

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE UNIVERSITIES AND COLLEGES FROSTBURG STATE COLLEGE		MATHEMATICS
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>Student Records</u></p> <p>These records include advisee folders, recommendations for students, class books and tests from students and course evaluations.</p>	<p>Retain in active file until student is no longer enrolled. Transfer to inactive file to be retained for four years, then destroy. Screen active file annually destroying all non-record material which is no longer useful.</p>

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

Director Of  
Administrative  
Services

1/8/87

*B. Betty Williams*

Date

Signature

Title

*[Signature]*

Date

*[Signature]*

State Archivist

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

1106

AGENCY RECORDS INVENTORY

Page No.  
1 of 2

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

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 or 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) 3.5	7. Audit Requirements State <input type="checkbox"/>
6. Estimated Accumulation (Yearly) 1/8	Federal <input type="checkbox"/> Internal <input type="checkbox"/> Independent <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 2 - 3

9. Could Record Series be stored in the State Records Center.

YES  NO

When: \_\_\_\_\_

10. Recommended Retention: 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.

11. Inventory prepared by Sandra Cochrane  
(Print Name)

Date: 1/8/87

Telephone Number: 689-4377

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

AGENCY RECORDS INVENTORY

Page No. 2 of 2

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

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).)

Student Records - These records include advisee folders, recommendations for students, class books, and tests from students and course evaluations.

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

5. Present Volume on Hand (No. of file drawers) <u>26.5</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>3</u>	
8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).) Current Year <input checked="" type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L After 1. Yr. <input checked="" type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L After what year does activity become LOW <u>3 years</u>	
9. Could Record Series be stored in the State Records Center. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	10. Recommended Retention: Retain in active file until student is no longer enrolled. Transfer to inactive file to be retained for four years, then destroy. Screen active file annually destroying all non-record material which is no longer useful.

When: \_\_\_\_\_

11. Inventory prepared by Sandra Cochran Date: 1/8/87  
(Print Name)

Telephone Number: 689-1377