLIANCE</b></p>	
3.A.	<p><b>Archeology</b></p> <p>Records relating to projects reviewed under federal or state regulatory authorities</p>	<p>Retain for 3 years; then destroy.</p>
3.B.	<p><b>Jefferson Patterson Park and Museum</b></p> <p>Original field and site records.</p>	<p>Retain permanently at the Maryland Archaeological Conservation Laboratory.</p>
4.	<p><b>MARYLAND HISTORICAL TRUST (MHT) CONDUCTED REPORTS</b></p>	
4.A.	<p><b>Archeology</b></p> <p>Reports produced as a result of MHT-funded or staff-conducted research or investigations involving archeological resources.</p>	<p>Retain permanently. Periodically transfer to Maryland State Archives</p>
4.B.	<p><b>Jefferson Patterson Park and Museum</b></p> <p>JPPM field, site and administrative records for JPPM-sponsored projects.</p>	<p>Retain permanently at the Maryland Archaeological Conservation Laboratory.</p>
4.C.	<p><b>Management and Planning</b></p> <p>Financial documents to back up reports of grantor and grantee.</p>	<p>Retain in office for 3 years for state audit; then destroy.</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

	Description	Retention
5.	<b>CLIPPING FILES</b>	
5.A.	<b>Archeology</b>  Newspaper, periodical and other publicly distributed articles and documents relating to program activities and accomplishments	Screen annually. Destroy material no longer needed. Retain permanently and periodically transfer to Maryland State Archives records showing significant accomplishments of the program.
5.B.	<b>Jefferson Patterson Park and Museum</b>  Newspaper, periodical and other publicly distributed articles and documents.	Screen annually. Destroy material no longer needed. Retain permanently and periodically transfer to Maryland State Archives records showing significant accomplishments of the program.
5.C.	<b>African American Commission</b>  Newspaper clippings.	Screen annually. Destroy material no longer needed. Retain permanently and periodically transfer to Maryland State Archives records showing significant accomplishments of the program.
6.	<b>PROGRAM DEVELOPMENT FILES</b>	
6.A.	<b>Archeology</b>  Files relating to conception, development and establishment of new program areas (e.g., Maryland Maritime Archeology Program; NOAA; National Center for Maritime Preservation Technology).	Retain permanently and periodically transfer to Maryland State Archives.
6.B.	<b>Jefferson Patterson Park and Museum</b>  Project and program general administrative files (e.g., Chesapeake Bay/Patuxent River Outdoor Educational programs; Solomons Environmental and Archaeological Research Consortium).	Screen annually. Destroy materials no longer needed.
6.C.	<b>Director's Office</b>  Program and divisional development and organizational files.  MHT Board of Trustees minutes and related files.	Retain permanently. Transfer periodically to Maryland State Archives.  Retain permanently. Transfer periodically to Maryland State Archives.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.	Description	Retention
6.D.	<b>Management and Planning</b>	
	NPS data, federal time distribution forms, requests for payment forms to federal agencies, backup documents for request for payment.	Retain according to federal regulations; then destroy.
	Budget development files.	Retain for 3 years in office; then destroy.
7	<b>MULTI-STATE PROGRAMS</b>	
7.A.	<b>Archeology</b>	
	Records relating to multi-state cooperative undertakings, excluding reports and technical publications resulting from those undertakings	Retain for 5 years; then destroy.
8.	<b>TECHNICAL ASSISTANCE TO LOCAL GOVERNMENT FILES</b>	
8.A.	<b>Archeology</b>	
	Incoming and outgoing technical assistance letters, notes and other records such as project plans, maps, photos, relating to requests for technical assistance.	Retain for 5 years; then destroy.
8.B.	<b>Jefferson Patterson Park and Museum</b>	
	Incoming and outgoing technical assistance letters, notes and other records such as project plans, maps, photos, relating to requests for technical assistance.	Retain for 5 years; then destroy.
9.	<b>GRANT APPLICATION FILES</b>	
9.A.	<b>Archeology</b>	
	Survey and Planning Grant applications, State Preservation Grant applications, staff applications review forms. Records excluding final reports.	Retain for 3 years per NPS regulations; then destroy.
9.B.	<b>Director's Office</b>	
	Washington County Historical and Fine Arts Trust (Bowman Board) grant files.	Upon MHT release of responsibility to Washington County, transfer grant files to Maryland State Archives.
