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

Schedule No. 2695

Dept. of Housing & Community Development

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

Dept. of Housing & Community Development			Div. of Cleun Assurance/MITF/Aumin.					
Item No.	Description		Retention					
	This schedule supersedes Schedule 927 of	lated	d 8/15/05 and Schedule 2407 dated 10/5/06					
1	General Administrative Correspondence: 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, Mu Family, Single-Family, Maryland Housing Fundaments	ılti-	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	Procurement Files: 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	MHF Annual Reports: MHF Annual Report General Assembly, current and historical, as required by state regulations.	to	5. Scan annually to Maryland State Archives standards and transfer electronic versions to the Maryland State Archives. Pestrous Paper originals after scanning is complete.					
Sched	ule Approved by Department, Agency,	Sche	edule Authorized by State Archivist					
or Division Representative			Date 1-24-15					
Signat	ure							
Typed Name: George Eaton Title: DCA Director		Signature						

DGS 550-1

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Instructions –Type or Print a separate form for each DEPARTMENT			r of general		AGENCY RECORDS INVENTORY		
new or revised record series. Forward with Records	SERVICES			_			
Retention Schedule (DGS 550-1)	DECO!	ANAGEMENT		r			
Retention Schedule (DGS 550-1)			SION		PAGE1 OF 1_5		
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		27					
	Jessi	sup, Man 410-799	yland 20794 9-1930				
Department/Agency	2. Divisior	n			3. Unit		
Department of Housing & Community Development DEFINITION: RECORD SERIES: A group of related recor	1		Assurance d used as a u	ınit for	Administration reference as well as retention and disposition		
purposes. 4. Record Series Title – General Administrative Correspor	dence			5. Ea	arliest Year/Latest Year - Current & Historical		
Record Series Description (Briefly describe the types of		/docum	ente/forme for				
Series.) Correspondence such as letters to Governor forward and Board of Public Works files.	ded to Dep	oartmen	t for respon	ise, co	orrespondence from elected officials, citizens		
7. Record Series Format(s) List all	8. R	Record Ser	ies Sequence	9. Volu	ume		
□ Letter Size □ Microfilm	1 =	Alphabetical		3			
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11. File is Used			12. File Becomes Inactive After				
			12. File Becomes Inactive After				
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		As outlined in the Records Retention and Disposal Schedule					
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		X Yes x No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
☐ Yes			⊠ None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No			Recommended Retention: Retain in office current and prior year. Destroy after two years unless needed for future use.				
19. Name and Title of Preparer	20). Teleph	one Number		21. Date		
Jean Peterson, Director, Program Development 410 514-7							
Catherine Lewis, Director's Assistant	0 514-7						
Camerine Lewis, Director's Assistant	J00						

Instructions –Type or Print a separate form for each	DEPARTMENT OF (١Δ١	AGENCY RECORDS INVENTORY		
new or revised record series. Forward with Records	DEPARTMENT OF GENER SERVICES						
Retention Schedule (DGS 550-1)				ıT	_ r		
Retention Schedule (DSS 550-1)	· · ·			''	PAGE 2_ 0F _5_		
	DIVISION			204			
	7275 Waterloo Road, P.O. Box			SOX			
	275						
	Jessup, Maryland 20794 410-799-1930						
Department/Agency	2. Di	ivision			3. Unit		
Department of Housing & Community Development	Divis	sion of Credi	t Assurance		Administration		
DEFINITION: RECORD SERIES: A group of related record purposes.	ds norr	mally filed ar	nd used as a	unit fo	r reference as well as retention and disposition		
4. Record Series Title – Director's Reports				5. Ea	arliest Year/Latest Year - Current & Historical		
6. Record Series Description (Briefly describe the types of	inform	ation/docum	ents/forms for	ound ir	the series. Include the purpose or function of the		
series.)							
Reports such as Housing Finance Review Com	ımitte	e minutes	/agenda, R	Reven	ue Bond Advisory Board Agendas, NBW		
Loan Committee, other reports, etc.							
		γ					
7. Record Series Format(s) List all ☑ Letter Size ☐ Microfilm		_	ries Sequence	9. Voli			
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☑ Daily ☑ Weekly ☑ Monthly ☐ Annually			ll .	the Rec	ords Retention and Disposal Schedule		
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		X Yes x No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
☐ Yes			None ☐ State ☐ Federal ☐ Independent				
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17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No			Recommended Retention: Retain in office current year and prior year, and then destroy. Data available electronically rom				
			shared drives		, , , , , , , , , , , , , , , , , , , ,		
19. Name and Title of Preparer	19. Name and Title of Preparer 20. Telep			r	21. Date		
Jean Peterson, Director, Program Development		410 514-7	358				
Catherine Lewis, Director's Assistant		410 514-7	1-7360				
II	Cathornic Lewis, Director 57 Balatant						

