	DEPARTMENT OF GENERAL		Schedule No. 2704
RECO	RECORDS MANAGEMENT	Page1 of 6	
Agency	nt of Housing and Community Do	Division/Unit Neighborhood Revitalization	
ltem No.	Descripti	on	Retention
	<u>This schedule supersedes schedule</u> <u>1028 dated 07-08-1985; 1767 date</u> <u>05-11-1995; 1632 dated 08-09-199</u> <u>and 2370 dated 09</u>	d 05-11-1995; 1768 date 4; 1278 dated 05-08-199	d
1	Community Development Block G Attorney General Settlement Fund Direct); and Neighborhood Conse Attorney General Settlement Fund	ding-Direct Grants (AG rvation Initiative	
	a. Active Projects:		Retain until U.S. Department of Housing and Urban Dev. (HUD) or the State closes the grant year they were funded from. Then move to Closed Projects (Item 1b).
	b. Closed Projects:		Retain for 5 years from date closed by HUD or the State, or until all audit requirements are complete, whichever is longer, then destroy. Hard copies are shredded via a State selected vendor. If practical, scan paper to MD 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 will be
or Division F Date Signature Typed Nam	pproved by Department, Agency, Representative. <i>Remuld R. Matters</i> e <u>Ponald D. Waters</u>	Schedule Authorized Date <u>6-24</u> Signature <u>10</u>	
Title DGS 550-	1 Directer MC		

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No.Z 704Page 2 of 6		
RECO	RDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)			
Agency		Division/Unit		
Departme	nt of Housing and Community Development	Neighborhood Revitalization		
ltem No.	Description	Retention		
		shredded via a State selected vendor.		
2	Circuit Rider Town Manager Program (CR)	Retain until closed. Once closed, Retain for 7 years from date closed or until all audit requirements are complete, whichever is longer, then destroy. Hard copies will be shredded via State selected vendor. If practical, scan paper to MD 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 a State selected vendor.		
3	Community Legacy (CL); Neighborhood Business Development Program Grants (NBDP Grants); Strategic Demolition and Smart Growth Impact Fund (SDSGIF); and Baltimore Regional Neighborhood Initiative (BRNI) a. Approved Applications:	Retain for 3 years from date closed or until all audit requirements are complete, whichever is longer, then destroy. Hard copies will be shredded via State selected vendor. If practical, scan paper to MD 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 a State selected vendor.		
DGS 550-	b. Rejected Applications:	Retain for 1 year then destroy.		

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. 2370 2704

Page 3 of 6

Agency

Department of Housing and Community Development

Division/Unit Neighborhood Revitalization

tem No.	Description	Retention		
4	Sustainable Communities Designations a. Approved Applications:	Retain for 5 years after designation ends, or until all audit requirements are complete, whichever is longer, 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 a State selected vendor.		
	b. Rejected Applications:	Retain for 5 years, then destroy. Hard copies will be shredded via State selected vendor. If practical, scan paper to Maryland State Archives standards and have that image become the official record. The image must be managed by th above retention statement, and the original paper version must be destroyed by shredding via a State selected vendor.		
5	Community Services Block Grant (CSBG) Programs; Emergency Solutions Grants (ESG) Homeless Prevention and Rapid ReHousing) (HPRP) ; and all Foreclosure Programs	Retain for 6 years from date closed or until all audit requirements are complete, whichever is longer, the destroy. Hard copies will be shredded via State selected vendor If practical, scan paper to MD Stat 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		

