

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 2602
Agency Department of Business & Economic Development		Page 1 of 2 Division/Unit Administration/Office of Contracts and Procurement and Grants
Item No.	Description	Retention
	<u>SUPERCEDES SCHEDULE 2447</u>	
1.	<u>Contractual Documents</u> This record shall include all types of contractual documents and agreements.	(1) Retain for three (3) years on site from expiration of document, and until all audit requirements have been fulfilled, then transfer to State Records Center and destroy after 2 years.
2.	<u>Company and Non-Company Files</u> Alphabetical arrangement containing training agreements, correspondence about the company and financial records concerning their training agreements:	(2) Retain in office until expiration of contract and three (3) years thereafter and after audit or until administrative value ceases, whichever is longer, then destroy internally.
3.	<u>General Correspondence</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, bulletins, reports, and other miscellaneous paper relating to company and non-company grants.	(3) Screen annually and destroy in-house all material that is no longer needed for current business purpose with the following exception: Transfer to MD. State Archive for permanent retention of any materials that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.
Schedule Approved by Department, Agency or Division Representative. Date: <u>11/8/12</u> Signature: <u>Robert Ward</u> Typed Name: Robert Ward Title: Director of Contracts and Procurement		Schedule Authorized by State Archivist Date: <u>12/19/2012</u> Signature: <u>[Signature]</u>

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

Schedule No.

2602

Page 2 of 2

Agency
Department of Business & Economic Development

Division/Unit
Administration/Office of Contracts and Procurement and Grants

Item No.	Description	Retention
4.	<p><u>Administrative Files</u> Personnel material, budget information, departmental policy and procedure, etc. are contained in the file.</p>	<p>4) Screen annually and destroy all material that has been updated or replaced 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 continuing administrative, fiscal, legal, or historical value.</p>
5.	<p><u>Purchasing Records</u> This series applies to all standard purchasing forms as well as other purchasing media which provide supporting data for special and general purchasing records.</p> <p>Note: Purchasing records may include all or some of the following documents:</p> <ul style="list-style-type: none"> Actual Emergency and repairs report Advertising and Bids Bid and Quote File Bid Tabulation Records Requisitions Purchase Orders 	<p>(5) Retain for three (3) years in office and until all audit requirements have been fulfilled, then transfer to State Records Center and destroy after (2) years.</p>
6.	<p><u>Federal/State Grant Agreements</u> These files contain grant agreements, correspondence, financial reports, written reports, invoices and payment reconciliation approvals.</p>	<p>(6) Retain for three (3) years on site from expiration of grant documents and until all audit requirements have been fulfilled, then transfer to State Records Center and destroy after (2) years.</p>
7.	<p><u>Credit Card Files</u> Cardholder bank statements, activity logs, purchasing receipts, Cardholder agreements, cardholder applications and supporting forms.</p>	<p>(7) Once a credit card is closed, retain for three (3) years on site from closing of the credit card and until all audit requirements have been fulfilled, then transfer to State Records Center and destroy after (2) years.</p>