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new or revised record series. Forward with Records				_		
Retention Schedule (DGS 550-1)		oad, P.O. Box 275)	page .3 of _ .5		
	Jessup, Maryland 20794 410-799-1930					
Department/Agency	2. Division			3. Unit		
Department of Housing & Community Development	Division of Credit Ass					
DEFINITION: RECORD SERIES: A group of related record	s normally filed and us	sed as a unit for re	ferenc	e 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 i	information/documents	s/forms found in th	e serie	es. Include the purpose or function of the series.)		
Documents in connection with Policies for Risk	Management/Ra	ting, Multi-Far	nily,	Single-Family, Maryland Housing Fund		
7 Record Series Format(s) List all	8. Record Series S	equence T	9. Vol	ume		
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		As outlined in the Records Retention and Disposal Schedule				
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		14. Is Record Series Duplicated Eisewhere? (If yes, specify agency or office.) X Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
Yes 🖾 No		None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements	s	18. Recommended Retention:				
Yes 🛛 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						
Catherine Lewis, Director's Assistant	410 514-7360					

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4 December 11/1	0.0:	vision	99-1930		3. Unit		
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Department of Housing & Community Development DEFINITION: RECORD SERIES: A group of related record							
purposes.					Total Child Go Wall Go Patrick Child		
Record Series Title - Procurement Files				5. Ea	arliest Year/Latest Year - Current & Historical		
6. Record Series Description (Briefly describe the types of	informa	ation/docum	ents/forms fo	ound in	the series. Include the purpose or function of the		
series.)							
Historical Files containing confidential materia	als, i.e	. Invitatio	ns for Bid	s, req	uests for Proposals and all responses from		
vendors. Complete solicitation files and relate	d doc	uments.					
7. Record Series Format(s) List all		8. Record Ser		9. Vol			
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13. Current Location(s) (Bldg., Floor, Room)	-		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Third Floor File area outside room 3.617.	x Yes x No			`			
			Some procurement files are duplicated in the DHCD Central Procurement Office.				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
Yes ☐ No Procurement files contain company sensitive information and are in locked ca		None ⊠ State ☐ Federal ☐ Independent Procurement files are audited regularly					
Is an Index System used? If yes, explain briefly and describe requirement		18. Recomm					
Yes No					ords Retention and Disposal Schedule		
19. Name and Title of Preparer 20. Telep			one Number 21. Date		21. Date		
Jean Peterson, Director, Program Development 410 514			358				

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Instructions -Type or Print a separate form for each	DEPARTME	NT OF GENERAL	AGENCY RECORDS INVENTORY			
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Retention Schedule (DGS 550-1)	RECORDS	MANAGEMENT	PAGE 5 OF 5			
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Department/Agency	2. Division		3. Unit			
Department of Housing & Community Development	Division of Cre	dit Assurance	Administration			
DEFINITION: RECORD SERIES: A group of related record purposes.	ds normally filed	and used as a unit	for reference as well as retention and disposition			
4. Record Series Title - MHF Annual Reports		5.	Earliest Year/Latest Year - Current & Historical			
6. Record Series Description (Briefly describe the types of	information/doc	ments/forms found	in the series. Include the purpose or function of the			
series						
MHF Annual Reports to General Assembly, cu	rrent and his	orical.				
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13. Current Location(s) (Bldg., Floor, Room) Third Floor File area outside director's office \$ is once area.		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Third Floor File area outside director's office & in open area.		☐ Yes ☐ No MHF Annual Report is also in MHF Finance				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
☐ Yes ☐ No			□ None ☑ State □ Federal □ Independent			
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17. Is an Index System used? If yes, explain briefly and describe requirement ☐ Yes ☑ No	ts	18. Recommended	l Retention: lecords Retention and Di sposal Schedule			
		As outlined in the R	поста положно выпострой постояния			
19. Name and Title of Preparer	20 Told	phone Number	21. Date			
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Jean Peterson, Director, Program Development	410 514	•				