DEPARTMENT OF HEALTH AND MENTAL HYGIENE
Office of Contract Policy, Management, and Procurement

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>RETENTION</th>
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<tbody>
<tr>
<td>This schedule supersedes Item 6 of Schedule 2106.</td>
<td>Retain in office at least one (1) year following the period of completion, expiration, or termination, until all audit requirements are met, and until the records are no longer needed in office, then transfer to the State Records Center. Retain at least until records are six (6) years old from date of closing.</td>
</tr>
</tbody>
</table>

1 CLOSED CONTRACTS  
include standard service agreements, employment service contracts, interagency agreements, modifications, option exercises, tracking forms, support documentation, correspondence, and other contract management papers.

APPROVED:(DHMH Official) DATE: 4/12/04  
SIGNATURE: Robert Rucker, Director

AUTHORIZED:(State Archives) DATE: 4/7/04  
SIGNATURE: Edward C Papenfuse Jr, State Archivist

DGS-550-1 (DHMH=2004)