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. 2704 Page 4 of 6 Division/Unit		
Agency	(continuation choosy			
	t of Housing and Community Development	Neighborhood Revitalization		
ltem No.	Description	Page 4 of 6 Division/Unit Neighborhood Revitalization Retention be destroyed by shredding via State selected vendor. Retain for 7 years from date close or until all audit requirements are complete, whichever is longer, the destroy. Hard copies will be shredded via State selected vendor. If practical, scan paper to MD 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 a State selected vendor. Retain for 1 year then destroy. Retain for 3 years from date close or until all audit requirements are complete, whichever is longer, the destroy. Hard copies will be shredded via State selected vendor. Retain for 1 year then destroy. Retain for 3 years from date close or until all audit requirements are complete, whichever is longer, the destroy. Hard copies will be shredded via State selected vendor. Retain for 3 years from date close or until all audit requirements are complete, whichever is longer, the destroy. Hard copies will be shredded via State selected vendo If practical, scan paper to MD 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		
<u>NO.</u>		be destroyed by shredding via a State selected vendor.		
6	Community Investment Tax Credit (CITC) and Endow Maryland a. Approved Applications:	complete, whichever is longer, then destroy. Hard copies will be shredded via State selected vendor. If practical, scan paper to MD 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 a State		
	b. Rejected Applications:	Retain for 1 year then destroy.		
7	Maryland Improvement Program (MIP) and Technical Assistance Grants (TAG) a. Approved Applications: b. Rejected Applications:	complete, whichever is longer, then destroy. Hard copies will be shredded via State selected vendor. If practical, scan paper to MD 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 a State		

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Department of Housing and Community Development

Agency

Schedule No. 2704

Page 5 of 6

Division/Unit Neighborhood Revitalization

tem Io.	Description	Retention	
8	Main Street Maryland Designations (MSM) a. Approved Applications:	Retain until all audit requirements are complete, then destroy. Hard copies will be shredded via State selected vendor. If practical, scan paper to MD 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 a State selected vendor.	
	b. Rejected Applications:	Retain 1 year then destroy.	
DGS 550-			

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Department of Housing and Community Development

Agency

Schedule No. 2704

Page 6 of 6

Division/Unit Neighborhood Revitalization

ltem No.	Description	Retention	
9	Neighborhood Business Development Program Loans (NBDP Loans); and State Small Business Credit Initiative (SSBCI) a. Current Loans (in process, active):	Retain for 5 years after being paid in full, or until all audit requirements are complete, whichever is longer, then destroy. Hard copies will be shredded via State selected vendor. If practical scan paper to Maryland State Archives standards and have that image become the official record. The image must be managed by th above retention statement, and the original paper version must be destroyed by shredding via a State selected vendor.	
	b. Declined and Withdrawn Loan Applications	Retain for 5 years, then destroy. Hard copies will be shredded via State selected vendor. If practical scan paper to Maryland State Archives standards and have that image become the official record. The image must be managed by th above retention statement, and the original paper version must be destroyed by shredding via a State selected vendor.	
10. DGS 550-	Rental Assistance Program	Retain for 5 years, or until all audi requirements are complete, whichever is longer, then destroy. Hard copies will be shredded via State selected vendor. If practical scan paper to MD 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 a State selected vendor.	

lastructions. Time or Drint a concrete form for					AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or revised record series. Forward	1	RTMENT OF G					
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo Ro Jessup, Mar 410-79			PAGE1 OF <u>10</u>		
1. Department/Agency	2. Divisio	on			3. Unit		
Department of Housing and	Neighbo	rhood Revitaliz	zation		Community Development Block Grant, Attorne		
Community Development					Generals Settlement, Neighborhood		
					Conservation Initiative		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records i	normally filed a	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Program Administration and Management Record	S				to		
6. Record Series Description (Briefly describe the	types of inf	ormation/docu	ments/forms for	ound in the	e series. Include the purpose or function of the		
series.) Manuals, Applications, Rating and Review	/ Forms, Re	equests for Pay	yments, Repor	ts, Corres	spondence, Monitoring Reviews		
7. Record Series Format(s) List all		8. Record Series	s Sequence	9. Volume			
Letter Size		Alphabetical		Very by ye Number			
Legal Size Computer Tape		Numerical		File Dr	rawer(s) ilm Reel(s)		
Audio Tape Floppy Disk			al		uter Tape(s)		
Bound Book Video Tape		Geographica	al	10. Annual Accumulation			
Other (specify)		Other (specify) also byVery			Very by year		
		<u>) (ui</u>		Number			
				File Dr	rawer(s) îlm Reel(s)		
					uter Tape(s)		
				Other	(specify)		
11. File is Used			12. File Becom				
Daily 🛛 Weekly 🖾 Monthly 🖾 An	inually				UD Closed and sent to Jessup		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements			
Yes No							
			None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended F	Retention		
Yes No					epartment of Housing and Urban Dev. (HUD) or the State closes t		
					I from. Then move to Closed Projects (Item 1b). Closed - Retain HUD or the State, or until all audit requirements are complete,		
		whichever is lo practical, scan			stroy. Hard copies are shredded via a State selected vendor. If		
					State Archives standards and have that image become the official		
				5211	managed by the above retention statement, and the original pap a State selected vendor.		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Dat	e		
Cindy Stone Director		410-514-72	56	3/24/15	3/24/15		

