

RECORDS RETENTION AND DISPOSAL SCHEDULE

BUDGET
TOWSON STATE UNIVERSITY - Collections Office (Rm. 342)

AGENCY		DIVISION
Item No.	Description	Retention
01	Financial Aid Transmittal Lists *	Maintain 3 yrs. in office or until audited, then transfer to Towson Center.
02	Worksheets (1. Record of Expenditures by grants, * 2. Reconciliation of Expenditures with all Fund Awards)	Maintain 3 yrs. in office or until audited, then transfer to Towson Center.
03	Maryland State Scholarship Listings	Maintain 3 yrs. in office or until audited, then destroyed.
04	Copies of STARS 120 - Disbursements and Receipts of	Maintain 3 yrs. in office or until audited, then destroyed.
05	Financial Record System - Entries to Disbursements	Maintain 3 yrs. in office or until audited, then destroyed.
06	Copies of Application Award Forms for Tuition Waivers, Continuing Studies, Graduate Students	Maintain 3 yrs. in office or until audited, then destroyed.
07	Daily Diagnostics - FRS Printouts	Maintain 3 yrs. in office or until audited, then destroyed.
08	Proof Lists of Manual 55 Entries	Maintain 3 yrs. in office or until audited, then destroyed.
09	Notebooks of NDSL Promissary Note Signatures *	Maintain 3 yrs. in office or until audited, then transferred to Towson Center.
10	Ledgers that show individual loan amounts *	Maintain 3 yrs. in office or until audited, then transferred to Towson Center.
11	Current Wachovia Printouts	Maintain 3 yrs. in office or until audited, then destroy.
12	NDSL Exit Interview Notebook *	Maintain 3 yrs. in office or until audited and then transfer

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by to Towson Center. Hall of Records Commission

11/17/86

M Siehl

Director

12/2/87

J. Swartz

Date

Signature

Title

Date

State Archivist

Budget & Acctg.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1151-19

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TOWSON STATE UNIVERSITY

Item No.	Description	Retention
13	NDSL Deferment/Cancellation Notebook	* Maintain 3 yrs. in office or until audited and then transfer to Towson Center.
14	NDSL Accounts Transferred to CCU	* Maintain 3 yrs. in office or until audited and then transfer to Towson Center.
15	NDSL Accounts assigned to the Dept. of Education	* Maintain 3 yrs. in office or until audited and then transfer to Towson Center.
16	Student Files	* Maintain in office until payment is received and then transferred to Towson Center.
17	Financial Aid Awards Rosters.	Maintain 3 yrs. in office or until audited, then destroy.
18	Rebate System Notebooks (1. Financial Aid Awards Adjustments 2. Entries 55 Journal)	Maintain 3 yrs. in office or until audited, then destroy.
19	Rebate Check Lists - STARS 131	Maintain 3 yrs. in office or until audited, then destroy.
		<p>* To be maintained in Towson Center Storage permanently.</p> <p>(Any files transferred to Towson Center Storage are maintained permanently.)</p>