

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

Schedule No. C1198

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Agency: Howard County Government
Fire & Rescue Services

Division/Unit: Admin Services – Grants

Item No.	Description	Retention
1	Grants – files containing information on: GAN's/MOU's (Grant Adjustment Notices and Memo of Understanding), expenditures, financial reports, closeout reports and supporting documents.	Retain 3 years beyond the end of the grant performance period, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date 10/11/12

Signature 

Typed Name William Anuszewski

Title Assistant Chief, Administrative Services

Schedule Approved by County Records Management Representative.

Date 11/5/12

Signature 

Schedule Authorized by State Archivist

Date 12/19/2012

Signature 

RECORDS RETENTION INVENTORY WORKSHEET

1. Department (Please include bureau or section): Administrative Services - Grants		
2. Address: 6751 Columbia Gateway Dr. Columbia, MD	3. Zip Code: 21044	4. Date: 12/15/11
5. Person Completing Form: Cindy Vovakes	6. Title: Contingent	7. Phone: 410-313-6049

RECORD INFORMATION

8. Record Series Title (no abbreviations): All Grants – State, Federal and Foundations
9. Variant or Alternate Titles (abbreviations OK):
10. Record Series Description. Include the purpose of this record series (why you collect the information, how you use it, etc.) and the data included in this record series (you may attach representative documents): These records include: GAN/MOU (Grant Adjustment Notices and Memo of Understanding), Expenditures, Financial Reports, Closeout Reports, and supporting documents.
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
12. What is the primary value of this record? <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Legal <input type="checkbox"/> Fiscal <input type="checkbox"/> Historical
13. Are these records subject to <input checked="" type="checkbox"/> audit and/or <input type="checkbox"/> litigation
14. List all specific legal citations which govern this series: N/A
15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series? Paper.
16. Is this record series the original or "record" copy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. These are the original copies. If not, where can the official copy be found?
17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)? These records are required for day-to-day functions until after the grant closeout period and the county audit is completed.
18. After these records have become inactive, how long would you like to store them off-site? Per Federal guidelines, these records must be retained for 3 years beyond the end of the performance period.
19. Recommended Retention: 3 years beyond the end of the performance period.
20. Will these records ever be <input type="checkbox"/> microfilmed or <input checked="" type="checkbox"/> scanned into an optical imaging system? Yes these records can be scanned after the grant closeout period and the county audit is completed. If so, at what point in the retention will this happen? Usually when the grant is closed (3 years).
21.
Signature of Bureau Chief or Program Manager: <u>Alc [Signature]</u>