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Instructions – Type or Print a separate form for	DEPAR	RTMENT OF G	ENERAL SER	ERAL SERVICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECO	ORDS MANAG	GEMENT DIVI	SION			
with Records Retention Schedule (DGS 550-1)	5 Waterloo Ro	oad, P.O. Box	275	DACE	2 05 10		
	Jessup, Mary				PAGE	_2_ OF <u>10</u>	
410-799			9-1930			·	
1. Department/Agency	2. Divisio	on			3. Unit		
Department of Housing and	Neighbo	rhood Revitali	zation		Circuit Rider		
Community Development							
	l						
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records r	normally filed a	and used as a	unit for rei	ference as well as reter	ntion and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year		
Program Administration and Management Records	S				to		
6. Record Series Description (Briefly describe the	types of inf	ormation/docu	iments/forms fe	ound in the	e series. Include the pr	urpose or function of the	
series.) Manuals, Applications, Rating and Review							
7. Record Series Format(s) List all	2.1	8. Record Serie	s Sequence	9. Volume Very by ye			
Letter Size I Microfilm		Alphabetical		Number			
Legal Size Computer Tape		Numerical		File Dr	awer(s) Im Reel(s)		
Audio Tape 🔄 Floppy Disk		Chronologic	al		buter Tape(s)		
				Other	(specify)		
Bound Book Video Tape		Geographic	al	10. Annual Accumulation			
Other (specify)		Other (spec	Other (specify) also by Very I		by year		
	1. 2.2.			File Dr	awer(s) Im Reel(s)		
				Computer Tape(s)			
				Other (specify)			
11. File is Used			12. File Becom	es Inactive Af	ter		
					nd sent to Jessup		
🛛 Daily 🛛 Weekly 🖾 Monthly 🖾 Ani	nually	Number		Month(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	lirements			
Yes 🛛 No							
			🛛 None	State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended R	Retention		
Yes No					osed, Retain for 7 years from o	date closed or until all audit	
						roy. Hard copies will be shredded via	
		State selected image become				e Archives standards and have that	
					cord. The image must be mar	naged by the above retention ed by shredding via a State selected	
			vendor.	uno originar p	aper version must be desiloye	so sy amouning via a orate selected	
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	9		
Cindy Stone Director		410-514-72	56	3/24/15			

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each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency 2. Di		DRDS MANAG 5 Waterloo Ro Jessup, Mar 410-79 on rhood Revitali	ation ad used as a un	SION 275 5. Earlie 2 und in the	est Year/Latest Year 007 to2015 series. Include the purpose or function of the	
7. Record Series Format(s) List all Image: Computer Tape		8. Record Serie		9. Volume 43 Number Microfil		
Audio Tape Floppy Disk Bound Book Video Tape			Chronological Comput Comput Other (Geographical		uter Tape(s) (specify)	
Other (specify)		☑ Other (specify) 9		9 Number M File Dra	Im Reel(s) uter Tape(s)	
11. File is Used		12. File Becom 13 Number	les Inactive Af			
13. Current Location(s) (Bldg., Floor, Room) DHCD Baltimore Office, 10 S Charles Street, Suite 450, Baltimore, N	MD 21201, File	Room	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes			16. Audit Requirements] Federal 🔲 Independent	
7. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes			18. Recommended Retention APPROVED APPLICATIONS- Retain for 3 years from date closed or until all audit requirements are complete, whichever is longer, then destroy. Hard copies will be shredded via State selected vendor. practical, scan paper to MD State Archives standards and have that image become the official record. The image must be managed by the above retentio statement, and the original paper version must be destroyed by shredding via a State selected vendor. REJECTED APPLICATIONS - Retain for 1 year then destroy.			
19. Name and Title of Preparer Valerie Carpenter, Assistant Director, Office of Community DGS 550-4 (Rev. 1/93)	Programs	20. Telepho 410-209-58	one Number 29	21. Date 3/31/15	8	

