

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE UNIVERSITIES AND COLLEGES FROSTBURG STATE COLLEGE		Data Processing
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>	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.
2.	<p><u>Records: Computer Printouts</u></p> <p>Computer operation logs, system audit reports, data dictionary listing, documentation, and other listings critical to the operation of a data center.</p>	Retain for three years or until all audit requirements have been fulfilled, then destroy.
3.	<p><u>Records: Computer Tapes</u></p> <p>Contain administrative and academic system backups, master files and backups, software, system accounting data, and other files required to ensure restoration and operation of all operational systems.</p>	Retain for three years or until all audit requirements have been fulfilled: then destroy.
4.	<p><u>Keypunch Cards</u></p> <p>Storage for software and data files that still have reference, historic, or audit value that have not been converted to magnetic media.</p>	Retain for one year or until all audit requirements have been fulfilled then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

2-17-87
Date

B. Betty Williams
Signature

Director Of
Administrative
Services
Title

3/14/87
Date

Dorothy Chapman
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 Data Processing

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) 56	7. Audit Requirements State <input type="checkbox"/> Federal <input type="checkbox"/> Independent <input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/>
6. Estimated Accumulation (Yearly) 2.8	

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 3

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 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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When: _____

11. Inventory prepared by Dale Murray (Print Name) Date: 2/16/87

Telephone Number: 689-4317

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

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<p>1. Department STATE UNIVERSITIES AND COLLEGES</p>	<p>2. Division FROSTBURG STATE COLLEGE</p> <p>3. Unit Data Processing</p>
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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).)

Records: Computer Printouts - Computer operation logs, system audit reports, data dictionary listing, documentation, and other listings critical to the operation of a data center.

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

<p>5. Present Volume on Hand (No. of file drawers) <u>104</u></p> <p>6. Estimated Accumulation (Yearly) <u>0</u></p>	<p>7. Audit Requirements</p> <p>State <input type="checkbox"/></p> <p>Federal <input type="checkbox"/> Internal <input type="checkbox"/></p> <p>Independent <input type="checkbox"/> External <input type="checkbox"/></p>
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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 1

<p>9. Could Record Series be stored in the State Records Center. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p>	<p>10. Recommended Retention: Retain for three years or until all audit requirements have been fulfilled then destroy.</p>
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When: _____

11. Inventory prepared by Dale Murray Date: 2/16/87
(Print Name)

Telephone Number: 689-4317

DEPARTMENT OF GENERAL SERVICES
Records Management Division

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| 1. Department
STATE UNIVERSITIES AND COLLEGES | 2. Division
FROSTBURG STATE COLLEGE |
| | 3. Unit
Data Processing |
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).)

Records: Computer Tapes - Contain administrative and academic system backups, master files and backups, software, system accounting data, and other files required to ensure restoration and operation of all operational systems.

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

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|--|---|
| 5. Present Volume on Hand (No. of file drawers)
<u>376</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>100</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 type="radio"/> H <input checked="" type="radio"/> M <input type="radio"/> L
After what year does activity become LOW <u>2</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 or until all audit requirements have been fulfilled; then destroy. |
| When: _____ | |
| 11. Inventory prepared by <u>Dale Murray</u>
(Print Name) | Date: <u>2/16/87</u> |
| Telephone Number: <u>689-4317</u> | |

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Records Management Division

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| 1. Department
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FROSTBURG STATE COLLEGE |
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Data Processing |
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).)

Keypunch cards - storage for software and data files that still have reference, historic, or audit value that have not been converted to magnetic media.

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

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| 5. Present Volume on Hand (No. of file drawers)
116 | 7. Audit Requirements
State <input type="checkbox"/>
Federal <input type="checkbox"/>
Independent <input type="checkbox"/> { Internal <input type="checkbox"/>
External <input type="checkbox"/> |
| 6. Estimated Accumulation (Yearly)
0 | 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 <u>1 yr.</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 one year or until all audit requirements have been fulfilled then destroy. |
11. Inventory prepared by Dale Murray Date: 2/16/87
(Print Name)
- Telephone Number: 689-4317