

RECORDS RETENTION AND DISPOSAL SCHEDULE

Towson State University

Academic Services - Developmental Programs

Item No.	Description	Retention
1.	<p><u>General Correspondence</u></p> <p>Subject arrangement of original incoming, copies of outgoing letters, memoranda, reports, meeting minutes, directives, studies, policies, and other miscellaneous papers relative to this office.</p>	<p>Screen annually. Destroy material over three years old which has no further value. Materials which illustrate policy procedures and development of the department and university are to be transferred to a history file for permanent retention in office.</p>
2.	<p><u>Student Records</u></p> <p>These are files for each freshman including SAT scores, pre and post test scores, history file, mid-term and end of semester warning letters and miscellaneous information.</p>	<p>Retain in active file until student is no longer enrolled. Transfer to inactive file to be retained for four years, then destroy.</p>
3.	<p><u>Personnel Files</u></p> <p>This includes personal data, correspondence, copies of timesheets and evaluation materials on staff and student employees.</p>	<p>Retain in active file until employee has terminated. Transfer to inactive file to be retained for five years, then destroy.</p>
4.	<p><u>Budget Reports and Purchasing Information</u></p> <p>These are budget reports received monthly from the Budget Office, also copies of purchase orders and information on equipment.</p>	<p>Retain for three years, then destroy.</p>
5.	<p><u>Test Booklets</u></p> <p>These are test booklets for the basic skills competency tests administered to incoming freshmen. The booklets are reusable.</p>	<p>Retain until the Board of Trustees of State Universities and Colleges implements new testing program, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by National Records Commission

Coordinator of Developmental Programs

8/11/87

1/5/88

Date

Signature

Title

Date

Signature