

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

DIVISION OF STATE DOCUMENTS

Item No.	Description	Retention
1.	<p>Public Records (excluding proposed, adopted, and emergency regulations of the State's Administrative Agencies; and Orders of the Committee on Administrative, Executive, and Legislative Review).</p> <p>These records include the following: (1974-1978) <i>PD</i></p> <ul style="list-style-type: none"> (a) Notices of public hearings and public meetings of the State's Administrative Agencies. (b) Notices of bids requested and awards announced on State construction projects. (c) Hearing calendars of the Courts of Appeal and Court of Special Appeals. (d) Proposed and adopted Rules of Court. (e) Disciplinary proceedings of Court of Appeals. (f) Administrative Memoranda from Administrative Office of the Courts. (g) Lists of Persons Newly Authorized to Practice Law in Maryland. (i) Lists of Persons Admitted to the State Bar. (j) Synopses of laws proposed and enacted by the General Assembly. 	<p>Retain for 6 months, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

4/16/79 *Robert L. Mijg* *Administrative*
Date Signature Title

Date State Archivist