

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

1. Requesting Agency <b>DEPARTMENT OF EDUCATION</b>	2. Division or Bureau of Requesting Agency <b>DIVN. OF CERTIFICATION AND ACCREDITATION</b>
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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.
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1. APPLICATION FOR EXAMINATION

This 5" x 8" application form was discontinued in 1920. It was an application to take examinations for Certification. Pertinent information on this application is duplicated on the application for Certification which is retained by the Division as long as the teacher is living. The accumulation of these old applications for examination occupies 3 cubic feet in the Department Storeroom located at Towson State Teacher's College. The exact dates of the forms was not ascertained because of storage conditions.

RECOMMENDATION: DESTROY ACCUMULATION.

*Approved by  
Hall of Records  
Commission*

7. Agency, Division or Bureau Representative

<i>D. H. [Signature]</i> Signature	<i>Asst State Sup</i> Title	<i>8/3/54</i> Date
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Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

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

<i>8/5/54</i> Date	<i>Maria S. Radell</i> Archivist	<i>[Signature]</i> Date	<i>[Signature]</i> Secretary
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