

RECORDS RETENTION AND DISPOSAL SCHEDULE

TOWSON STATE UNIVERSITY

Physical Plant Administration  
Rooms 106 & 106A

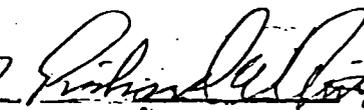
AGENCY

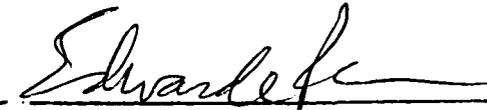
DIVISION

Item No.	Description	Retention
1	<p><u>General Correspondence</u></p> <p>Current, incoming and out-going correspondence relating to University matters i.e. buildings, contractual matters, projects, secretarial correspondence.</p>	<p>2 years plus current fiscal year. Screen annually, then destroy.</p>
2	<p><u>Forms</u></p> <p>MFOMS Reports-monthly vehicle statistic reports University Billings-inter &amp; non-departmental invoices and credits Accident Reports-accident reports involving University vehicles.</p>	<p>then dest 2 years plus current FY/ 2 years plus current FY then destroy. 2 years plus current FY then destroy</p>
3	<p><u>Transportation/Grounds Files</u></p> <p>Vehicle Files - all records on vehicle fleet at Towson State which includes work sheets, titles, and any other miscellaneous information related to each individual vehicle.</p> <p>Personnel files - timesheets and any other matter relating to individual employee i.e. sick slips, leave requests, reprimands, counseling reports, safety shoe reimbursement, etc.</p>	<p>As long as vehicle is utilized by TSU and then retained for 1 year, then destroyed.</p> <p>As long as employee is employed at TSU, then placed in a "No Longer Employed" file for 5 years then destroy.</p>
4	<p><u>Miscellaneous Binder Files</u></p> <p>Motor Vehicle Escrow Account (monthly charges used by departments); gas log book (Exxon and Amoco usage); State vehicle acknowledgement book (acknowledges individual has read and understands State Policy retarding use of State vehicles)' credit card, rentals &amp; parking gate logs (lists individuals using Amoco &amp; Exxon cards, who is utilizing a rental vehicle and which employee or vehicle is assigned a parking gate card.</p>	<p>2 years plus current FY then destroy.</p>

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

7/31/87  Deputy  
Director  
Date Signature Title

12/2/87  State Archivist  
Date Signature Title

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

SCHEDULE  
NO. 1151-2

TOWSON STATE UNIVERSITY

Physical Plant Administration

PAGE  
NO. 2 of 2

Item No.	Description	Retention
5	<p><u>Project Files</u></p> <p>Current projects being done at Towson State University</p>	<p>Retained until completion; then kept 1 year after completion or 1 year after the warranty period, then destroy.</p>

Fig. 9A