

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

Schedule No. C1103

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Agency

Carroll County Public Schools (CCPS)

Division/Unit

Budget and Grants Division

Item No.

Description

Retention

1.

Budget Approvals

Carroll County Board of Education and Board of Commissioners of Carroll County approvals of budgets, budget amendments, and budget transfers.

Retain in office for 1 year, move to offsite storage for an additional 6 years, then destroy.

2.

Internal Budget Transfers

Documentation of internal budget transfers including within category transfers, allocations to cost centers within categories, restricted fund carry-forwards and small grants established by transfer from restricted budget pools.

Retain in office for 1 year, move to offsite storage for an additional 6 years, then destroy.

3.

MSDE Budget Reports

MSDE budgetary reports including annual reports on budgets, non-recurring costs and others which may be required and any supporting documentation.

Retain in office for 1 year, move to offsite storage for an additional 6 years, then destroy.

4.

Grants Received Files

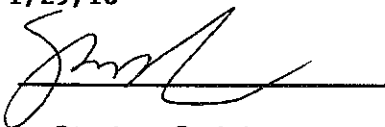
Individual Grant Files – include application, notices of grant award, approval of grant change submissions, copies of MSDE financial reports, CCPS financial system reports, interim and final programmatic reports.

Retain in office 1 year after grant end date or submission of all grant reports (whichever is later); move to offsite storage for an additional 6 years or 1 year after audit requirements are met, whichever is later, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date 1/29/10

Signature



Typed Name Stephen Guthrie

Title Assistant Superintendent, CCPS

Schedule Authorized by State Archivist

Date

1 March 2010

Signature

