

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

Schedule No.  
2371

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Agency  
Department of Business and Economic Development

Division/Unit  
Maryland State Arts Council  
General and Grant Administration

Item No.	Description	Retention
<u>SUPERSEDES SCHEDULE NO. 1039</u>		
1.	<u>Grant Applications from Arts Organizations</u> File contains grant applications, grant agreements, supporting documents, grant notification or denial letters and reports.	Retain in office five years (5) after award is made and until all audit requirements have been fully fulfilled. Transfer to the State Records Center for three (3) years and then destroy.
2.	<u>Federal Grant Files</u> File contains grant applications to Federal Government, grant letters, correspondence and reports.	Retain in office until for seven (7) years. Transfer to the State Records Center for three (3) years and then destroy.
3.	<u>Council Meeting Information</u> File includes such monthly Council meeting information as agenda, grant summaries, program reports, and minutes.	Retain permanently for eventual transfer to State Archives.
4.	<u>General Information File</u> Includes copies of correspondence, memorandums, reports, studies, surveys, news releases and other miscellaneous material.	Retain in office for five (5) years and then destroy.
5.	<u>General Administrative File</u> Contains copies of no-record general accounting records such as grant approvals and invoices processed for payment.	Retain in office until for five (5) years. Transfer to the State Records Center for three (2) years and then destroy
6.	<u>Artist Slide Registry</u> File contains information on artists registered with MSAC including resumes, slides and exhibition announcements.	Retain permanently for eventual transfer to the State Archives.

Schedule Approved by Department, Agency or Division Representative.

Date: 2/13/05

Signature: Linda S. Bell

Typed Name: Linda S. Bell

Title: Chief Fiscal Officer - MD. State Arts

Council

Schedule Authorized by State Archivist

Date: 2 Feb 05

Signature: Edward C. Papenfuss Jr