

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF EDUCATION

Instructional Television

AGENCY

DIVISION

Item No.	Description	Retention
1	<p>RECORDS MAINTAINED ON MARYLAND ITV PRODUCTIONS</p> <p>These records include all clearances for use and scripts as well as auxillary material which becomes an integral part of a production.</p> <p>The following are included in this category:</p> <ul style="list-style-type: none"> <li>a. Production Clearance                             <ul style="list-style-type: none"> <li>1. Adult/Fee</li> <li>2. Child/Ward/Nonfee</li> <li>3. Child/Ward/Fee</li> <li>4. Adult/Nonfee</li> <li>5. Music/Fee</li> <li>6. Written Composition</li> <li>7. Books/Print Material</li> <li>8. Audio Visual Materials</li> <li>9. Copyrighted Materials</li> </ul> </li> <li>b. Parental Permission for Child Participation in ITV In-School Production</li> <li>c. Master Scripts and Clearances</li> </ul>	<p>RETAIN FOR THE LIFE OF THE PRODUCTION PLUS THREE (3) YEARS, THEN DESTROY</p>
2	<p>RECORDS MAINTAINED ON PUBLICATIONS AND PRINT MATERIAL</p> <p>These records are concerned with transactions involving ITV print material, both for in-house use and distribution to outside agencies.</p> <p>The following are included in this category:</p> <ul style="list-style-type: none"> <li>a. Annual ITV Report</li> <li>b. Series Manuals (Samples)</li> <li>c. Series Photographs</li> </ul>	<p>RETAIN FOR FIVE (5) YEARS, AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY</p>

Schedule approved by Department, Agency or Division Representative

*Angela M. Crust*  
Signature

Assistant State Superintendent  
in Instructional Television

Title

April 1 1976  
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

4-28-76  
Date

*Edward Papenfuss*  
Archivist

5/21/76  
Date

*Leslie H. Heston*  
Secretary

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(CONTINUATION SHEET)

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Item No.	Description	Retention
2	<p>(continued)</p> <ul style="list-style-type: none"> <li>d. Series Brochures</li> <li>e. Manual Invoices</li> <li>f. Manual Sales Ledger</li> <li>g. Applications for Printing</li> <li>h. Specifications for Printing</li> <li>i. Invoice for Billing for Manuals</li> <li>j. Authorization to Mail</li> </ul>	
3	<p>RECORDS OF SERIES BROADCAST</p> <p>These records are concerned with the ITV broadcast schedule.</p> <p>The following are included in this category:</p> <ul style="list-style-type: none"> <li>a. Instructional Television Weekly Scheduled Program Titles for Daily Schedule and Log</li> <li>b. Play Sheet for ITV Schedule</li> <li>c. Vendor Contracts for Dissemination</li> </ul>	<p>RETAIN FOR THREE (3) YEARS, THEN DESTROY</p>
4	<p>RECORDS OF EVALUATION ACTIVITIES</p> <p>These records encompass all ITV research and evaluation activities.</p> <p>The following are included in this activity:</p> <ul style="list-style-type: none"> <li>a. Program Pilot Feedback Forms</li> <li>b. Interest Surveys</li> <li>c. Annual LEA ITV Development Survey</li> <li>d. Survey of ITV Series Classroom Usage and Evaluation</li> <li>e. Special Purpose Surveys and Instruments</li> </ul>	<p>RETAIN FOR THREE (3) YEARS, THEN DESTROY</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

Item No.	Description	Retention
5	<p>(continued)</p> <p><b>GENERAL RECORDS</b></p> <p>These records include all materials necessary to conduct the business of the Division of Instructional Television.</p> <p>The following are included in this category:</p> <ul style="list-style-type: none"> <li>a. Property and Equipment Action Request</li> <li>b. Requisition for Supplies</li> <li>c. Telephone Log</li> <li>d. Xerox Usage Record Sheet</li> <li>e. State of Maryland Institutional and Office Equipment Inventory</li> <li>f. ITV Control Card (Kine, Film)</li> <li>g. Kinescopes or Films of ITV Productions (stock accession)</li> <li>h. Pickup/Delivery Request</li> <li>i. Contracts with LEA for Special Services</li> <li>j. Request for Purchase to MCPB</li> <li>k. Annual Update of Information on ITV Coordinators, Curriculum Committees and Regional Advisory Board Members</li> <li>l. Fact Sheets on Series Recommended by Curriculum Committees</li> <li>m. Payment Request for Curriculum Services</li> <li>n. Vendors' Contracts (Awards)</li> <li>o. Series Development Records</li> <li>p. Workshop Activities Records</li> <li>q. Distributor Agreement Records</li> <li>r. Film Collection Inventory (Annual)</li> <li>s. Check-Out Form for Tape/Kine</li> <li>t. ITV Tape Stock Inventory (Annual)</li> </ul>	<p>RETAIN FOR THREE (3) YEARS, THEN DESTROY</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

Item No.	Description	Retention
5	<p>(continued)</p> <ul style="list-style-type: none"> <li>u. Order Form for non-Broadcast Modes</li> <li>v. Record of Shipment of non-Broadcast Modes</li> <li>w. Process for Payment for non-Broadcast Modes</li> <li>x. Periodical Subscriptions Inventory</li> <li>y. Accession Book for Additions to Library</li> </ul>	
6	<p>VIDEO-TAPES PRODUCED AT THE MARYLAND CENTER FOR PUBLIC BROADCASTING BY THE DIVISION OF INSTRUCTIONAL TELEVISION</p> <p>This series is only video-tapes that are originally produced by the Division of Instructional Television. Excluded are copies of video-tapes that are produced by other organizations or agencies.</p>	<p>RETAIN FOR THE LIFE OF THE PROGRAM THEN REUSE TAPES</p>