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each new or revised record series. Forward with RECOR				ERAL SERVICES AGENCY RECORDS INVENTORY ENT DIVISION P.O. Box 275 PAGE 4 of 10			
		Jessup, Mar 410-79					
1. Department/Agency 2. Division			1.1		3. Unit		
Department of Housing and Community Development	Neighbor	rhood Revitali	zation		Sustainable Communities		
DEFINITION: RECORD SERIES: A group of related purposes.	records no	ormally filed ar	nd used as a u	init for refe	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	est Year/Latest Year		
Program Administration and Management Records				2	2012 to2015		
 Record Series Description (Briefly describe the ty series.) Manuals, Applications, Rating and Review F historic information, and documentation. 							
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	e		
Letter Size 🔲 Microfilm		Alphabetica	d	5 Number			
Legal Size Computer Tape		Numerical		🛛 File Dr			
Audio Tape 🔲 Floppy Disk	Audio Tape Floppy Disk		cal		film Reel(s) puter Tape(s) r (specify)		
Bound Book Video Tape		Geographic			al Accumulation		
Other (specify) Ot		Other (spec			Drawer(s) ofilm Reel(s) puter Tape(s)		
11. File is Used			12. File Becom	ies Inactive A	After		
🗌 Daily 🗌 Weekly 🗌 Monthly 🛛 Annu	ally		Number I Month(s) X Year(s)				
13. Current Location(s) (Bldg., Floor, Room) DHCD Baltimore Office, 10 S Charles Street, Suite 450, Baltimore, 1	MD 21201, File	Room	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☑ Yes □ No PDF electronic documents located on Division's Shared Drive 16. Audit Requirements				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes			16. Audit Requirements				
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes			18. Recommended Retention APPROVED APPLICATIONS - If scanned from paper, scan to Maryland State Archives standards. Retain electronically for 5 years after designation ends, or until all audit requirements are complete, whichever is longer, then destroy. Retain hard copy and all attachments until designation ends, or until all copy and all attachments until designation ends.				
			designation ends, then destroy. Once no longer designated, hard copy versions and attachments are shredded via State selected vendor. REJECTED APPLICATIONS - Retain for 5 years, then destroy. Hard copies will be shredded via State selected vendor. 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 l destroyed by shredding via a State selected vendor.				
19. Name and Title of Preparer			one Number	21. Dat			
Valerie Carpenter, Assistant Director, Office of Community Programs 410-209-582			329	3/31/15	5		

DGS 550-4 (Rev. 1/93)

Instructions –Type or Print a separate form for	DEPARTMENT OF (GENERAL SER				
each new or revised record series. Forward	RECORDS MANA	GEMENT DIVIS	SION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE5 OF10		
1. Department/Agency	2. Division			3. Unit		
Department of Housing and	Neighborhood Revital	ization	Community Services Block Grant, Emergency			
Community Development			Solutions, Homeless Prevention, Foreclosure			
DEFINITION: RECORD SERIES: A group of relate	ed records normally filed	and used as a	unit for ref	erence as well as retention and disposition		
purposes. 4. Record Series Title			E Earlia	at Vegr/l staat Vegr		
4. Record Series True Program Administration and Management Records			5. Earlie	st Year/Latest Year to		
Program Administration and Management Records	5					
6. Record Series Description (Briefly describe the	types of information/doc	uments/forms fo	ound in the	e series. Include the purpose or function of the		
series.) Manuals, Applications, Rating and Review						
7. Record Series Format(s) List all	8. Record Serie	es Sequence				
Letter Size	Alphabetical		Very by year Number			
Legal Size Computer Tape			⊠ File Drawer(s) ☐ Microfilm Reel(s)			
Audio Tape Floppy Disk	Chronologi	cal	Computer Tape(s)			
Bound Book Video Tape	Geographi	cal		Accumulation		
Other (specify)	Other (spered)	cify) also by	<u>Very by year</u> Number			
11. File is Used		12. File Become	es Inactive Af	ter		
🛛 Daily 🛛 Weekly 🖾 Monthly 🖾 And	nually	<u>5 years after se</u> Number		2 Aonth(s)		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record S	eries Duplica	ted Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes		16. Audit Requ		Federal 🔲 Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recom Retain for 6		Retention om date closed or until all audit requirements are		
	complete, whichever is longer, then destroy. Hard copies will be shredded					
		via State selected vendor. If practical, scan paper to MD State Archives				
	standards and have that image become the official record. The ima					
	be managed by the above retention statement, and the original p					
			1	oyed by shredding via a State selected vendor.		
19. Name and Title of Preparer	20. Telephor 410-514-720		21. Date			
Reginald Stanfield	209	3/31/15				

