

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

Schedule No. **2890**

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Agency
Frederick Community College

Division/Unit
Operations/Facilities Planning

Item No.	Description	Retention
1	Construction Documents – submittals	Scan to Maryland State Archives Standards, then destroy paper. Retain digital version for ten years, then destroy.
2	Design Documents – drawings and specs	Scan to Maryland State Archives Standards, then retain paper and digital version for ten years, then destroy paper version. Retain digital version for forty years, then destroy.
3	Design Submission – progress submissions	Scan to Maryland State Archives Standards, then destroy paper. Retain digital version for three years, then destroy.
4	Co-sponsorship request/agreement/scheduling	Scan to Maryland State Archives Standards, then destroy paper. Retain digital version for three years, then destroy.
5	Facilities Inventory	Scan to Maryland State Archives Standards, then destroy paper. Retain digital version for ten years, then destroy.
6	Use of Facility request/agreement/scheduling	Scan to Maryland State Archives Standards, then destroy paper. Retain digital version for three years, then destroy.
7	Facilities Master Plan	Scan to Maryland State Archives Standards, then destroy paper. Retain digital version for ten years, then destroy.

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

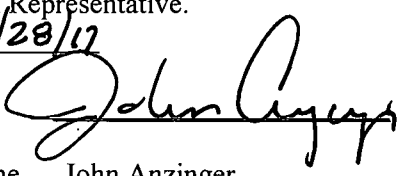
Schedule No.

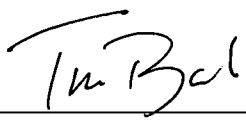
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Agency
Frederick Community College

Division/Unit
Operations/Facilities Planning

Item No.	Description	Retention
8	Part I and Part II Facility Program request	Scan to Maryland State Archives Standards, then destroy paper. Retain digital version for ten years, then destroy.
9	Quarterly Cash Flow – Maryland Higher Education Commission (MHEC)	Scan to Maryland State Archives Standards, then destroy paper. Retain digital version for two years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.
 Date 11/28/17
 Signature 
 Typed Name John Anzinger
 Title Director of Facilities Planning

Schedule Authorized by State Archivist
 Date 1-4-18
 Signature 

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 1 of 10	
1 DEPARTMENT/AGENCY Frederick Community College		2 DIVISION Operations		3 UNIT Facilities Planning	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Construction Documents - submittals				5 EARLIEST YEAR/LATEST YEAR 2010 TO 2017	
5 INPUT - Identify source of information to be entered Scan original paper documents to Maryland State Archives standards into the Facilities Planning Shared 'I' drive			6 OUTPUT - Identify the use/s of information generated by system Referenced by College employees and selected vendors for the purpose of verifying building parts/equipment, finishes, etc.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Construction Documents – submittals - This includes administrative and procedural requirements for contract closeout, including, but not limited to, the following: <ol style="list-style-type: none"> 1. Substantial Completion 2. Final Completion 3. Warranties 4. Record Documents 5. Operation and Maintenance data and manuals 6. Training of Owner's personnel 7. Spare Parts and Attic Stock Material 					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. All information is available to College employees or select vendors needing access to submittal information. Electronic records are separated by folders and access to each folder is granted to employees and vendors by IT through approval by the Chief of Operations and Director of Facilities Planning.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM No revisions are made to the actual records scanned into the file.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Construction Documents – submittals are scanned into the shared 'I' drive and are identified by the Building Name. Each record is kept in its own folder.					
12 RECOMMENDED RETENTION Scan to Maryland State Archives Standards, then destroy paper. Retain digital version for ten years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Director of Facilities Planning		14 TELEPHONE NUMBER 240-629-7858		15 DATE 3/9/2017	
16 TITLE OF PREPARER John Anzinger					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page 2 of 10
1 DEPARTMENT/AGENCY Frederick Community College	2 DIVISION Operations	3 UNIT Facilities Planning
DEFINITION- Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes		
4 ELECTRONIC RECORD SERIES TITLE Design Documents		5 EARLIEST YEAR/LATEST YEAR 1970 TO 2017
5 INPUT - Identify source of information to be entered Original paper documents are scanned to Maryland State Archives standards into the Facilities Planning Shared 'I' Drive, then paper records are retained for 10 years, then destroyed and digital version records are retained for 40 years.	6 OUTPUT - Identify the use/s of information generated by system Referenced by College employee staff	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Design Documents – drawings and specs Schematic Design Phase Services During the first phase – schematic design – an architect consults with the owner to determine project goals and requirements. Often this determines the program for the project. During schematic design, an architect commonly develops study drawings, documents, or other media that illustrate the concepts of the design and include spatial relationships, scale, and form for the owner to review. Schematic design also is the research phase of the project, when zoning requirements or jurisdictional restrictions are discovered and addressed. This phase produces a final schematic design, to which the owner agrees after consultation and discussions with the architect. Costs are estimated based on overall project volume. The design then moves forward to the design development phase. Deliverables: Schematic design often produces a site plan, floor plan(s), sections, an elevation, and other illustrative materials; computer images, renderings, or models. Typically the drawings include overall dimensions, and a construction cost is estimated. Note: The contract may actually spell out what is to be delivered. Design Development Phase Services Design Development (DD) services use the initial design documents from the schematic phase and take them one step further. This phase lays out mechanical, electrical, plumbing, structural, and architectural details. Typically referred to as DD, the phase results in drawings that often specify design elements such as material types and location of windows and doors. The level of detail provided in the DD phase is determined by the owner’s request and the project requirements. The DD phase often ends with a formal presentation to, and approval by, the owner. Deliverables: Design development often produces floor plans, sections, and elevations with full dimensions. These drawings typically include door and window details and outline material specifications. Construction Document Phase The next phase is construction documents (CDs). Once the owner and architect are satisfied with the documents produced during DD, the architect moves forward and produces drawings with greater detail. These drawings typically include specifications for construction details and materials. Once CDs are satisfactorily produced, the architect sends them to contractors for pricing or bidding, if part of the contract. The level of detail in CDs may vary depending on the owner’s preference. If the set is not 100 percent complete, this is noted on the CD set when it is sent out for bid. This phase results in the contractors’ final estimate of project costs. To learn more about the most common ways owners select a contractor, see Best Practice 05.03.01, “Qualifications-Based vs. Low-Bid Contractor Selection.” Deliverables: The construction document phase produces a set of drawings that include all pertinent information required for the contractor to price and build the project.		

