

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE UNIVERSITIES AND COLLEGES FROSTBURG STATE COLLEGE		PHILOSOPHY
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>Course Schedules and Syllabi</u></p> <p>Lists of all courses offered by the department each semester and a outline or brief statement of the main points of text, lecture, and course of study for each course offered by the department.</p>	<p>Retain for three years; then destroy.</p>
3.	<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
Date

B. Betty Williams
Signature

3/6/87
Date

Edward J. Brown
State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

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AGENCY RECORDS INVENTORY

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1. Department STATE UNIVERSITIES AND COLLEGES	2. Division FROSTBURG STATE COLLEGE
	3. Unit Philosophy
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 relative to this office.

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

5. Present Volume on Hand (No. of file drawers) 18	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) 1	
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="radio"/> H <input type="radio"/> M <input type="radio"/> L After 1. Yr, <input checked="" type="radio"/> H <input type="radio"/> M <input type="radio"/> L After what year does activity become LOW <u>3</u>	

9. Could Record Series be stored in the State Records Center. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> 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.
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11. Inventory prepared by Angelo Bucchino Date: 1/8/87
(Print Name)

Telephone Number: 689-4383

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 Philosophy
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).)

Course Schedules and Syllabi - Lists of all courses offered by the department each semester and a outline or brief statement of the main points of text, lecture, and course of study for each course offered by the department.

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

5. Present Volume on Hand (No. of file drawers) <u>18</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</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="radio"/> H <input type="radio"/> M <input type="radio"/> L After 1. Yr. <input checked="" type="radio"/> H <input type="radio"/> M <input type="radio"/> L After what year does activity become LOW <u>3</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 for three years; then destroy.
When: _____	
11. Inventory prepared by <u>Angelo Bucchino</u> (Print Name)	Date: <u>1/8/87</u>
Telephone Number: <u>689-4383</u>	

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 Philosophy
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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).)

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>1</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>.5</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="radio"/> H <input type="radio"/> M <input type="radio"/> L After 1. Yr, <input checked="" type="radio"/> H <input type="radio"/> M <input type="radio"/> L After what year does activity become LOW <u>3</u>
9. Could Record Series be stored in the State Records Center. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> When: _____	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.
11. Inventory prepared by <u>Angelo Bucchino</u> (Print Name)	Date: <u>1/9/87</u>

Telephone Number: 689-4383