

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

Schedule No. 1396A1

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Agency Department of Health and Mental Hygiene	Division/Unit AIDS Administration Grants & Contracts
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Item No.	Description	Retention
6	<p>ADDITION TO SCHEDULE # 1396</p> <p>CONTRACTS AND UNIFIED GRANT AWARDS</p> <p>Documents, materials and correspondence pertaining to Contracts, Memorandum of Understanding, Grants, RFP's, and Unified Grant Awards.</p>	<p>RETAIN FOR 10 YEARS</p> <p>Maintain in office for a minimum of 3 years or until audited, whichever is longer. Transfer to storage for remainder of ten (10) years.</p>

Schedule Approved by Department, Agency, or Division Representative.  
 Date 4/21/95  
 Signature Joseph T. Horman (jphk)  
 Typed Name Joseph T. Horman  
 Title Acting Director

Schedule Authorized by State Archivist  
 Date 5/2/95  
 Signature [Signature]