9.C.	<b>Management and Planning</b>	
	Grant applications, grant agreement files for Survey and Planning, Certified Local Government, state noncapital grant fund.	Retain for 3 years from closeout per NPS regulations; then destroy.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.	Description	Retention
9.D.	<p><b>Office of Research, Survey and Registration</b></p> <p>Survey and Planning Grant applications.</p>	<p>Retain 3 years per NPS regulations</p>
10.	<p><b>THEMATIC RESEARCH DATA FILES</b></p>	
10.A.	<p><b>Archeology</b></p> <p>Records relating to specific research and investigations regarding archeological themes and their development.</p>	<p>Retain permanently. Periodically transfer to Maryland State Archives.</p>
10.B.	<p><b>Jefferson Patterson Park and Museum</b></p> <p>Research topics developed at JPPM and the resultant information files.</p>	<p>Retain permanently at the Maryland Archaeological Conservation Laboratory.</p>
10.C.	<p><b>African American Commission</b></p> <p>Topical reports on African American related topics.</p>	<p>Retain permanently. Periodically transfer to Maryland State Archives.</p>
10.D.	<p><b>Office of Research, Survey and Registration</b></p> <p>Files keyed to comprehensive plan structure.</p>	<p>Retain permanently. Periodically transfer to Maryland State Archives.</p>
11.	<p><b>LIBRARY AND INFORMATION SERVICES</b></p>	
11.A.	<p><b>Maryland Historical Trust</b></p> <p>Reference items related to the architectural, archeological, and cultural resources listed in the Maryland Inventory of Historic Properties; books journals, historic structure reports, plans architectural drawings, historic maps, site-location maps, slides, negatives, photographs, audio- and videocassettes, CDs, vertical files, site-specific reports, field and research reports, oral history transcripts, microform, archeological and architectural inventory forms.</p>	<p>Retain permanently. Periodically transfer to Maryland State Archives.</p>
11.B.	<p><b>Jefferson Patterson Park and Museum</b></p> <p>Publications, survey reports, inventory records, slides, tapes, photographs relating to archeological resources.</p>	<p>Retain permanently at the Maryland Archaeological Conservation Lab.</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.	Description	Retention
12.	<b>CAPITAL PROJECTS</b>	
12.A.	<b>Jefferson Patterson Park and Museum</b>	
	Files of administrative drawings and specifications for modifications to the JPPM site and appurtenances constitute historical documentation of facility changes.	Retain permanently. Transfer periodically to Maryland State Archives.
13.	<b>MAINTENANCE AND SERVICE LOGS</b>	
13.A.	<b>Archeology</b>	
	Vehicle service records. Equipment service and repair records.	Retain until vehicle or equipment is disposed of. Transfer to new owner or destroy.
13.B.	<b>Jefferson Patterson Park and Museum</b>	
	Documents pertaining to buildings and equipment. Some service logs are not documents of record (i.e., logs re vehicles).	Retain until vehicle or equipment is disposed of. Transfer to new owner or destroy.
13.C.	<b>African American Commission</b>	
	Documents, contracts and reports having to do with building maintenance and service.	Retain until equipment is disposed of. Transfer to new owner or destroy.
14.	<b>SECURITY AND SAFETY REPORTS</b>	
14.A.	<b>Jefferson Patterson Park and Museum</b>	
	Incident files including copies of police reports, contact forms, notes and photographs.	Retain for 3 years; then destroy.
14.B.	<b>African American Commission</b>	
	Incident files including copies of police reports, contact forms, notes and photographs.	Retain for 3 years; then destroy.
15.	<b>REAL PROPERTY DOCUMENTS</b>	
15.A.	<b>Archeology</b>	
	Equipment specifications, operating and maintenance manuals.	Retain until sold or disposed of. Transfer to new owner or destroy.
	Deeds and titles.	Retain permanently. Transfer periodically to Maryland State Archives.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.	Description	Retention
15.B.	<b>Jefferson Patterson Park and Museum</b>	
	Legal documents.	Retained at County courthouse.
	Signed copies of deeds, etc.	Retain permanently at Maryland Archaeological Conservation Laboratory for collections ownership.
16.	<b>EQUIPMENT INVENTORY FILES</b>	
16.A.	<b>Archeology</b>	
	Lists of equipment under program control.	Update annually. Retain annual records for one year; then destroy.
16.B.	<b>Jefferson Patterson Park and Museum</b>	
	Lists of equipment under program control.	Retain until equipment is superseded or deaccessioned; then destroy.
16.C.	<b>African American Commission</b>	
	Lists of equipment under program control.	Retain until equipment is superseded or deaccessioned; then destroy.
16.D.	<b>Management and Planning</b>	
	Lists of equipment under program control.	Retain until equipment is superseded or deaccessioned; then destroy.
16.E.	<b>Office of Research, Survey and Registration</b>	
	Lists of equipment under program control.	Retain until equipment is superseded or deaccessioned; then destroy.
