

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

Schedule No. 2569

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Agency Maryland State Law Library

Division/Unit

Item No.

Description

Retention

DESCRIPTION OF RECORDS

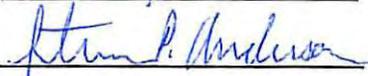
This current Schedule replaces Schedule #453 and 453A1, including Amendment Item #17, Catalog Records, and Amendment Item #18, Reference Email Requests.

Items include all Maryland State Law Library fiscal, administrative, legal and historic materials.

Changes in format will not necessarily require revision of the Retention schedule.

Schedule Approved by Department, Agency, or, Division Representative.

Date June 24, 2011

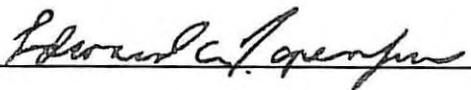
Signature 

Typed Name Steven P. Anderson

Title Library Director

Schedule Authorized by State Archivist

Date 6e July 2011

Signature 

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Item No.	Description	Retention
SECTION I: FISCAL RECORDS		
I.1.	<u>Purchasing Records</u> Internal account records, including copies of requisitions, invoices, transmittals, and packing slips.	Retain until audited, then destroy
I.2.	<u>Budget Records</u> Annual budget including supporting documents	Retain for 10 years and then send to the Maryland State Archives
I.3.	<u>Property Records</u> Fixed asset reports and appraisals	Retain for 10 years and then send to the Maryland State Archives
I.4.	<u>Library Catalog Records</u>	Retain current version, destroy older when revised
I.5.	<u>Accounting Records</u> Bank deposits and other fiscal records Bank statements	Retain until audited, then destroy
I.6.	<u>Library Audits</u>	Retain for 10 years and then send to the Maryland State Archives
I.7.	<u>Grant Documentation for Circuit Court Law Libraries</u> Grant proposals, awards, reports and other miscellaneous correspondence	Retain for 10 years and then send to the Maryland State Archives

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SECTION II: ADMINISTRATIVE RECORDS		
II.1.	<u>Library Committee Meeting Minutes</u>	Retain for 10 years and then send to the Maryland State Archives
II.2.	<u>Internal Policies</u> Procedures manual, Library user rules, etc.	Retain for 10 years and then destroy
II.3.	<u>Library Usage Statistics</u>	Retain for 10 years and then send to the Maryland State Archives
II.4.	<u>Records of Library activities</u> Staff meeting minutes, internal correspondence, etc.	Retain for 10 years and then destroy
II.5.	<u>Library Publications</u> Annual reports, Library brochures, research guides and website materials	Retain for 10 years and then send to the Maryland State Archives
II.6.	<u>Training Materials</u> Judicial Institute bibliographies, legal research presentations, etc.	Retain current version, destroy older when revised
II.7.	<u>Personnel Files</u> Hiring documentation, evaluations, discipline information and Position Description Questionnaires	Retain current employee files. Retain for 5 years after separation, then destroy
II.8.	<u>Employee Timesheets</u>	Retain for 3 years, then destroy
II.9.	<u>Continuity of Operations and Disaster Recovery Plans</u>	Retain current version, destroy older when revised

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Item No.	Description	Retention
	SECTION II: ADMINISTRATIVE RECORDS, CONT'D	
II.10.	<u>General Correspondence</u> Miscellaneous letters and memoranda sent to and from Library that do not relate to specific financial transactions, contracts or budgetary matters	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.
II.11.	<u>Patron Correspondence</u> Reference requests from library patrons, including inmate letters	Destroy 1 week after fulfillment of request

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SECTION III: LEGAL RECORDS

III.1. Contracts, Licenses and Memoranda of Understanding

Retain so long as in effect and then until the completion of the next audit, then destroy

III.2. Copyright Authorizations

Retain for 10 years and then send to the Maryland State Archives

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SECTION IV: ARCHIVAL/HISTORICAL RECORDS

IV.1.

Courts of Appeal Building Blueprints

Retain permanently until the Library ceases to occupy the Courts Building, then send to the Maryland State Archives for permanent retention.