

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

Schedule No. 2459

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Agency
Department of Business and Economic Development

Division/Unit
Office of Military and Federal Affairs

Item No.	Description	Retention
1.	<p><u>Federal Grant Files</u></p> <p>File contains grant applications to Federal Government, grant letters, correspondence and reports.</p>	<p>Retain in office for seven (7) years. Transfer to the State Records Center for three (3) years and then destroy.</p>
2.	<p><u>Maryland Military Instillation Council Meeting Information</u></p> <p>Files include quarterly Council meetings information such as agendas, summaries, reports and minutes.</p>	<p>Retain in office for five (5) years; then transfer to Maryland State Archives for permanent retention.</p>
3.	<p><u>General Information Files</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, bulletins, reports, and other miscellaneous paper relating to non-company grants.</p>	<p>Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continue administrative, fiscal, legal, or historical value.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date 10/24/11

Signature



Typed Name BGen Michael Hayes

Title Managing Director

Schedule Authorized by State Archivist

Date

11/18/2011

Signature

