

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

Schedule No.
2572

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Agency Maryland Department of Agriculture

Division/Unit 15 / Nutrient Management Program
/ Contractual Documents

| Item No. | Description | Retention |
|----------|--|--|
| 1. | <p>Contractual Documents</p> <p>All documents listed below are non-record copies and technically may be disposed of as desired. Record copies are kept at MDA's Administration and Fiscal Services offices. This series includes copies of contractual documents and reports with which the MDA Nutrient Management Program is involved. It also contains copies of invoices to or from the contracting partners.</p> <p><u>Proposal Documents.</u> For winning proposals, the retention schedules apply as in (a), (b) and (c) below.</p> <p>a) <u>Memorandum of Understanding (MOU) documents</u> and extension letters. These include all attachments, amendments and correspondence between the MDA and the contract partner. Attachments include budgetary information, schedules of activities, and exemplar report formats.</p> <p>b) <u>Invoices and corresponding receipts.</u> The copies of invoices and the corresponding receipts are required for proper financial administration of the MOUs. These receipts may include copies of: expense forms, employee timesheets, Maryland Fleet Operations and Management System forms, purchase orders, equipment and office supply invoices, and examples of brochures and technical papers.</p> <p>c) <u>Contract Deliverables.</u> Each contract requires multiple reports or deliverables. These include charts, graphics and other representations of data gathered during the performance period of the MOU/contract, as well as narrative descriptions of the contract's progress.</p> | <p>*Storage of documents on electronic media will be kept for a period to be determined by the Program Manager. Record copies are kept at MDA's Administration and Fiscal Services offices.</p> <p>For non-winning grants and proposals, paper copies should be destroyed after three (3) years.</p> <p>Retain throughout life of contract. After contract has expired, and all audit requirements have been fulfilled, destroy paper copies after five (5) years.*</p> <p>Retain throughout life of contract. After contract has expired, and all audit requirements have been fulfilled, destroy paper copies after five (5) years.*</p> <p>Retain throughout life of contract. After contract has expired, and all audit requirements have been fulfilled, destroy paper copies after five (5) years.*</p> <p>*The five year designation is required by the Federal Government.</p> |

Schedule Approved by Department, Agency, or Division Representative

Date: 7/13/2011

Signature: [Signature]

Name: JO MERCER

Title: Program Manager

Schedule Authorized by State Archivist:

Date: 7/28/11

Signature: [Signature]

Name: Edward C. Papenfuss

Title: State Archivist

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|---|--|---|---|---|--|
| Instructions – Type or print a separate form for each new or revised record series. Forward with the Records Retention Schedule (DGS 550-1). | | DEPARTMENT OF GENERAL SERVICES STATE RECORDS CENTER 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 789-1379 | | AGENCY RECORDS INVENTORY PAGE 1 OF 1 | |
| 1. Department/Agency Maryland Department of Agriculture | | 2. Division 15 | | 3. Division/Unit or Section Nutrient Management Program/ Contractual Documents | |
| DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. | | | | | |
| 4. Record Series Title Contractual Documents | | | | 5. Earliest Year/Latest Year 2003-2011 | |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contractual documents – All are non-record copies of the contract documents, reports and financial information for Nutrient Management Program contracts. | | | | | |
| 7. Record Series Format(s) List all Paper: <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm/ <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ | | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | | 9. Volume File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) _____ Number <input type="checkbox"/> Other (specify) _____ | |
| | | | | 10. Annual Accumulation File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) _____ Number <input type="checkbox"/> Other (specify) _____ | |
| 11. File is Used Weekly | | | 12. File Becomes Inactive After Five Years | | |
| 13. Current Location(s) (Bldg., Floor, Room) Maryland Dept. of Ag, 2nd Floor Room 210 | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes In MDA Fiscal – 3rd Floor | | |
| 15. Privacy / Access Restrictions Yes <input type="checkbox"/> Personal <input type="checkbox"/> Medical <input type="checkbox"/> Proprietary <input type="checkbox"/> Classified <input type="checkbox"/> Other _____ (If Yes, cite Law(s) & Regulation(s)) | | | 16. Audit Requirements Those contracts with the MDE and U of MD may be audited during any 5 year period. | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements No | | | 18. Recommended Retention: In Office And In Storage (Each Format) Destroy after five years. These are NOT record copies | | |
| 19. Name and Title of Preparer Louise Woodruff, Admin Officer II E-mail address: woodrule@mda.state.md.us | | 20. Location: 50 Harry Truman Parkway, Annapolis, MD 21401 Telephone Number# (410) 841-5954 Room # 210 | | 21. Date Revised July 13, 2011 June 10, 2011 | |