

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE UNIVERSITIES AND COLLEGES FROSTBURG STATE COLLEGE		REGISTRAR'S OFFICE
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>Student Records - Checklist On Degree Requirements Bachelors and Masters</u></p> <p>Bachelors - Manual audit trail of student degree requirements. Includes checklists, transfer evaluation (from Admissions), department head memos on course acceptance and exception. Also a copy of student notification of deficiencies.</p> <p>Masters - Application for Graduate School, transcripts, from other colleges, study plan, graduation application, transfer and proficiency evaluations. Acceptance and exceptions.</p>	Retain for five years; then destroy.
3.	<p><u>Student Records - Applications (Inactive) Of Graduates And Withdrawals</u></p> <p>Undergraduate - Applications for Admission, letter of acceptance, SAT scores, transcripts from other colleges, evaluation of courses from other colleges, letters of acceptance and exceptions from department heads on courses.</p> <p>Masters - Applications for Admission, letter of acceptance, transcripts from other colleges, evaluation of courses from other colleges, letters of acceptance and exceptions from department heads on courses.</p>	Retain for five years; then destroy.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

1/8/87

Date

*B. Betty Williams*

Signature

Director Of  
Administrative  
Services

Title

*3/6/87*

Date

*[Signature]*

State Archivist

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE  
NO. 1094

PAGE  
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Item No.	Description	Retention
4.	<p><u>Student Records - Original Course Request And Final Schedule</u></p> <p>Student's hand written original request for courses each semester and summer session. Final schedule printed by computer for each student course request per semester and summer graduate and undergraduate.</p>	Retain for five years; then destroy.
5.	<p><u>Student Records - Current Schedules</u></p> <p>Active student file each semester and summer includes name, address, social security number, each class, credit hours, scheduled meeting days and time, instructor, class status, program, full-time, part-time, and total credit hours.</p>	Retain for five years; then destroy.
6.	<p><u>Student Records - Grade Reports</u></p> <p>Individual report for each student registered for classes each semester and summer. Name of student, address, social security number, program, advisor, class status, each course number, department and title, credit hours, and final grade. At bottom of form, hours attempted, hours passed, quality points, semester and cumulative average and total hours. Printed by computer for distribution to student, advisor, Dean and Registrar.</p>	Retain permanently.
7.	<p><u>Student Records - Application Files And Records Of Current Students</u></p> <p>Undergraduate - Applications for admission, letter of acceptance, SAT scores, transcripts from other colleges, evaluation of courses from other colleges, letters of acceptance and exceptions from department heads on courses.</p> <p>Masters - Applications for admission, letter of acceptance, transcripts from other colleges, evaluation of courses from other colleges, letters of acceptance and exceptions from department heads on courses.</p>	Retain for five years; then destroy.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE  
NO. 1094

PAGE  
NO. 3 OF 4

Item No.	Description	Retention
8.	<p><u>Student Records - Permanent Records Of Bachelors And Masters Degrees</u></p> <p>Individual academic student record for Bachelors and Masters degrees includes all course work, department, course title, credit hours, grade, semester and cumulative totals. Includes degree and date degree granted, name, address, college major, minor, honors awarded, class rank for undergraduate, certification of Teacher Education students. Also on back of record all transcript requests posted.</p>	Retain permanently.
9.	<p><u>Student Records - File Of Bachelors Degrees 1949 - 1973</u></p> <p>Individual academic student record for Bachelor's Degrees, includes all course work, department, course title, credit hours, grade semester, and cumulative totals. Includes degree and date degree granted, name, address, college major, minor, honors awarded, class rank and certification of Teacher Education students. Also on back of record all transcript requests posted.</p>	Retain permanently.
10.	<p><u>Student Records - Current And Inactive Student Drop/Adds</u></p> <p>Individual student request for dropping/adding classes, includes student's name, social security number, date of action, fee charge, course department title, and credit hours. Signature of instructor/department head, dean, and data processing stamp.</p>	Retain for five years; then destroy.
11.	<p><u>Student Records - Enrollment Stats</u></p> <p>Includes, student grade distribution, department, instructor, numerical, alpha, by major and student each semester.</p>	Retain for five years; then destroy.
12.	<p><u>Student Records - Grade Rosters</u></p> <p>All class rosters of courses taught each semester/summer with student's name, social security number, credits, and final grades, title, department and number, and total enrolled. Permanent record for statistical reference and archives.</p>	Retain permanently.

