

RECORDS RETENTION AND DISPOSAL SCHEDULE

TOWSON STATE UNIVERSITY

Student Services: Office of Special Needs

Item No.	Description	Retention
1	<p><u>Student File:</u> information sheets, documentation of handicap, class schedules, transcripts, advising information, mobility requests, contracts for permission to tape and interpreters contracts, correspondence.</p> <p>These files are as complete as possible and are used to assist the students while they are attending TSU. They are confidential.</p>	<p>Retained in Office of Special Needs until students have graduated, then destroyed.</p>
2	<p><u>Student Employment:</u> clearance forms, timesheets, recommendation letters.</p>	<p>Retained in Office of Special Needs for three years and then destroyed.</p>
3	<p><u>Budget:</u> allocations, expenditures.</p>	<p>Retained in Office of Special Needs for three years, then destroyed.</p>
4	<p><u>Information:</u> files on available equipment for handicapped, organizations related to the handicapped, services, resources, printed material, and programs designed to support the handicapped.</p>	<p>Retained in Office of Special Needs until information is obsolete, then destroyed.</p>
5	<p><u>Lists of Handicapped Students:</u> currently enrolled students, nature of handicap.</p>	<p>Retained in office for three years, and statistics recorded for 5 yr. period, then destroyed.</p>
6	<p><u>General Form File:</u> notices sent to faculty (Helpful Hints) Information Sheet, Brochures, Equipment Leasing, Handicapped Maps, etc.</p>	<p>Retained in Office of Special Needs. Updated when necessary. Destroyed when obsolete.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

10/21/86 *Margaret M. Harrison* Director
Date Signature Title

12/2/87 *Edwards*
Date State Archivist