

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

Schedule No. 2636  
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Agency **MD DEPARTMENT OF AGRICULTURE** Division/Unit *SUPERSEDES 1620*  
**CONSERVATION GRANTS PROGRAM** *N.A.*

Item No.	Description	Retention
A.	<p><u>Background</u></p> <p>The Maryland Agricultural Water Quality Cost-Share Program (the MACS program) makes grants to farmers to install pollution control measures. Each MACS project is funded, recorded and filed separately. The cost-share agreement for each project will be in effect for 1 year (for Manure Transport and Cover Crop Programs), 3 years (for Nutrient Management Program) and 5, 10, or 15 years (for Capital Program) depending on the practice(s) being applied or constructed. As long as the agreement has not expired, a project file must be retained in the MACS files at MDA headquarters as data about project maintenance and eligibility come in from time to time during the contract period. Since contract life varies greatly from project to project; hence archiving and destruction of project numbers, in sequence, is not done.</p>	
B.	<p>Project expiration for MACS program is either 2 years (for Manure Transport, Cover Crop and Nutrient Management Programs) or 5 years (for Capital Program) after which time applicant is no longer responsible for up-keep/maintenance of a practice/structure installed with the assistance of MACS funds based on the current maintenance life charts in the MACS manual.</p>	

Schedule Approved by Department, Agency, or Division Representative.  
Date \_\_\_\_\_  
Signature *Norman E. Astle, Jr.*  
Typed Name Norman E. Astle, Jr.  
Title MACS Administrator

Schedule Authorized by State Archivist  
Date 4/12/2013  
Signature *Edward C. [unclear]*

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Item No.	Description	Retention
1.	<p><u>Open MACS Projects (for Capital, Manure Transport, Cover Crop and Nutrient Management Programs)</u></p> <p>These files contain information on projects that will be or have been installed. They reflect current project status from its initiation through final payment and its entire maintenance life. Files may contain, but are not limited to:</p> <p>MACS Application &amp; Agreement Checklist Preliminary Grant Approval memo MACS Agreement (contract) BPW/EPA funding Approval memo BPW Submission Waste Management Plan Nutrient Management Plan On-Farm Status Review record MACS Claim for Payment &amp; Supporting Documentation District Correspondence MDA Correspondence</p>	<p>a. Screen projects annually destroying material no longer needed.</p> <p>b. When project is completed and all its requirements are met, transfer project file to Closed Project File.</p>
2.	<p><u>Closed MACS Projects</u></p> <p>These files contain information on projects that were installed/built, where the Claim for Payment (CFP) has been approved and the final payment of the grant has been made, and project life has been met. Files may contain, but are not limited to:</p> <p>MACS Application &amp; Agreement Checklist MACS Agreement (contract) BPW/EPA funding approval memo BPW Submission Waste Management Plan Nutrient Management Plan On-Farm Status Review Record MACS Claim for Payment &amp; Support Documentation District Correspondence MDA Correspondence</p>	

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Item No.	Description	Retention
3.	<p>a. <u>Projects for the Capital Program</u></p> <p>b. <u>Projects for the Manure Transport, Cover Crop, and Nutrient Management Programs</u></p> <p><u>Canceled MACS Projects (for Capital, Manure Transport, Cover Crop and Nutrient Management Programs)</u></p> <p>These files contain information on projects that were never built or installed. Files may contain, but are not limited to:</p> <p>MACS Application &amp; Agreement Checklist Preliminary Grant approval memo MACS Agreement (contract) BPW/EPA funding approval memo BPW Submission Waste Management Plan Nutrient Management Plan On-Farm Status Review Record MACS Claim for Payment &amp; Support Documentation District Correspondence MDA Correspondence</p>	<p>Retain 5 years after completion of all projects and audit requirements. Then destroy.</p> <p>Retain 2 years after completion of all projects and audit requirements. Then destroy.</p> <p>Retain for 2 years and until all audit requirements have been satisfied. Then destroy</p>