

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1099

PAGE
NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE UNIVERSITIES AND COLLEGES
FROSTBURG STATE COLLEGE

COMMUNICATION MEDIA

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>General Correspondence</u></p> <p>Subject arrangement of original incoming, copies of outgoing letters, memoranda, reports, meeting minutes, directives, studies, policies and other miscellaneous papers relative to this office.</p>	<p>Screen annually. Destroy material over three years old which has no further value. Materials which illustrate policy procedures and development of the department and college are to be transferred to the history file for permanent retention.</p>
2.	<p><u>Miscellaneous Records</u></p> <p>These are budget printouts, course materials, purchase orders, production records, supply and equipment inventories, equipment checkout and maintenance records</p>	<p>Destroy material which has no further value, retain all other for no more than three years, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

1-6-87
Date

B. Betty Williams
Signature

Director of
Administrative
Services
Title

3/1/87
Date

Edward J. ...
State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

1099

AGENCY RECORDS INVENTORY

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1. Department STATE UNIVERSITIES AND COLLEGES	2. Division FROSTBURG STATE COLLEGE 3. Unit COMMUNICATION MEDIA
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4. Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

General Correspondence - Subject arrangement of original incoming, copies of outgoing letters, memoranda, reports, meeting minutes, directives, studies, policies and other miscellaneous papers relating to this office.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>3</u>	7. Audit Requirements State <input type="checkbox"/> Federal <input type="checkbox"/> Independent <input type="checkbox"/>
6. Estimated Accumulation (Yearly) <u>1/2</u>	Internal <input type="checkbox"/> External <input type="checkbox"/>

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)
Current Year H M L
After 1. Yr, H M L After what year does activity become LOW First

9. Could Record Series be stored in the State Records Center. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	10. Recommended Retention: Screen annually! Destroy material over 3 years old which has no further value. Materials which illustrate policy, procedures and development of the department and college are to be transferred to the history file for permanent retention.
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11. Inventory prepared by Ruth Richardson Date: 1-6-87
(Print Name)

Telephone Number: 689-4353

Fig. 7

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

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1. Department STATE UNIVERSITIES AND COLLEGES	2. Division FROSTBURG STATE COLLEGE
	3. Unit COMMUNICATION MEDIA

4. Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

Miscellaneous Records - These are budget printouts, course materials, purchase orders; production records, supply and equipment inventories, equipment checkout and maintenance records.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>12</u>	7. Audit Requirements State <input type="checkbox"/> Federal <input type="checkbox"/> Internal <input type="checkbox"/> Independent <input type="checkbox"/> External <input type="checkbox"/>
6. Estimated Accumulation (Yearly) <u>1/4</u>	

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L
After 1. Yr. H M L After what year does activity become LOW First

9. Could Record Series be stored in the State Records Center. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> When: _____	10. Recommended Retention: Destroy material which has no further value, retain all other for no more than three years, then destroy.
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11. Inventory prepared by Ruth Richardson Date: 1-6-87
(Print Name)

Telephone Number: 301-689-4353