DGS-550-1
REV. 6/78

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 1151-36

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RECORDS RETENTION AND DISPOSAL SCHEDULE

TOWSON STATE UNIVERSITY - Assistant to the Vice President for Business & Finance
AGENCY DIVISION

Item No.	Description	Retention
1	CORRESPONDENCE A. Institutional Correspondence- Subject arrangement of original incoming, copies of outgoing letters,memoranda, reports, meeting minutes, directives, studies and policies relative to this office.	Screen annually. Destroy material over 3 years old which has no further value. Materials which illustrate policy, procedures & developmen of the college are to be transferred to a history file for permanent retention in Towson Center Storage.
	B. Miscellaneous Correspondence - Subject arrangement of original incoming, copies of outgoing letters, memoranda, reports, meeting minutes directives, studies and policiies relative to this office.	Screen annually. Destroy material over 3 years old which has no further value. Materials which illustrate policy, procedures & developmen of the college are to be transferred to a history file f permanent retention in Towson Center Storage.
2	FINANCIAL INFORMATION - these are budget and financial reports relative to this institution.	Screen annually. Destroy material over 3 years old which has no further value. Materials which illustrate policy, procedures and development of the college are to b transferred to a history file for permanent retention in Towson Center Storage.

Schedule Approved by Department, Agency, or Division Representative

12/1/87 Joan Dunne Asst to V.P
Date Signature Title

Schedule Authorized by Hall of Records Commission

1/5/88 Edward C Page
Date State Archivist