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

Item No.	Description	Retention
13.	<p><u>Student Records - Cross File - Bachelor's Degrees</u></p> <p>Includes student's name and date of graduation. Used for cross reference in locating record for transcript purpose.</p>	Retain permanently.

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

1094

AGENCY RECORDS INVENTORY

Page No. 1 of 13

1. Department STATE UNIVERSITIES AND COLLEGES	2. Division FROSTBURG STATE COLLEGE
	3. Unit REGISTRAR'S OFFICE
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) 8.0	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) 2.0	

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 4

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.
--	---

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

11. Inventory prepared by James B. Barmoy Date: 1/8/87  
(Print Name)

Telephone Number: 689-4346

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 REGISTRAR'S OFFICE
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- Checklist On Degree Requirements Bachelors and Masters

Bachelors - Manual audit trail of student degree requirements. Includes checklists, transfer evaluation (from Admissions), department head memos on course acceptance and exception. Also a copy of student notification of deficiencies.

Masters - Application for Graduate School, transcripts from other colleges, study plan, graduation application, transfer and proficiency evaluations. Acceptance and exceptions.

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

5. Present Volume on Hand (No. of file drawers) 8.0	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) 2.0	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 (Until graduation) 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 five years; then destroy.

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

11. Inventory prepared by James B. Barmoy Date: 1/8/87  
(Print Name)  
689-4346

Telephone Number: \_\_\_\_\_

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 REGISTRAR'S OFFICE
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 - Applications (Inactive) Of Graduates And Withdrawals

Undergraduate - Applications for Admission, letter of acceptance, SAT scores, transcripts from other colleges, evaluation of courses from other colleges, letters of acceptance and exceptions from department heads on courses.

Masters - Applications for Admission, letter of acceptance, transcripts from other colleges, evaluation of courses from other colleges, letters of acceptance and exceptions from department heads on courses.

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

5. Present Volume on Hand (No. of file drawers) <u>16</u>	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent <input type="checkbox"/>
6. Estimated Accumulation (Yearly) <u>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 <input checked="" type="checkbox"/> After 1. Yr, H M <input checked="" type="checkbox"/> After what year does activity become LOW <u>4</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 five years; then destroy.
When: _____	
11. Inventory prepared by <u>James B. Barmoy</u> (Print Name)	Date: <u>1/8/87</u>

Telephone Number: 689-4346

DGS-550-4 1/81

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

AGENCY RECORDS INVENTORY

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|--|--|
| 1. Department<br>STATE UNIVERSITIES AND COLLEGES | 2. Division<br>FROSTBURG STATE COLLEGE |
|  | 3. Unit<br>REGISTRAR'S OFFICE          |
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 - Original Course Request And Final Schedule - Student's hand written original request for courses each semester and summer session. Final schedule printed by computer for each student course request per semester and summer graduate and undergraduate.

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

- |  |   |
|--|---|
| 5. Present Volume on Hand (No. of file drawers)<br><u>19</u>   | 7. Audit Requirements<br>State <input checked="" type="checkbox"/><br>Federal <input checked="" type="checkbox"/> Internal <input type="checkbox"/><br>Independent <input type="checkbox"/> External <input type="checkbox"/> |
| 6. Estimated Accumulation (Yearly)<br><u>2</u>   |   |
| 8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly). )<br>Current Year <input checked="" type="radio"/> H <input type="radio"/> M <input type="radio"/> L<br>After 1. Yr. <input type="radio"/> H <input type="radio"/> M <input checked="" type="radio"/> L      After what year does activity become LOW <u>1</u> |   |
| 9. Could Record Series be stored in the State Records Center.<br>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>   | 10. Recommended Retention:<br>Retain for five years; then destroy.  |
- When: \_\_\_\_\_

11. Inventory prepared by James B. Barmoy Date: 1/8/87  
(Print Name)

Telephone Number: 689-4346



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 REGISTRAR'S OFFICE
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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 - Current Schedules - Active student file each semester and summer includes name, address, social security number, each class, credit hours, scheduled meeting days and time, instructor, class status, program, full-time, part-time, and total credit hours.

