DGS-550-1
REV. 6/78

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 1057

PAGE NO. 1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE UNIVERSITIES AND COLLEGES
FROSTBURG STATE COLLEGE — AGENCY

BUDGET OFFICE — DIVISION

Item No.	Description	Retention
1.	General Correspondence Subject arrangement or original incoming, copies of outgoing letters, memoranda, reports, meeting minutes, directives, studies, policies and other miscellaneous papers relating to this office.	Screen annually. Destroy that material no longer needed for current business. Retain permanently directives and other materials relating to planning and policy that illustrate the development of this office. For eventual transfer to the history file.
2.	Budget Records For any given fiscal year a file drawer of budget records contains: 1) departmental budget requests 2) work papers for budget submission 3) copy of final budget document 4) correspondence pertaining to preparation of budget 5) internal departmental allocations 6) copies of budget studies requested by administrators	Retain for three years, then destroy.
3.	Direct Entries These forms and the backup information attached are filed in the budget office after they are returned from data processing where they are entered into the computer. The forms are prepared in the budget office to make corrections through memorandums of adjustment originating in the controller's office; also for charges and credits made through the STARS report, chargebacks for telephone, postage, duplicating and budget amendments, etc.	Retain for three years or until all audit requirements have been satisfied, then destroy.

Schedule Approved by Department, Agency, or Division Representative

Date	Signature	Title
9/29/86	B. Betty Williams	Director of Administrative Services

Schedule Authorized by Hall of Records Commission

Date	State Archivist
11/12/86	Edwards Lorenzen

Fig. 8

PS-943

DGS-550-1A

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO. 1057

STATE UNIVERSITIES AND COLLEGES
FROSTBURG STATE COLLEGE

BUDGET OFFICE

Item No.	Description	Retention
4.	Requisitions Files contain Request for Purchase Order forms from all departments at Frostburg State College requesting budget approval for supplies or services.	Retain for three years or until audit requirements have been satisfied, then destroy.

Fig. 8A

PS-842