

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

Schedule No. *m 287*

Page 1 of 1

Agency
 City of Gaithersburg

Division/Unit
 Finance & Administration – Housing and Community
 Development – Affordable Housing

Item No.	Description	Retention
1	Moderately Priced Dwelling Unit Program A. Applications B. Leases C. Covenants/Agreements D. Ordinances & Regulations	Retain 3 years, then destroy Retain 3 years after term expiration, then destroy Retain 3 years after term expiration, then destroy Permanent. Transfer to State Archives annually
2	State and Local Grants	Retain 5 years after contract expiration, then destroy
3	Federal Grants	Retain 5 years after contract expiration, then destroy
4	Federal Community Development Block Grant Funds and Housing Opportunities for Persons with AIDS	Retain 5 years after contract expiration, then destroy
5	Down Payment Assistance Program A. Federal B. City	Retain 5 years after repayment of loan, then destroy Retain 3 years after repayment of loan, then destroy

Schedule Approved by Department, Agency or Division Representative.

Date 1-10-13

Signature 

Typed Name Harold Belton

Title Director of Finance & Administration

Schedule Authorized by State Archivist

Date 3/18/2013

Signature 