<p>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. All information is confidential and may only be accessed by Operations staff. Records are separated by folders and access to each folder is granted by IT through approval by the Chief of Operations.</p>		
<p>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM No revisions are made to the actual records scanned into the file. But items such as change orders or addendums can to add to the files on an ongoing basis.</p>		
<p>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Design Documents – are scanned into the Facilities Planning shared 'I' drive and are identified by the Building Name. Each record is kept in its own folder.</p>		
<p>12 RECOMMENDED RETENTION Scan to Maryland State Archives standards, then retain paper and digital version for ten years, then destroy paper version. Retain digital version for forty years then destroy.</p>		
<p>13 TYPED OR PRINTED NAME OF PREPARER Director of Facilities Planning</p>	<p>14 TELEPHONE NUMBER 240-629-7858</p>	<p>15 DATE 3/9/2017</p>
<p>16 TITLE OF PREPARER John Anzinger</p>		
<p>DGS 550-6 (rev. 10/12)</p>		

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1 DEPARTMENT/AGENCY Frederick Community College		2 DIVISION Operations		3 UNIT Facilities Planning	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Design Submission – progress submissions				5 EARLIEST YEAR/LATEST YEAR 2010 TO 2017	
5 INPUT - Identify source of information to be entered Paper record are scanned to Maryland State Archives standards to the Facilities Planning shared 'I' drive then destroyed and the digital version is retained for three years.			6 OUTPUT - Identify the use/s of information generated by system Referenced by College staff		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Design Submission – progress submissions Design Review Submissions Schematic Design (SD), Design Development (DD), and Construction Documents (CD) for State funded community college construction projects shall be submitted to the Department of General Services for review in accordance with the DGS Procedure Manual for Professional Services. The DGS may require a 50% Construction Document submission for certain community college projects.					
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10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM No revisions are made to the actual records scanned into the file. But items such as change orders or addendums can to add to the files on an ongoing basis.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Design Submission Documents – submittals are scanned into the shared 'I' drive and are identified by the Building Name. Each record is kept in its own folder.					
12 RECOMMENDED RETENTION Scan to Maryland State Archives standards, then destroy paper. Retain digital version for three years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Director of Facilities Planning		14 TELEPHONE NUMBER 240-629-7858		15 DATE 3/9/2017	
16 TITLE OF PREPARER John Anzinger					

