

RECORDS RETENTION AND DISPOSAL SCHEDULE

EXECUTIVE DEPARTMENT Office of the Secretary of State		Division of State Documents
AGENCY		DIVISION
Item No.	Description	Retention
1.	<p><u>ADMINISTRATIVE REGULATIONS</u></p> <p>Files contain two copies of proposed, adopted, and emergency regulations - one edited and one unedited. The regulations are promulgated by various State departments and are the administrative guides for these agencies. After printing in the Maryland Register, the regulations are reprinted into COMAR (Code of Maryland Regulations) for distribution throughout the State.</p>	<p>Retain files for one (1) year in office then transfer to the State Archives for permanent retention.</p> <p>Two (2) copies of COMAR and updates to be sent to the State Archives for permanent retention.</p>
2.	<p><u>GOVERNOR'S EXECUTIVE ORDERS</u></p> <p>These files contain one unedited and one copy of the executive orders issued by the Governor. They are printed in the Maryland Register which becomes the official version of the order.</p>	<p>Retain one (1) year, then destroy.</p>
3.	<p><u>SYNOPSIS OF GENERAL ASSEMBLY BILLS</u></p> <p>The files contain one unedited and one edited copy of all bills introduced, laws enacted, and legislation vetoed. The edited version is printed in the Maryland Register. The official copy is retained in the Department of Legislative Reference.</p>	<p>Retain one (1) year, then destroy.</p>
4.	<p><u>PUBLIC HEARING AND MEETING NOTICES</u></p> <p>Files contain two copies of each notice - one unedited and one edited. The edited versions are printed in the Maryland Register.</p>	<p>Retain one (1) year, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

10/2/81 *[Signature]* Administrator

Date

Signature

Title

Date

State Archivist

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5.	<p><u>COURT OF APPEALS RULES</u></p> <p>These files contain two copies of each rule - one unedited and one edited. The edited versions are printed in the Maryland Register and become the official version.</p>	<p>Retain one (1) year, then destroy.</p>
6.	<p><u>COURT OF APPEALS HEARING CALENDARS</u></p> <p>Files contain two copies of each calendar - one unedited and one edited. The edited versions are printed in the Maryland Register. Calendars show the appeals scheduled to be heard in a particular month.</p>	<p>Retain one (1) year, then destroy.</p>
7.	<p><u>DISTRICT COURT ADMINISTRATIVE REGULATIONS</u></p> <p>The files contain two copies of each regulation - one unedited and one edited. The edited version is printed in the Maryland Register and becomes the official version and the administrative guide for the District Courts of Maryland.</p>	<p>Retain one (1) year, then destroy.</p>
8.	<p><u>OPINIONS OF THE STATE ETHICS COMMISSION</u></p> <p>Files contain two copies of each opinion - one unedited and one edited. The edited copy is printed in the Maryland Register and becomes the official version.</p>	<p>Retain one (1) year, then destroy.</p>
9.	<p><u>SYNOPSIS OF ATTORNEY GENERAL'S OPINIONS</u></p> <p>These files contain two copies of each opinion - one unedited and one edited. A synopsis of the edited version is printed in the Maryland Register. The Attorney General retains the official copy of each opinion.</p>	<p>Retain one (1) year, then destroy.</p>
10.	<p><u>NOTICES OF BID REQUESTS AND STATE CONTRACT AWARDS</u></p> <p>Files contain two copies of each notice - one unedited and one edited. The edited version is printed in the Maryland Register and becomes the official notice.</p>	<p>Retain one (1) year, then destroy.</p>
11.	<p><u>GOVERNOR'S APPOINTMENTS FOR STATE OFFICES</u></p> <p>These files contain two copies of each appointment</p>	

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	statement - one unedited and one edited. The edited versions are printed in the Maryland Register.	Retain one (1) year, then destroy.
11.	<u>MARYLAND REGISTER</u> The register is a compilation of miscellaneous information that must be published under Maryland State law.	Send one (1) copy of each issue to the State Archives for permanent retention.
12.	<u>MISCELLANEOUS DOCUMENTS</u> Files contain two copies of each document considered to be in the public's interest. Documents vary widely in informational content and are similar but not limited to the following topics: Land Patent Application Public Service Commission Note Public Disclosure Advisory Board Opinions Hazardous <input checked="" type="checkbox"/> Facilities Citing Board <i>waste</i>	Retain one (1) year, then destroy.
13.	<u>GENERAL ADMINISTRATIVE CORRESPONDENCE FILE</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, directives and other miscellaneous papers relating to the administration of the Division of State Documents.	Retain five (5) years, then destroy. Retain permanently directives and other material relating to planning and policy that illustrates the development of the agency.