

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	2932
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Agency Information

Department / Agency	Department of General Services
Division / Unit	Office of Capital Grants and Loans
Mission Statement/Link to division/unit website	https://dgs.maryland.gov/pages/grants/index.aspx

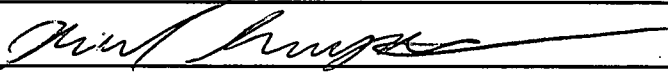
Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	

Preparer Information

Name of Preparer	Kimberly Langkam
Title of Preparer	Grants Administrator
Preparer Email Address	Kimberly.langkam@maryland.gov
Preparer Telephone Number	410-767-4478
Date	8/7/19

Agency Approval

Name of Agency Director	Michael Swygert
Agency Director Signature	
Date	9/5/19

State Archivist Approval

State Archivist Signature	
Date	9-11-19

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Records Series Title: Project Files		Page 1 of 4
Record Series Content	Grant agreements, grant applications, affidavits, match documentation, contract letters, procurement checklists, payment information, legislation, board items.	
Record Series Function	Documentation to support disbursement of funds.	
Organization/Arrangement	Alphabetical, chronological	
Indexing System	Grant Project Tracking Spreadsheet	
Restrictions (Law or Regulation Citation)	N/A	
Formats (paper, electronic, etc.)	Paper and electronic	
Volume (file drawers, gigabytes, etc.)	(5) four drawer lateral files, (3) five drawer lateral files & 250 file folders	
Annual Accumulation (file drawers, gigabytes, etc.)	12 file cabinets	
Current Location	Capital Grants and Loans Division Office	
Audit Requirements	Every three years.	
Date Span	1980 – 2019	
Completeness /Gaps	None	
Schedule Item Number	1	
Retention	Retain for 20 years or until grant expires, whichever comes later, then destroy all items except grant agreements. Remove grant agreements and retain in accordance with Schedule Item Number 2 of this schedule. These records, if paper, may be scanned to Maryland State Archives (MSA) standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed.	
Justification for Permanent Retention		

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Records Series Title: Grant Agreements		Page 2 of 4
Record Series Content	Authorized Year, Chapter, Bill Type, Origin, Matching, DGS Item, Grant Title, Grant Amount, Description, BPW Date, Amendments, 2 Year Certification, Term Date, Match, Grantee: Name, & Address	
Record Series Function	Document between Grantee and the State of Maryland, Capital Grants & Loans Division.	
Organization/Arrangement	Alphabetical, chronological	
Indexing System	Grant Project Tracking Spreadsheet	
Restrictions (Law or Regulation Citation)	N/A	
Formats (paper, electronic, etc.)	Paper	
Volume (file drawers, gigabytes, etc.)	1 file cabinet	
Annual Accumulation (file drawers, gigabytes, etc.)	300-400 agreements	
Current Location	Capital Grants & Loans Division Office	
Audit Requirements	Every three years.	
Date Span	2002 – 2019	
Completeness /Gaps	None	
Schedule Item Number	2	
Retention	Permanent. Retain with project files until the criteria in Schedule Item Number 1 of this schedule are met, then transfer to the Maryland State Archives for permanent retention. These records, if paper, may be scanned to Maryland State Archives (MSA) standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed.	
Justification for Permanent Retention	Documents capital grant funding throughout the State of Maryland. Grant agreement also have enduring legal value.	

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Records Series Title: Grant Project Tracking Spreadsheet		Page 3 of 4
Record Series Content	Authorized Year, Chapter, Bill Type, Origin, Matching, DGS Item, County Code, Grant Title, Grant Amount, Description, BPW Date, Contracts Approved, Encumbered & Unencumbered Amount, Amendments, 2 Year Certification, Term Date, Final Payment Amount & Date, Reversion, Comments, Match, Grantee: Name, Address, Phone, & Email	
Record Series Function	Used to track grant agreements, track certifications, contracts, and payments.	
Organization/Arrangement	Alphabetical, chronological	
Indexing System	Spreadsheet	
Restrictions (Law or Regulation Citation)	N/A	
Formats (paper, electronic, etc.)	Electronic (Microsoft Excel spreadsheet)	
Volume (file drawers, gigabytes, etc.)	6 megabytes	
Annual Accumulation (file drawers, gigabytes, etc.)	350 kilobytes	
Current Location	Capital Grants and Loans Division Office	
Audit Requirements	Every three years.	
Date Span	2002 – 2019	
Completeness /Gaps	None	
Schedule Item Number	3	
Retention	Retain permanently within Capital Grants and Loans Division Office. Annually transfer one copy to the Maryland State Archives.	
Justification for Permanent Retention	This spreadsheet is continually updated and used to track activities and records related to the Capital Grants programs. This spreadsheet is also used to access grant agreements in item 2.	

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Records Series Title: Policies and Procedures		Page 4 of 4
Record Series Content	All relevant policies and procedures that apply to the Grants & Loans Division, including processes for Maryland Capital Grants Projects Booklet, legislation, lease agreements, insurance certificates, personnel evaluations, real property appraisals, training records and certifications & audits.	
Record Series Function	Policies and procedures	
Organization/Arrangement	Alphabetical, chronological	
Indexing System	N/A	
Restrictions (Law or Regulation Citation)	N/A	
Formats (paper, electronic, etc.)	Paper and electronic	
Volume (file drawers, gigabytes, etc.)	One Binder	
Annual Accumulation (file drawers, gigabytes, etc.)	N/A	
Current Location	Capital Grants and Loans Division Office	
Audit Requirements	N/A	
Date Span	2018 – present	
Completeness /Gaps	None	
Schedule Item Number	4	
Retention	Retain until superseded, then destroy. These records, if paper, may be scanned to Maryland State Archives (MSA) standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed.	
Justification for Permanent Retention		