

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

1. Requesting Agency

MORGAN STATE COLLEGE

2. Division or Bureau of Requesting Agency

COMPTROLLER AND BUSINESS OFFICE

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. STUDENT FILE

Size: 8 1/2" x 11"

Dates: 1943 - -

Quantity: included with Item 2, Accounting Records

File Arrangement: Alphabetical by name of student

Annual Accumulation: 1 cubic foot (est.)

Disposable Amount: Included with Item 2, Accounting Records

This file contains correspondence relating to the maintenance of student accounts, particularly billings and refunds. Similar material located in inactive files and titled "General Correspondence" and "Student Account Folders", consists of form letters. All such correspondence is governed by the recommendation below.

RECOMMENDATION: RETAIN UNTIL ACCOUNT IS CLOSED AND FOR THREE YEARS THEREAFTER AND THEN DESTROY.

2. ACCOUNTING RECORDS

Size: 8 1/2" x 14"

Dates: 1936 - -

Quantity: 226 drawers and transfiles (450 cubic feet)

File Arrangement: By type of record

Annual Accumulation: 20 cubic feet (est.)

Disposable Amount: 160 cubic feet (est.)

Audit: State

This item includes all standard accounting forms used by all State

7. Agency, Division or Bureau Representative

*Gilbert F. Stricker*

Signature

*Comptroller*

Title

*9/30/59*

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.

*10/15/1959*  
Date

*Morris H. Radoff*  
*for Rex Beach*  
Archivist

*OCT 21 1959*  
Date

*Andrew H. ...*  
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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:

agencies as supporting data to the final books of entry. The final books of entry, the General Ledger, the Cash Receipt and Disbursement Journals, the Liquidation and Expenditure and Accounts Receivable Journals, and the Voucher Registers, are to be retained permanently. Specifically, the supporting records are:

Comptroller of the Treasury

Form No.

E-1-S	Memorandum of Adjustment
E-1 and E-2	Distribution of Charges
DD-1	Transmittal
R-2 (formerly MR-2)	Certificate of Deposit and Bank Deposit Slip
	Monthly Report of State Funds Collected and Deposited
	Distribution of Unexpended and Obligated Balances
	Monthly Statement of Balances

Purchasing Bureau (Department of Budget and Procurement)

1-A	Requisition for Supplies
47-A	Purchase Order
100-16	Out-of-Schedule Requisition for Supplies
39-A and 40-A	Stores Requisition
CF-2	Copy of Contract Awarded
CF-1	Capital Fund Requisition for Equipment
100/24	Actual Emergency and Repairs Report
27-A	Copy of Contract Awarded
CF-3	Copy of Contract Awarded
	Delivery Invoice
26-A	Notice of Award of Contract
52	Credit Memorandum
51	Report of Partial Delivery

Budget Bureau (Department of Budget and Procurement)

BB-1 (Rev.) Formerly EB-1 and EB-2	Budget Schedule Amendment Sheet
B.P. Inv. R101	Report of Fixed Assets (annual)
B.P. Inv. R102	Report of Materials and Supplies (Annual)
B.P. Inv. 6	Materials and Supplies Physical Inventory (annual)
Budget Form Nos. 1 thru 11	Budget Estimates Fiscal Year
BE-40	Request for Position Action

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

APPROVED BY  
BOARD OF PUBLIC WORKS  
OCT 21 1959  
*Andrew H. Hulick*  
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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Others

A. Certain of these supporting documents, to meet administrative needs or Federal audit requirements, must be retained for a longer period of time than those which are necessary only for State audit. These are:

- Budget workpapers
- Budget change sheets
- Enrollment and membership cards (accident and health insurance)
- Deferred payment notes (student accounts)
- Vouchers (accounts receivable)
- Vouchers (General Journal)
- Student registration cards
- Student account cards (Statements of charges) - some required for Federal audit)
- Appropriation, income, and allotment ledger cards
- Veterans' billings (subject to Federal audit)
- Accounts Receivable Cards
- Financial Statements (to Board of Trustees and Department Heads)
- Fiscal Reports to Foundation and other outside organizations
- Student Deposit Cards (for student or organizational funds)

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

B. Supporting documents required for State audit only:

- Vendors' invoices
- Check vouchers (copies of checks issued)
- Check stub books
- Cafeteria sales reports
- Cash receipt distribution vouchers
- Bookstore reports of sales
- Expense reports
- Reconciliation statements
- Working fund invoices
- Daily cash reports (copies of receipts)
- Distribution tickets (used in posting)
- Adding machine tapes (cafeteria and bookstore)
- Cafeteria record of daily cash balance
- Bank statements and reconciliations
- Canceled checks
- Cafeteria meal book issue sheets and meal coupons
- Bookstore sales slips

APPROVED BY  
BOARD OF PUBLIC WORKS

OCT 21 1959

*Andrew H. ...*  
SECRETARY

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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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Tickets - athletic events, plays, other school functions  
Posting Sheets  
Daily Mail Money Lists  
Savings Bond Applications

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

3. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE.

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, ADDITIONS AND DEDUCTIONS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-b, approved by the Board of Public Works, January 11, 1954).

PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E-1/2 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

4. MASTER AUTHORIZATION

This State-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED BY  
BOARD OF PUBLIC WORKS  
MAY 21 1954  
*Andrew Hunt*  
SECRETARY

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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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5. LEAVE RECORDS

File includes the following records:

- Leave record card - Form SEC 128-A, a standard State-wide form, prepared annually for each employee
- Leave applications
- Doctors' certificates
- Leave summary sheets
- Time books

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

APPROVED BY  
BOARD OF PUBLIC WORKS  
OCT 21 1959  
*Andrew H. ...*  
SECRETARY