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

5. Present Volume on Hand (No. of file drawers) <u>1.0</u> 6. Estimated Accumulation (Yearly) <u>4</u>	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/>
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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

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 five years; then destroy.
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11. Inventory prepared by James B. Barmoy Date: 1/8/87  
(Print Name)

Telephone Number: 689-4346

**DEPARTMENT OF GENERAL SERVICES  
Records Management Division**

**AGENCY RECORDS INVENTORY**

Page No. 6 of 13

<b>1. Department</b> STATE UNIVERSITIES AND COLLEGES	<b>2. Division</b> FROSTBURG STATE COLLEGE <b>3. Unit</b> REGISTRAR'S OFFICE
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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 - Grade Reports - Individual report for each student registered for classes each semester and summer. Name of student, address, social security number, program, advisor, class status, each course number, department and title, credit hours, and final grade. At bottom of form, hours attempted, hours passed, quality points, semester and cumulative average and total hours. Printed by computer for distribution to student, advisor, Dean and Registrar.

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

<b>5. Present Volume on Hand (No. of file drawers)</b> 19 <hr/> <b>6. Estimated Accumulation (Yearly)</b> 1 <hr/>	<b>7. Audit Requirements</b> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent <input type="checkbox"/> <table style="display: inline-table; vertical-align: middle;"> <tr> <td style="border-left: 1px solid black; padding-left: 5px;">Internal</td> <td><input type="checkbox"/></td> </tr> <tr> <td style="border-left: 1px solid black; padding-left: 5px;">External</td> <td><input type="checkbox"/></td> </tr> </table>	Internal	<input type="checkbox"/>	External	<input type="checkbox"/>
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 4

<b>9. Could Record Series be stored in the State Records Center.</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	<b>10. Recommended Retention:</b> Retain permanently.
---	---

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

**11. Inventory prepared by** James B. Barmoy      **Date:** 1/8/87  
 (Print Name)

**Telephone Number:** 689-4346

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 REGISTRAR'S OFFICE
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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 - Application Files And Records Of Current Students

Undergraduate - Applications for admission, letter of acceptance, SAT scores, transcripts from other colleges, evaluation of courses from other colleges, letters of acceptance and exceptions from department heads on courses.

Masters - Applications for admission, letter of acceptance, transcripts from other colleges, evaluation of courses from other colleges, letters of acceptance and exceptions from department heads on courses.

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

5. Present Volume on Hand (No. of file drawers) <u>24</u> 6. Estimated Accumulation (Yearly) <u>3</u>	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/>
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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 4

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 for five years; then destroy.
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11. Inventory prepared by James B. Barnoy Date: 1/8/87  
(Print Name)  
Telephone Number: 689-4346

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 REGISTRAR'S OFFICE
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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 - Permanent Records Of Bachelors And Masters Degrees

Individual academic student record for Bachelors and Masters degrees includes all course work, department, course title, credit hours, grade, semester and cumulative totals. Includes degree and date degree granted, name, address, college major, minor, honors awarded, class rank for undergraduate, certification of Teacher Education students. Also on back of record all transcript requests posted.

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

5. Present Volume on Hand (No. of file drawers) <u>19</u> 6. Estimated Accumulation (Yearly) <u>1</u>	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input type="checkbox"/> Independent <input type="checkbox"/> External <input type="checkbox"/>
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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 5

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 permanently.
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11. Inventory prepared by James B. Barmoy Date: 1/8/87  
(Print Name)  
Telephone Number: 689-4346

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

AGENCY RECORDS INVENTORY

Page No. 13  
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1. Department STATE UNIVERSITIES AND COLLEGES	2. Division FROSTBURG STATE COLLEGE
	3. Unit REGISTRAR'S OFFICE
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 - File Of Bachelors Degrees 1949 - 1973 - Individual academic student record for Bachelor's Degrees, includes all course work, department, course title, credit hours, grade semester, and cumulative totals. Includes degree and date degree granted, name, address, college major, minor, honors awarded, class rank and certification of Teacher Education students. Also on back of record all transcript requests posted.

