



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.  
C-712-A1

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**RECORDS RETENTION AND DISPOSAL SCHEDULE**

EXECUTIVE OFFICE

MINORITY AFFAIRS COMMISSION

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
10.	<p>This is an amendment to Schedule #C-712, Executive Office - Minority Affairs, adding #10</p> <p><b>MINORITY BUSINESS ENTERPRISE (M.B.E.) GRANT PROJECTS (Federal or State Aid)</b> Files contain construction contracts involving Federal or State Aid, administered by this division. This item was previously covered under Item #'s 4 &amp; 5 in the Public Work's Contract Schedule #C-575. They include all material originated by or addressed to the M.B.E. division of the Executive Office with attachments and supporting documents not contained in any other known public records file.</p>	<p>Retain in office for two (2) years after contract is finalized, then purge non-record material (non-contract related papers, notes, memo's, etc) and destroy.</p> <p>Remaining papers retain in office until final audit, then transfer to Record Center for three (3) years, then destroy.</p>

SCHEDULE APPROVED BY  
RECORDS MANAGEMENT OFFICER

6-9-93 *Serald A. Turck*  
DATE SIGNATURE

SCHEDULE APPROVED BY  
COUNTY ADMINISTRATIVE OFFICER

6/10/93 *Murray E. Kelly*  
DATE SIGNATURE

SCHEDULE APPROVED BY  
AGENCY, OR DIVISION REPRESENTATIVE

6-4-93 *[Signature]* JUL 1993  
DATE SIGNATURE

SCHEDULE APPROVED BY  
STATE ARCHIVIST

0 1993 *Edward C. [Signature]*  
DATE SIGNATURE