

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

Schedule No. 2695
Page 1 of 1

Agency
Dept. of Housing & Community Development

Division/Unit
Div. of Credit Assurance/MHF/Admin.

Item No.	Description	Retention
<u>This schedule supersedes Schedule 927 dated 8/15/05 and Schedule 2407 dated 10/5/06</u>		
1	<u>General Administrative Correspondence:</u> Correspondence such as letters to Governor forwarded to Department for response, correspondence from elected officials, and Board of Public Works files.	1. Retain for two years, then screen 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 continuing administrative, fiscal, legal, or historical value.
2	<u>Director's Reports:</u> Reports from Housing Finance Review Committee, Revenue Bond Advisory Board, Neighborhood Business Works Loan Committee, other reports, etc. for Director's use.	2. Retain Director's copy in office for 2 years, and then destroy.
3	<u>Division Documents:</u> Documents in connection with Policies for Risk Management/Rating, Multi-Family, Single-Family, Maryland Housing Fund.	3. Retain on-site for one year, then retain off-site for six years, then destroy. If practical scan paper to Maryland State Archives standards and have that image become the official record. The image must be managed by the above retention statement, and the original paper version must be destroyed by shredding via the State contract vendor.
4	<u>Procurement Files:</u> Historical Files containing confidential materials, i.e. Invitations for Bids, requests for Proposals and all responses from vendors. Complete solicitation files and related documents.	4. Retain for one year after termination of contract, or six years after completion of state audit requirements, whichever is later, and then destroy. If practical scan paper to Maryland State Archives standards and have that image become the official record. The image must be managed by the above retention statement, and the original paper version must be destroyed by shredding via the State contract vendor.
5	<u>MHF Annual Reports:</u> MHF Annual Report to General Assembly, current and historical, as required by state regulations.	5. Scan annually to Maryland State Archives standards and transfer electronic versions to the Maryland State Archives. <i>Destroy Paper originals after scanning is complete.</i>

Schedule Approved by Department, Agency, or Division Representative.
Date October 16, 2014
Signature _____
Typed Name: George Eaton
Title: DCA Director

Schedule Authorized by State Archivist
Date 1-22-15
Signature _____

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>5</u>	
1. Department/Agency Department of Housing & Community Development		2. Division Division of Credit Assurance		3. Unit Administration	
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 – General Administrative Correspondence				5. Earliest Year/Latest Year - Current & Historical	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Correspondence such as letters to Governor forwarded to Department for response, correspondence from elected officials, citizens and Board of Public Works files.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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) hard Drive Storage ___		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) Subject		9. Volume ___ 3 ___ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) on servers, hard drives, boxes ___	
		10. Annual Accumulation ___ 3 ___ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) ___			
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After ___ 2 ___ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) As outlined in the Records Retention and Disposal Schedule		
13. Current Location(s) (Bldg., Floor, Room) Third Floor File area outside director's office and director's office			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) x Yes x No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention: Retain in office current and prior year. Destroy after two years unless needed for future use.		
19. Name and Title of Preparer Jean Peterson, Director, Program Development Catherine Lewis, Director's Assistant		20. Telephone Number 410 514-7358 410 514-7360		21. Date	

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small></p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>5</u></p>
1. Department/Agency Department of Housing & Community Development	2. Division Division of Credit Assurance	3. Unit Administration
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 - Director's Reports		5. Earliest Year/Latest Year - Current & Historical
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)		
<p>Reports such as Housing Finance Review Committee minutes/agenda, Revenue Bond Advisory Board Agendas, NBW Loan Committee, other reports, etc.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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)hard Drive Storage___</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) Subject</p>	<p>9. Volume</p> <p>___ 3 ___ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) on servers, hard drives, boxes ___</p> <hr/> <p>10. Annual Accumulation</p> <p>___ 3 ___ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
11. File is Used	12. File Becomes Inactive After	
<input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	<p>___ 2 ___ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) As outlined in the Records Retention and Disposal Schedule</p>	
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)	
Third Floor File area outside director's office and director's office	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements	18. Recommended Retention:	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Retain in office current year and prior year, and then destroy. Data available electronically rom shared drives.	
19. Name and Title of Preparer	20. Telephone Number	21. Date
Jean Peterson, Director, Program Development Catherine Lewis, Director's Assistant	410 514-7358 410 514-7360	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>5</u>	
1. Department/Agency Department of Housing & Community Development		2. Division Division of Credit Assurance		3. Unit Administration	
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 –Division Documents				5. Earliest Year/Latest Year - Current & Historical	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Documents in connection with Policies for Risk Management/Rating, Multi-Family, Single-Family, Maryland Housing Fund					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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)hard Drive Storage ___		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) Subject		9. Volume ___ 2 ___ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) on servers, hard drives, boxes ___	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After ___ 1 ___ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) As outlined in the Records Retention and Disposal Schedule			
13. Current Location(s) (Bldg., Floor, Room) Third Floor File area outside director's office and director's office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) x Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention: As outlined in the Records Retention and Disposal Schedule			
19. Name and Title of Preparer Jean Peterson, Director, Program Development Catherine Lewis, Director's Assistant		20. Telephone Number 410 514-7358 410 514-7360		21. Date	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u>5</u>	
1. Department/Agency Department of Housing & Community Development		2. Division Division of Credit Assurance		3. Unit Administration	
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 - Procurement Files			5. Earliest Year/Latest Year - Current & Historical		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Historical Files containing confidential materials, i.e. Invitations for Bids, requests for Proposals and all responses from vendors. Complete solicitation files and related documents.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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)hard Drive Storage ___		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume ___5___ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) on servers, hard drives, boxes ___	
				10. Annual Accumulation ___3___ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) computer H drive	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) As outlined in the Records Retention and Disposal Schedule		
13. Current Location(s) (Bldg., Floor, Room) Third Floor File area outside room 3.617.			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) x <input type="checkbox"/> Yes x <input type="checkbox"/> No Some procurement files are duplicated in the DHCD Central Procurement Office.		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Procurement files contain company sensitive information and are in locked cabinets			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent Procurement files are audited regularly		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention: As outlined in the Records Retention and Disposal Schedule		
19. Name and Title of Preparer Jean Peterson, Director, Program Development		20. Telephone Number 410 514-7358		21. Date	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>5</u> OF <u>5</u></p>
1. Department/Agency Department of Housing & Community Development	2. Division Division of Credit Assurance	3. Unit Administration
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 – MHF Annual Reports		5. Earliest Year/Latest Year - Current & Historical
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)		
MHF Annual Reports to General Assembly, current and historical.		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify)hard Drive Storage___</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>___ 2 ___</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) on servers, hard drives, boxes</p> <hr/> <p>10. Annual Accumulation</p> <p>___ 1 ___</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Computer H drive</p>
11. File is Used		12. File Becomes Inactive After
<input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		<p>Number _____</p> <p><input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>As outlined in the Records Retention and Disposal Schedule</p>
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
Third Floor File area outside director's office & in open area.		<input type="checkbox"/> Yes <input type="checkbox"/> No MHF Annual Report is also in MHF Finance
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))		16. Audit Requirements
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent Procurement files are audited regularly
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		As outlined in the Records Retention and Disposal Schedule
19. Name and Title of Preparer	20. Telephone Number	21. Date
Jean Peterson, Director, Program Development	410 514-7358	