<u>Instructions</u> –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			SION	AGENCY RECORDS INVENTORY PAGE 6 OF 10		
1. Department/Agency Department of Housing and	2. Division Neighborhood Revitalization				3. Unit		
Community Development					Community Investment Tax Credit (CITC) Program		
DEFINITION: RECORD SERIES: A group of related records normal	ly filed and us	ed as a unit fo	r reference as				
4. Record Series Title Program Administration and Management Records:				5. Earlie 2010	to 2015		
6. Record Series Description (Briefly describe the types of information	n/documents/fe	orms found in	the series. In	clude the	purpose or function of the series.)		
Policy & Procedure Manual Application							
Award Recommendations Memo & Spreadsheet Award Letters							
Certificate of Contribution Forms							
Semi-Annual Reports Recapture/Relinquish Documentation							
Close-Out Documentation Annual Report of Certification of Tax Credits							
Annual Report of Certification of Fax Creans							
7. Record Series Format(s) List all		8. Record Serie	s Sequence 9. Volume 270				
X Letter Size 🛛 Microfilm		X Alphabetical		Number			
X Legal Size 🛛 Computer Tape		D Numerical		x File Drawer(s) □ Microfilm Reel(s)			
🗆 Audio Tape 🛛 🖓 Floppy Disk		Chronological		Computer Tape(s) X Other (specify): Record boxes at Jessup storage and electronic files on shared network			
Bound Book Uideo Tape	Geographical			10. Annual Accumulation			
X Other (specify): Electronic Files				60 Number	/ / / / / / / / / / / / / / / /		
				X File Drat Microfil Compute X Other (sp	m Reel(s)		
11. File is Used			12. File Becom				
X Daily X Weekly X Monthly X Annually			Number 2	L M	onth(s) X Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Files: File room in Baltimore Office for active projects, (2 N Charles Street, Suite 450, Baltin closed project files	nore, MD 21201. J	lessup for		Series Duplica X No	ted Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes X No			16. Audit Requirements				
			□ None X	State 🗆 Fed	eral 🗆 Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18 Recom	mended P	etention.		
□ Yes X No			18. Recommended Retention: Retain for 7 years from date closed or until all audit				
					e complete, whichever is longer, then		
					opies will be shredded via State		
					. If practical, scan paper to MD State		
			Archives standards and have that image become the official record. The image must be managed by the				
					statement, and the original paper		
					destroyed by shredding via a State		
			selected				
19. Name and Title of Preparer Amy Seitz, Director, Office of Community Access and Partnersh	nip	20. Telepho Number 410-209-58	March 31, 2015				
DGS 550-4 (Rev. 1/93)							