17.	<b>RENTAL RECORDS</b>	
17.A.	<b>Archeology</b>	
	Records relating to MHT received grants, including grant application and administration documents, but excluding final reports, publications of other projects produced under the grant.	Retain for 3 years; then destroy.
17.B.	<b>Jefferson Patterson Park and Museum</b>	
	Records pertaining to rental income properties.	Retain while facility or equipment is being rented + one year; then destroy.



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.	Description	Retention
18.	<b>GRANTS RECEIVED</b>	
18.A.	<b>Archeology</b>	
	Records relating to MHT received grants, including grant application and administration documents, but excluding final reports, publications of other products produced under the grant.	Retain for 3 years; then destroy.
18.B.	<b>Jefferson Patterson Park and Museum</b>	
	Administrative, financial, correspondence, notes, and final report information are included in these documents.	Retain for 3 years; then destroy.
18.C.	<b>Management and Planning</b>	
	Grants received from outside sources by fund raiser to enhance DHCP programs.	Keep records the length of time specified by each grantor; then destroy.
	Grants received for historic preservation, specialized historically preserved properties, National Register properties.	Retain 5 years; then destroy.
19.	<b>EXHIBITS, PUBLIC EVENTS, VISITATION RECORDS</b>	
19.A.	<b>Archeology</b>	
	Records of public attendance at exhibits/events.	Retain for 5 years; then destroy.
19.B.	<b>Jefferson Patterson Park and Museum</b>	
	Information on exhibits and public programs.	Retain for 5 years; then destroy.
19.C.	<b>African American Commission</b>	
	Information on exhibits and public programs.	Retain for 5 years; then destroy.
20.	<b>GENERAL POLICY FILES</b>	
20.A.	<b>Archeology</b>	
	Documents relating to program policies and methods.	Retain at MHT only those policy documents which have potential for legal review. Destroy others. Periodically transfer to Maryland State Archives records showing program development.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.	Description	Retention
20.B.	<p><b>Jefferson Patterson Park and Museum</b></p> <p>Policies that pertain to JPPM site and personnel are documents of record maintained at JPPM.</p>	<p>Retain at JPPM only those policies which have a potential for legal review. Destroy all others.</p>
20.C.	<p><b>Director's Office</b></p> <p>Files pertaining to programs within the division, boards and commissions.</p>	<p>Retain permanently. Periodically transfer to Maryland State Archives records showing program development and change.</p>
20.D.	<p><b>Management and Planning</b></p> <p>Files pertaining to federally mandated policy and procedures related to acceptance of Historic Preservation Funds.</p>	<p>Retain on site for 5 years; then destroy.</p>
20.E.	<p><b>Office of Research Survey and Registration</b></p> <p>Files dealing with general policies of ORSR.</p>	<p>Retain permanently. Periodically transfer to Maryland State Archives records showing program development and change.</p>
21.	<p><b>OUTSIDE RELATED ORGANIZATIONS</b></p>	
21.A.	<p><b>Archeology</b></p> <p>Records relating to liaison with non-MHT archeological organizations.</p>	<p>Retain for 3 years; then destroy.</p>
21.B.	<p><b>Jefferson Patterson Park and Museum</b></p> <p>Officially associated organizations' files are retained for the benefit of the state only. The nature and type of documents vary widely.</p>	<p>Retain 3 years; then destroy.</p>
21.C.	<p><b>Director's Office</b></p> <p>Director involved organizations.</p>	<p>Retain 3 years; then destroy.</p>
22.	<p><b>VOLUNTEER FILES</b></p>	
22.A.	<p><b>Archeology</b></p> <p>Files related to volunteers.</p>	<p>Retain 3 years; then destroy.</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.	Description	Retention
22.B.	<p><b>Jefferson Patterson Park and Museum</b></p> <p>Records include time sheets, personal information and miscellaneous documents.</p>	<p>Retain 3 years; then destroy.</p>
23.	<p><b>REVIEW AND COMPLIANCE – OFFICE OF PRESERVATION SERVICES</b></p>	
23.A.	<p><b>Environmental Review Files</b></p> <p>Files contain all correspondence and documentation of projects reviewed to fulfill compliance with federal and state historic preservation laws and regulations (including Sections 106/110 of the National Historic Preservation Act of 1966 and Sections 5-617/618 of Maryland Law Article 83 B).</p>	<ol style="list-style-type: none"> <li>1) "Effects" – retain for 3 years after completion of project; then discard. Site survey documentation should be retained until actual review is completed; then integrate into MHT inventory records or files as appropriate.</li> <li>2) "No effects" – retain in inactive files for 3 years; then destroy.</li> <li>3) "Problem Projects" – retain in Office of Preservation Services inactive files indefinitely; discard with discretion.</li> </ol>