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1 DEPARTMENT/AGENCY Frederick Community College		2 DIVISION Operations		3 UNIT Facilities Planning	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Co-Sponsorship – request/agreement/scheduling				5 EARLIEST YEAR/LATEST YEAR 2015 TO 2017	
5 INPUT - Identify source of information to be entered Paper records are scanned to Maryland State Archives standards to the Facilities Planning shared drive			6 OUTPUT - Identify the use/s of information generated by system Referenced by College employees staff		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Co-Sponsorship – request/agreement/scheduling The Co-Sponsorship request/agreement/scheduling form is used by an FCC staff member to request a partnership with an outside group or organization for an event deemed to be beneficial to the college community.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. All information is confidential and may only be accessed by Operations staff. Records are separated by folders and access to each folder is granted by IT through approval by the Chief of Operations.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM No revisions are made to the actual records scanned into the file.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Co-Sponsorship request/agreement/scheduling forms are scanned to the shared 'I' drive by event type. Each record is kept in its own folder.					
12 RECOMMENDED RETENTION Scan to Maryland State Archives standards, then destroy paper. Retain digital version for three years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Director of Facilities Planning		14 TELEPHONE NUMBER 240-629-7858		15 DATE 3/9/2017	
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1 DEPARTMENT/AGENCY Frederick Community College		2 DIVISION Operations		3 UNIT Facilities Planning	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Facilities Inventory				5 EARLIEST YEAR/LATEST YEAR 2010 TO 2017	
5 INPUT - Identify source of information to be entered Paper document is scanned to Maryland State Archives standards to Facilities Planning shared 'I' drive then paper version is destroyed and digital version is retained for ten years.			6 OUTPUT - Identify the use/s of information generated by system Referenced by College staff		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Facilities Inventory The Maryland Higher Education Commission (MHEC) maintains a facilities inventory (commonly called the space inventory) to assist in the preparation of both the operating and capital budgets. This information is used extensively to justify funds for operations and maintenance, new construction, renovations of existing facilities, and a variety of other items. The facilities inventory must be submitted to MHEC by April 1 of each year. The facilities inventory system is used to report net-assignable square feet (NASF) and gross square feet (GSF) on a building-by-building basis. This information is used to produce summary data for each campus and segment. The facilities reported in the inventory should include any space which the institution uses regardless of whether the institution owns, rents, or occupies the space on or off campus.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Records are separated by folders and access to each folder is granted to College employees by IT through approval by the Chief of Operations.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM No revisions are made to the actual records scanned into the file.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Facilities Inventory Documents – are scanned into the 'I' drive and are identified by the Inventory Date. Each record is kept in its own folder.					
12 RECOMMENDED RETENTION Scan to Maryland State Archives standards, then destroy paper. Retain digital version for ten years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Director of Facilities Planning		14 TELEPHONE NUMBER 240-629-7858		15 DATE 3/9/2017	
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1 DEPARTMENT/AGENCY Frederick Community College		2 DIVISION Operations		3 UNIT Facilities Planning	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Use of Facility – request/agreement/scheduling				5 EARLIEST YEAR/LATEST YEAR 2015 TO 2017	
5 INPUT - Identify source of information to be entered Scan original paper document to Maryland State Archives standards into the Facilities Planning Shared 'I' Drive, then destroy. Retain digital version for three years.			6 OUTPUT - Identify the use/s of information generated by system Referenced by College staff		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Use of Facility – request/agreement/scheduling The Use of Facilities request/agreement/scheduling is used by individuals, organizations, associations, or businesses not affiliated with the College who wish to utilize space on campus.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. All information is confidential and may only be accessed by Operations staff. Records are separated by folders and access to each folder is granted by IT through approval by the Chief of Operations.					
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11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Use of Facility – request/agreement/scheduling documents – are scanned into the Facilities Planning 'I' drive and are identified by the Event Name. Each record is kept in its own folder.					
12 RECOMMENDED RETENTION Scan to Maryland State Archives standards, then destroy paper. Retain digital versions three years, then destroy.					
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1 DEPARTMENT/AGENCY Frederick Community College		2 DIVISION Operations		3 UNIT Facilities Planning	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Facilities Master Plan				5 EARLIEST YEAR/LATEST YEAR 2010 TO 2017	
5 INPUT - Identify source of information to be entered Original paper documents are scanned to the Maryland State Archives standards to the Facilities Planning shared 'I' drive			6 OUTPUT - Identify the use/s of information generated by system Referenced by College staff		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Facilities Master Plan Each community college must develop a Facilities Master Plan (FMP) which supports the institution's role and mission. Multi-campus or very large community colleges may prepare separate plans. However, an additional report summarizing and linking the separate plans is required. The foundation of the plan is the collection, projection, and analysis of data, the identification of facility needs, and the development of recommendations to meet these needs over a 10-year period. The collection of data should be consistent and systematic to identify, evaluate, and address the conditions that affect the college's capital program. This will lead to the development of sound capital programming to guide the physical development of the college's facilities. Institutions should consider developing 20-year land use plans as well. Community college personnel or outside consultants may develop the plans. Refer to COMAR, Title 13B, Chapter 4 Construction Procedures, Regulation 02 Facilities Master Plan for the complete text of the regulation. Institutions should regularly review their Facilities Master Plan. These plans shall be updated every ten years after the submittal date of the original plan. However, whenever major changes occur in role and mission statements or in other plan elements that have significant facilities implications, the submittal should be made sooner. Facilities Master Plans, new or updated, must be submitted to MHEC, DBM, DGS, and MDP by February 1 of each year. Annual updates showing population data are due January 1 of each year in which a capital improvement request will be made.