

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 1151-38

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RECORDS RETENTION AND DISPOSAL SCHEDULE

TOWSON STATE UNIVERSITY

CAREER PLACEMENT CENTER

AGENCY

DIVISION

Item No.	Description	Retention
1	<p><u>Correspondence Files</u>: employers, students, alumni, professional associations</p> <p>Re: recruiting on campus, job openings</p>	<p>Screen annually. Destroy material over five years old which has no further value. Material which illustrates policy and procedures and department development to be transferred to archives.</p>
2	<p><u>Student Records</u>: data sheets, teaching evaluations, letters of recommendation</p>	<p>Permanent retention. In active file for 3 years then to be put on micro-film and originals destroyed.</p>
3	<p><u>Personnel files</u>:</p>	<p>Retain 7 years then destroy</p>
4	<p><u>Budget Files</u>:</p>	<p>Retain four years or until audit requirements are met, then destroy.</p>
5	<p><u>Job Fairs/Career Days</u>: Agendas, floor plans, participants, minutes of meetings</p>	<p>Retain 3 years then destroy</p>
6	<p><u>Placement Handbooks files</u>:</p>	<p>Retain for five years then destroy. Send one copy of each year's Handbook to TSU Archives.</p>
7	<p><u>Employer Information</u>: Annual reports, company and job descriptions</p>	<p>Retain 1 year then destroy</p>
8	<p><u>Professional Literature</u>: Magazines, articles, research papers, statistical information, reports</p>	<p>Retain 5 years then destroy</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

8/19/87
Date

Francis LeMire
Signature

Dir. of Placement
Title

1/5/88
Date

State Archivist

Fig. 9