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

5. Present Volume on Hand (No. of file drawers) 12	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 <input checked="" type="radio"/> After 1. Yr, H M <input checked="" type="radio"/> After what year does activity become LOW 1
9. Could Record Series be stored in the State Records Center. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	10. Recommended Retention: Retain permanently.
When: _____	
11. Inventory prepared by James B. Barmoy (Print Name)	Date: 1/8/87
Telephone Number: 689-4346	

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 REGISTRAR'S OFFICE
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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 - Current And Inactive Student Drop/Adds - Individual student request for dropping/adding classes, includes student's name, social security number, date of action, fee charge, course department title, and credit hours. Signature of instructor/department head, dean, and data processing stamp.

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

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

9. Could Record Series be stored in the State Records Center.  
 YES  NO

10. Recommended Retention:  
 Retain for five years; then destroy.

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

11. Inventory prepared by James B. Barmoy Date: 1/8/87  
 (Print Name)

Telephone Number: 689-4346

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

AGENCY RECORDS INVENTORY

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- |  |  |
|--|--|
| 1. Department<br>STATE UNIVERSITIES AND COLLEGES | 2. Division<br>FROSTBURG STATE COLLEGE |
|  | 3. Unit<br>REGISTRAR'S OFFICE          |
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 - Enrollment Stats - Includes, student grade distribution, department, instructor, numerical, alpha, by major and student each semester.

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

- |  |   |
|--|---|
| 5. Present Volume on Hand (No. of file drawers)<br><u>6</u>  | 7. Audit Requirements<br>State <input checked="" type="checkbox"/><br>Federal <input checked="" type="checkbox"/> Internal <input type="checkbox"/><br>Independent <input type="checkbox"/> External <input type="checkbox"/> |
| 6. Estimated Accumulation (Yearly)<br><u>1</u>   |   |
| 8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly). )<br>Current Year <input checked="" type="radio"/> H <input type="radio"/> M <input type="radio"/> L<br>After 1. Yr. <input type="radio"/> H <input type="radio"/> M <input checked="" type="radio"/> L      After what year does activity become LOW <u>1</u> |   |
| 9. Could Record Series be stored in the State Records Center.<br>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>   | 10. Recommended Retention:<br>Retain for five years; then destroy.  |
- When: \_\_\_\_\_

11. Inventory prepared by James B. Barmoy Date: 1/8/87  
(Print Name)

Telephone Number: 689-4346

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 REGISTRAR'S OFFICE

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 - Grade Rosters - All class rosters of courses taught each semester/summer with student's name, social security number, credits, and final grades, title, department and number, and total enrolled. Permanent record for statistical reference and archives.

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

5. Present Volume on Hand (No. of file drawers) 8	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) 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 type="radio"/> H <input type="radio"/> M <input checked="" type="radio"/> L After what year does activity become LOW 4	
9. Could Record Series be stored in the State Records Center. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	10. Recommended Retention: Retain permanently.
When: _____	

11. Inventory prepared by James B. Barmoy Date: 1/8/87  
(Print Name)

Telephone Number: 689-4346



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 REGISTRAR'S OFFICE
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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 - Cross File - Bachelor's Degrees - Includes students name and date of graduation. Used for cross reference in locating record for transcript purpose.

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

5. Present Volume on Hand (No. of file drawers) <u>8 (3 x 5)</u> 6. Estimated Accumulation (Yearly) <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"/>
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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 4

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

YES  NO

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

10. Recommended Retention:

Retain permanently.

11. Inventory prepared by James B. Barmov Date: 1/8/87  
(Print Name)

Telephone Number: 689-4346