Instructions – Type or Print a separate form for each DEPA	DEPARTMENT OF GENERAL SERVICES			AGENCY RECORDS INVENTORY		
new or revised record series. Forward with Records REC	RECORDS MANAGEMENT DIVISION					
Retention Schedule (DGS 550-1) 72	7275 Waterloo Road, P.O. Box 275					
	Jessup, Maryland 20794 410-799-1930			PAGE 7_of 10		
1. Department/Agency 2. Divis	2. Division			3. Unit		
Department of Housing and Neighb	Neighborhood Revitalization			Maryland Improvement Program, TAG		
Community Development						
DEFINITION: RECORD SERIES: A group of related records norm	ally filed and us	ed as a unit fo	r reference	as well as retention and disposition purposes.		
4. Record Series Title		5. Earliest Year/Latest Year				
Program Administration and Management Records2012 to2015						
 6. Record Series Description (Briefly describe the types of informal Policy & Procedure Manual Application Award Recommendations Memo & Spreadsheet Award Letters Request for Payment Forms and Documentation Quarterly Reports Recapture/Relinquish Documentation Close-Out Documentation 	tion/documents	/forms found ir	n the series	s. Include the purpose or function of the series.)		
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume			
	Con Congo		25			
x Letter Size Microfilm	xAlphabetical		Number			
Legal Size Computer Tape	Numerical		× File Draw			
선생님이 아이는 것이 같아요. 이 가지 않는 것이 같아요. 이 것이 같아요.				iter Tape(s)		
Audio Tape Floppy Disk			x Other (sp of Program	becify) Electronic files located on shared server and on computers		
Bound Book Video Tape	Geographical 10. Annual		and the second second	Accumulation		
x Other (specify): Electronic files	Other (spec		10 Number			
	Microf		x File Draw			
	Computer (sr		The second second	pecify) Electronic files located on shared server		
11. File is Used		12. File Becor	mes Inactive A	fter		
x Daily x Weekly x Monthly Annually		3 Number ☐ Month(s) x Year(s)				
13 Current Location(s) (Bldg Floor Room)		14 ls Record	Sorios Duplic	ated Eleowhere? (If yes, specify agency or office.)		
 Current Location(s) (Bldg., Floor, Room) Files are located in Staff offices and in file room in the Baltimore Office: 2 N Charles Street, Suite 450, Baltimore, MD 21201 			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
Yes X No		None × State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
Yes 🛛 No						
			Retain for 3 years from date closed or until all audit requirements are complete, whichever is longer, then destroy. Hard copies will be			
			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 a					
		State selec	cted vendo	и .		
19. Name and Title of Preparer	20. Teleph	one Number	21. Date	te		
Amy Seitz, Director, Office of Community Access and Partnership	Partnership 410-209-58		March 3	1, 2015		

 Record Series Title Program Administration and Management Records Record Series Description (Briefly describe the type) 	2. Division Neighborhood Revitali records normally filed and s of information/document	GEMENT DIV oad, P.O. Box 2 yland 20794 p-1930 zation used as a unit s/forms found mmendation M	VISION				
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume 30				
X Letter Size 🛛 Microfilm	X Alphabetical		Number				
Legal Size Computer Tape			x File Drawer(s) □ Microfilm Reel(s)				
a Adia Tana a Diana Dia			Computer				
Audio Tape Floppy Disk	Chronological		Program Sta				
Bound Book Uideo Tape	Geographical		10. Annual Accumulation				
X Other (specify): Electronic files on shared server	□ Other (specify)	2 Number				
			X File Draw Microfilm Computer X Other (spo Program Sta	n Reel(s) · Tape(s) secify): Electronic files located on shared server and on computers of			
11. File is Used		12. File Become	Inactive After				
11. The is Used				lonth(s)			
Daily X Weekly X Monthly X Annually		MSM designatio					
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Se	ries Duplicated	Elsewhere? (If yes, specify agency or office.)			
File drawer of Program Staff in Baltimore Office, 2 N Charles Street, Sui	te 450, Baltimore, MD 21201	🗆 Yes	X No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements					
□ Yes X No			None X State Federal Independent				
 17. Is an Index System used? If yes, explain briefly and describe requirements Yes X No 			18. Recommended Retention				
			Retain until all audit requirements are complete, then destroy. Hard copies will be shredded via State selected vendor. If practical, scan paper to MD 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 a State selected vendor.				
19. Name and Title of Preparer 20. Telephor Amy Seitz, Director, Office of Community Access and 410-209-581 Partnership 20. Telephor			21. Date March 3				

DGS 550-4 (Rev. 1/93)