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. All information is confidential and may only be accessed by Operations staff. Records are separated by folders and access to each folder is granted by IT through approval by the Chief of Operations.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM No revisions are made to the actual records scanned into the file. But items such as change orders or addendums can to add to the files on an ongoing basis.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Facilities Master Plan Documents – are scanned into the shared 'I' drive and are identified by the document year. Each record is kept in its own folder.					
12 RECOMMENDED RETENTION Scan to Maryland State Archives Standards, then destroy paper. Retain the digital version for ten years, then destroy.					
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1 DEPARTMENT/AGENCY Frederick Community College		2 DIVISION Operations		3 UNIT Facilities Planning	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Part I and Part II Facility Program Request				5 EARLIEST YEAR/LATEST YEAR 2000 TO 2017	
5 INPUT - Identify source of information to be entered Original paper documents are scanned to Maryland State Archives standards to the Facilities Planning shared 'I' drive			6 OUTPUT - Identify the use/s of information generated by system Referenced by College staff		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Part I and Part II Facility Program Request A facility program is a document that provides the justification for a capital project; defines and explains the scope of work; and provides detailed requirements for the project design. A facility program consists of two parts. Part I includes the justification for the project, and the description and explanation of the scope of work. Part II includes the additional details needed to procure architectural and engineering services and to provide detailed guidance in creating the project design. Part I – Provides a planning tool for use by the State agency in developing solutions to operational and service problems as well as facilities deficiencies. Sets forth a framework for analyzing existing conditions and trends to assist in establishing the project justification and scope. Identifies the project site. Provides the parameters for developing a preliminary cost estimate and a request for funding in the State capital improvement program. Serves as the focus of review of the project by the State agencies involved in the preparation of the State capital improvement program. Part II – Establishes the site boundaries for the project. Delineates architectural, engineering, and planning objectives to be considered during design. Identifies applicable construction codes, design standards, and permits, as well as methods and practices required by the user. Provides the basis for a detailed cost estimate for use in the State capital budget and capital improvement program. With respect to building projects, Part II also: Details the required space allocations in the facility, based on functional requirements. Describes the functional use, requirements, and general performance standards for each space. Presents graphically the desired functional relationships between spaces.					
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11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Part I and Part II Facility Program Requests – are scanned into the Facilities Planning 'I' drive and are identified by the Project Name. Each record is kept in its own folder.					
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DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Quarterly Cash Flow - MHEC				5 EARLIEST YEAR/LATEST YEAR 2015 TO 2017	
5 INPUT - Identify source of information to be entered Original paper documents scanned to Maryland State Archives standards then paper documents are destroyed and digital version is retained for two years.			6 OUTPUT - Identify the use/s of information generated by system Referenced by College staff		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Quarterly Cash Flow – MHEC As described in sub section 1.06, the Community College Construction Grant Program is primarily funded through the sale of 15-year general obligation bonds (GO bonds). State of Maryland General Obligation Bond issues are planned, prepared, and advertised by the State Treasurer. With the approval of the Board of Public Works, the Treasurer arranges bond sales; prepares the State’s Official Statement; received bids; and arranges settlement, delivery of bonds, and tracking of the proceeds for these General Obligation Bonds. To assist the State Treasurer’s office in determining the cash requirements and the number of bond issues for upcoming bond sales, MHEC submits a Projected Expenditures Report. The report forecasts the amount of State funds to be expended for community college capital projects during each six-month period of the fiscal year. These projections form the basis of the Commission’s request for the issuance of bonds to support the payment of the State share. Projected expenditures are derived from the Quarterly Cash Flow/Status of Funded Projects Report (CC Form P). CC Form Ps are submitted to the commission each quarter by the community colleges. CC Form P must be completed by an authorized representative of the community colleges at the end of each fiscal quarter as follows: 1 st Quarter – November 1, 2 nd Quarter – February 1, 3 rd Quarter – May 1, and 4 th Quarter – August 1. The official deadline for submittal is established by the Commission in a memorandum, but is not to exceed the last day of the month following the quarter to be reported.					
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10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM No revisions are made to the actual records scanned into the file. But items such as change orders or addendums can to add to the files on an ongoing basis.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Quarterly Cash Flow – MHEC Documents – are scanned into the Facilities Planning shared ‘I’ drive and are identified by the filing quarter by date. Each record is kept in its own folder.					
12 RECOMMENDED RETENTION Scan to Maryland State Archives Standards, then destroy paper. Retain digital copy for two years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Director of Facilities Planning		14 TELEPHONE NUMBER 240-629-7858		15 DATE 3/9/2017	
16 TITLE OF PREPARER John Anzinger					