23.B.	<p><b>Federal Tax Certification Files</b></p> <p>Files contain all applications, correspondence and documentation of projects reviewed for the purposes of federal rehabilitation tax incentive programs.</p>	<p>Retain for 5 years after final certification of completed project. Retain all certified Part I and II applications which advanced no further for five years after certification; then destroy. Incomplete project applications which are not completed within 30 days after notification to applicant will be forwarded to the NPS.</p>
23.C.	<p><b>State 502H Files</b></p> <p>Files contain all applications, correspondence, and documentation of projects reviewed for the purposes of the state subtraction for the preservation of historic property (Form 502H).</p>	<p>Retain until end of project amortization period; then destroy. Retain any photo documentation of easement properties permanently. Periodically transfer to Maryland State Archives.</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.	Description	Retention
23.D.	<p><b>Miscellaneous Review and Compliance Files</b></p> <ol style="list-style-type: none"> <li>1. Federal Memoranda of Agreement</li> <li>2. State Memoranda of Agreement</li> <li>3. Preservation laws and regulations</li> <li>4. Historic districts (National Register listed and surveyed) by county</li> <li>5. General subject files (miscellaneous topic or agency information) filed alphabetically by subject.</li> </ol>	<p>Retain for 10 years; then destroy with discretion.</p>
24.	<p><b>FINANCIAL ASSISTANCE AND EASEMENTS – OFFICE OF PRESERVATION SERVICES</b></p>	
24.A.	<p><b>Grant Files</b></p> <p>Files contain all applications, plans, agreements, project inspection forms, grant disbursements, correspondence and other information relating to the state historic preservation grant program.</p>	<p>Retain for 5 years from date of project completion; then destroy.</p>
24.B.	<p><b>Grant Application Files</b></p> <p>Files contain all nonfunded grant applications received, as well as materials related to the application solicitation, grant selection, and award notification process, organized by grant round.</p>	<p>Retain for 2 years from date of notification of rejection; then destroy.</p>
24.C.	<p><b>Loan Files</b></p> <p>Files contain all applications, plans, agreements, mortgages, project inspection and fund disbursement forms, correspondence and other information relating to the state historic preservation loan program.</p>	<p>Retain files for 10 years from date of loan repayment; then discard.</p>
24.D.	<p><b>Loan Application Files</b></p> <p>Files contain all non-funded loan applications received, as well as materials related to the loan application solicitation and award process.</p>	<p>Retain for 2 years from date of notification of rejection; then destroy.</p>
24.E.	<p><b>Easement Files</b></p> <p>Files contain preservation easements held by MHT, including property documentation, inspection reports, requests for and decisions on alterations and changes, and other correspondence.</p>	<p>Original recorded easement and exhibits are sent to Maryland State Archives upon easement execution. Retain copies of the executed documents for 30 years, then destroy. Retain other documents, including photographic negatives, permanently. Periodically transfer to Maryland State Archives.</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.	Description	Retention
24.F.	<p><b>Office of Museum Service Grant files</b></p> <p>Files contain all applications, plans, agreements, project inspection forms, grant disbursements, correspondence and other information relating to the state museum assistance program.</p>	<p>Retain for 5 years from date of project completion; then destroy.</p>
24.G.	<p><b>Pending Easement Files</b></p> <p>Files contain all materials relating to the acquisition of as yet unexecuted easements.</p>	<p>Retain for 3 years from date of last correspondence; then destroy.</p>
25.	<p><b>ARCHEOLOGICAL SERVICES – OFFICE OF PRESERVATION SERVICES</b></p> <p>Archeological research reports prepared as the result of review, compliance, funding, easement or other activities.</p>	<p>Upon project completion, sent to MHT library for permanent collection.</p>
26.	<p><b>ARCHITECTURAL AND ENGINEERING SERVICES – OFFICE OF PRESERVATION SERVICES</b></p> <p>Files contain all documentation and correspondence relating to the acquisition and disposition of MHT-owned property.</p>	<p>Retain all files for 5 years from date of sale or transfer; then transfer to Maryland State Archives. Retain all leased property files until superseded; then destroy.</p>
27.	<p><b>PROJECT PLANS, SPECIFICATIONS AND ENVIRONMENTAL REPORTS – OFFICE OF PRESERVATION SERVICES</b></p> <p>Files contain oversized project plans, specifications and environmental reports generated from review, compliance, financial assistance, easement and MHT-owned property activities.</p>	<p>Transfer to Maryland State Archives all items for properties on which easements are held. Discard all else.</p>