Instructions – Type or Print a separate form for	DEPARTMENT OF GENERAL			RVICES AGENCY RECORDS INVENTORY				
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			SION				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930			275	PAGE9 OF10			
1. Department/Agency	2. Divisio	on			3. Unit			
Department of Housing and	Neighbo	rhood Revitali	zation		Neighborhood BusinessWorks			
Community Development								
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			5. Earliest Year/Latest Year					
Program Administration and Management Records	6		to					
6. Record Series Description (Briefly describe the	types of inf	ormation/docu	ments/forms f	ound in the	e series. Include the purpose or function of the			
series.) Loan Applications, Rating and Review Forms, Requests for Payments, Reports, Correspondence and supporting documents,								
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume				
🛛 Letter Size 🛛 Microfilm		Alphabetica		<u>Very by year</u> Number				
🛛 Legal Size 🛛 Computer Tape		Numerical		⊠ File Drawer(s)				
Audio Tape Floppy Disk		Chronologic	al	Microfilm Reel(s) Computer Tape(s) Other (specify)_Share Drive				
Bound Book Video Tape	Geographical							
Other (specify)	Other (specify) also year		ify) also by		0. Annual Accumulation <u>Very by year</u> Number			
					 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)_Share Drive 			
11. File is Used			12. File Becom	es Inactive A	fter			
🛛 Daily 🖾 Weekly 🖾 Monthly 🖾 Annually			5 years after paid or cancelled Number Month(s) Year(s)					
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☑ Yes □ No On Share Drive					
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) ☐ Yes			16. Audit Requirements					
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes X No			18. Recommended Retention Current - Retain for 5 years after being paid in full, or until all audit requirements are complete, whichever is longer, then destroy. Hard copies will be shredded via State selected vendor. 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 a State selected vendor. Declined - Retain for 5 years, then destroy. Hard copies will be shredded via State selected vendor. If practical, scan paper to Maryland State selected vendor. 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 a State selected vendor.					
19. Name and Title of Preparer		20. Telepho	ne Number	21. Dat				
Michael Haloskey Director				3/26/15				

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Instructions –Type or Print a separate form for	DEPARTMENT OF (AGENCY RECORDS INVENTORY				
each new or revised record series. Forward	RECORDS MANA	GEMENT DIVIS	SION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R	oad, P.O. Box 2	275	PAGE 10	OF10	
	Jessup, Ma					
	410-799-1930					
1. Department/Agency	2. Division			3. Unit		
Department of Housing and	Neighborhood Revital	ization		Rental Assistance		
Community Development						
DEFINITION: RECORD SERIES: A group of relate	ed records normally filed	and used as a	unit for ref	erence as well as rete	ention and disposition	
purposes.			E Earlia	st Year/Latest Year		
4. Record Series Title						
Program Administration and Management Records	5			to		
6. Record Series Description (Briefly describe the	types of information/doc	uments/forms fr	ound in the	series Include the r	purpose or function of the	
series.) Manuals, Applications, Rating and Review	Forms, Requests for Pa	iyments, Repor	ts, Corres	pondence, wonitoring	Reviews	
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume			
Letter Size Microfilm	Alphabetica	al	Very by ye Number	ar		
Legal Size Computer Tape	Numerical			File Drawer(s)		
Audio Tape 🛛 Floppy Disk	Chronologi	cal	 Microfilm Reel(s) Computer Tape(s) 			
			Other (specify)			
Bound Book Video Tape	Geographic	cal				
Other (specify)	Other (spe	Other (specify) also by		10. Annual Accumulation Very by year		
year		Number				
			File Dr			
				Im Reel(s)		
			Computer Tape(s)			
			Other	specify)		
11. File is Used		12. File Become	es Inactive Af	ter	¢	
	5 years after sent to Jessup Number Month(s) Year(s)					
🛛 Daily 🖾 Weekly 🖾 Monthly 🖾 An	nually			Ionth(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record S	eries Dunlica	ted Elsewhere? (If ves soo	cify agency or office.)	
		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes ☑ No				
		40.0				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes	16. Audit Requirements					
		None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe	requirements	18 Recom	mended 5	etention		
Yes No	18. Recommended Retention Retain for 5 years, or until all audit requirements are complete, whichever is longer, then					
	destroy. Hard copies will be shredded via State selected vendor. If practical, scan paper to MD					
	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 by shredding via a State selected vendor.			nai paper version must be destroyed	
		1952				
19. Name and Title of Preparer	19. Name and Title of Preparer 20. Telephon			9	· · · · · · · · · · · · · · · · · · ·	
Reginald Stanfield Director						
	410-514-72		3/31/15			