

RECORDS RETENTION AND DISPOSAL SCHEDULE

TOWSON STATE UNIVERSITY

Student Services
Orientation

AGENCY

DIVISION

Item No.	Description	Retention
1	TRIAD -- student data cards - record of student's attendance at TRIAD and information pertaining to SAT's and transfer credits, and class schedule.	Retain for 5 years, then destroy.
2	TRIAD Program Working File: correspondence - copies of outgoing letters and memorandums. faculty advisers, group leaders, and scheduling assistants work agreements procedures and art work	Retain for 5 years, then destroy. Retain for 5 years, then destroy. Retain permanently.
3	Project Marj Working File: correspondence - copies of incoming and outgoing letters and memorandums related to Project Marj. group leaders of participants, names & addresses, and work procedures and art work	Retain for 5 years, then destroy. Retain permanently.
4	Payroll records -- timesheets, 311s', and correspondence	Retain for 7 years, then destroy.
5	Budget Files -- estimates and expenditures	Retain for 7 years, then destroy.
6	General Office Files: correspondence, surveys, statistics, reading file academic procedures, policies, and handbooks.	Retain for 5 years, then destroy. Retain permanently.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

10/20/06 Donald H. Spivey Assoc. DEAN
Date Signature Title

12/7/07 Edward J. [Signature]
Date State Archivist