

REQUEST FOR RECORDS RETENTION SCHEDULE
To be submitted to the Records Management Division
Hall of Records Commission

1. Requesting Agency

DEPARTMENT OF EDUCATION

2. Division or Bureau of Requesting Agency

DIVISION OF FINANCE AND RESEARCH

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. SALARY, CERTIFICATION AND EXPERIENCE REPORTS OF SUPERINTENDENTS AND SUPERVISORS

SALARY, CERTIFICATION AND EXPERIENCE REPORTS OF TEACHERS AND PRINCIPAL

These forms are submitted annually by the County Supervisor. They list the teachers and administrators employed in the county school system and give their degrees, type of teaching certificate, and experience. They are used primarily as a basis for computing State-Aid payments to the counties. They are filed by year, by county and by school therein. They occupy 3 drawers in the Department's store-room at Towson State Teacher's College for the years 1921 to 1946, and 2 drawers in the Division office since 1945. The Annual rate of accumulation is less than 1/2 drawer.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

*Approved by
Hall of Records
Commission*

2. SCHOOL LUNCH PROGRAM

The State Department of Education is responsible for the administration of the School Lunch Program. This program involves Federal funds and the records are necessary for Federal as well as State audit. The following records are included in the recommendation for this item:

School Lunch Office Record Card - this 5 x 8 card is prepared for each school participating in the program. It shows the amount of reimbursement, income other than cash, amount spent on food, cash income and source of commodities. One card is prepared annually and entries are made monthly.

*Approved by
Hall of Records
Commission*

7. Agency, Division or Bureau Representative

Asst. State Rep.
Signature

Asst. State Rep.
Title

8/5/54
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

8/5/54
Date

Morris L. Radoff
Archivist

AUG 9 1954

Date

J. Melusker
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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School Lunch Program Application - this application, when approved, becomes the agreement between the school and the State Department. It is required by the terms of the agreement between the State Department and the U. S. Department of Agriculture. It is submitted annually.

Schedule "A" School Lunch Program Applications - this is a list of schools in each county in which the program will operate.

Claim for Reimbursement - School Lunch Program - this form is prepared by each participating school monthly. It is a detailed account of expenditures, meals served, food purchased, etc. The reimbursement is made from funds at the disposal of the State Department.

The file also contains all correspondence concerning the program.

The material is filed by county and by school therein. It occupies 7 transfiles (10 cubic feet) in the storeroom at Towson State Teacher's College for the years 1946 - 1948, and 12 drawers (18 cubic feet) in the Division office, for the period since 1948. The annual rate of accumulation is 3 cubic feet.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED (STATE AND FEDERAL) WHICHEVER IS LATER AND THEN DESTROY.

3. CASH RECEIPTS

The material in this file consists of the Certificate of Deposit (Form DD-1), and the supporting documents. The original of the Certificate of Deposit is transmitted to the Comptroller of the Treasury, where it is used for the preparation of the paying warrant. The supporting documents filed with the Certificate are the deposit slips and the agency copy of the receiving warrant. (Disposal of the Receiving Warrant has been covered by General Schedule Number G-4 Item 3, which permits the agency to dispose of it after three years or audit.) Receipts are entered in the permanent book of accounts and after the audit there is no reference to the Certificate of Deposit or the Deposit Slip. The arrangement is chronological. The accumulation occupies 3 drawers (4 1/2 cubic feet) in the storeroom (Towson State Teacher's College) for the years prior to 1948. (The exact dates are not known because of storage conditions.)

The material for the period 1948 to date occupies 2 drawers (3 cubic feet) in the Division offices. The annual rate of accumulation is less than 1/2 drawer.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER AND THEN DESTROY.

*Approved by
Hall of Records
Commission*

APPROVED BY
BOARD OF PUBLIC WORKS
AUG 9 1954
Date

McL...
Secretary

Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
4.	<p><u>CANCELLED CHECKS</u></p> <p>Cancelled checks drawn on the petty cash and revolving funds of the Department are stored at Towson State Teacher's College prior to 1939 and from 1948 to date, in the Division offices. (Checks for the period 1939 to 1948 were destroyed in accordance with authority granted by the Board of Public Works April 17, 1951. After recapitulation and audit these checks have no further reference value.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER AND THEN DESTROY.</p>	<p><i>Approved by Hall of Records Commission</i></p>
5.	<p><u>INVOICES</u></p> <p>The department receives two copies of the vendor's invoice. The original is forwarded to the Comptroller with the transmittal for payment. The Department retains one copy for accounting and audit purposes. This copy occupies two transfiles in the State Teacher's College storeroom for the years prior to 1947, and 4 drawers in the Division office for the period since 1948. (Invoices for the years 1947 and 1948 were destroyed by the authority granted by the Board of Public Works at its meeting of April 17, 1951.)</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER AND THEN DESTROY.</p>	<p><i>Approved by Hall of Records Commission</i></p> <p>APPROVED BY BOARD OF PUBLIC WORKS Date AUG 9 1954 <i>[Signature]</i> Secretary</p>