

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Towson State University

Vice President for Student Services Office

AGENCY

DIVISION

| Item No. | Description  | Retention  |
|----------|--|--|
| 1        | <p><u>PAYROLL FILES</u><br/>Student, contractual, and state timesheets. (Needed to maintain an accurate account of all money that is expended in the budget pertaining to salaries. State timesheets are needed for accurate figures of annual, personal, holiday and sick leave.)</p> | <p>Retain for three years or until audit requirements have been fulfilled, then destroy.</p> |
| 2        | <p><u>UNIVERSITY COMMITTEE FILES</u><br/>Minutes of meetings, upcoming events, statistics. (Needed to be well informed as to what is happening around the campus.)</p>   | <p>Retain for three years then Destroy</p>   |
| 3        | <p><u>PROFESSIONAL ASSOCIATION FILES</u><br/>Letters and general information on professional organizations to which the Vice President for Student Services belongs.</p>   | <p>Retain for three years then Destroy</p>   |
| 4        | <p><u>JOB APPLICANT FILES</u><br/>Resumes and cover letters of people applying for jobs.</p>   | <p>Retain for five years or until audit requirements have been fulfilled, then destroy</p>   |
| 5        | <p><u>BALTIMORE COUNTY AND TSU POLICE REPORTS</u><br/>Needed to be kept abreast of what kind of trouble the students on and off campus are getting themselves into.</p>  | <p>Retain for five years then destroy</p>  |
| 6        | <p><u>STUDENT FILES</u><br/>General correspondence, copy of transcripts, congratulatory letters, letters from faculty advising student of failing grade, missed work, etc.</p>   | <p>Retain for five years then destroy</p>  |
| 7        | <p><u>NEWSLETTER FILES</u><br/>Copies of newsletters from different organizations and departments on campus.</p>   | <p>Retain for one year then destroy.</p>   |

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

6/20/86  
Date

Dorothy Siegel  
Signature

VP.  
Title

12/7/87  
Date

[Signature]  
State Archivist

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

SCHEDULE  
NO. 1151-25

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| Item No. | Description  | Retention  |
|----------|--|--|
| 8        | <u>TSU INDIVIDUAL DEPARTMENTAL FILES</u><br>Files with correspondence sent from various departments on campus.   | Retain for five years. then destroy  |
| 9        | <u>PROPERTY CONTROL</u><br>Inventory files.  | Retain for five years. then destroy  |
| 10       | <u>STAFF FILES - DIVISION OF STUDENT SERVICES</u><br>Files kept for each merit, unclassified and contractual employee with resumes, yearly evaluations, etc. | Five years after termination of employee; then destroy.                              |
| 11       | <u>APPOINTMENT FILE</u><br>Calendar of appointments for Dorothy G. Siegel, Vice President for Student Services.  | Retain for one year then destroy.  |
| 12       | <u>ALPHA FILE</u><br>Printout with name, address, social security number of currently enrolled students.   | Retain for one semester or until new printout is available, then destroy             |
| 13       | <u>TSU INDIVIDUAL FACULTY FILES</u><br>Files on various instructors at Towson State University containing general correspondence.                            | Retain for five years then destroy   |
| 14       | <u>FINANCIAL FILES</u><br>MARC requests, vendor information, budget allocations, etc.  | Retain for five years or until audit requirements have been fulfilled, then destroy. |
| 15       | <u>PRESIDENTIAL FILES</u><br>General information from the President's Office, Board of Trustees, State Board of Higher Education, etc.                       | Retain for five years. then destroy  |
| 16       | <u>COMMUNITY ORGANIZATION FILES</u><br>Information on what is happening in the community that might be of interest to our students.                          | Retain for five years, then destroy.   |
| 17       | <u>STUDENT GOVERNMENT ASSOCIATION FILE</u><br>Information on what is happening concerning the different organizations that the SGA sponsors.                 | Retain for five years, then destroy.   |
| 18       | <u>EMPLOYEE EVALUATION FILES</u><br>Yearly evaluations of all employees in the Division of student services.   | Retain for five years. then destroy.   |