

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 1151-39

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Towson State University  
Student Services - Counseling Center

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>BUDGET FILES</u></p> <p>Counseling Center - preparation information, budget requests, subscriptions, budget allocations, actual expenditure information, requisitions, BB 4-s, telephone bills, vendor information, printouts, etc.</p> <p>Vice President Student Services - same as above</p>	5 years, then destroy
2.	<p><u>PAYROLL RECORDS</u></p> <p>Student timesheets, contractual employee timesheets, merit employee timesheets, leave approval files</p>	3 years, then destroy
3.	<p><u>PERSONAL CORRESPONDENCE FILES</u></p> <p>Files for each counselor with general correspondence</p>	5 years, then destroy
4.	<p><u>TSU DEPARTMENT FILES</u></p> <p>Files with correspondence sent from various departments on campus</p>	5 years, then destroy
5.	<p><u>PROPERTY CONTROL</u></p> <p>Inventory files, maintenance agreements, handbooks on property and equipment in Counseling Center</p>	5 years, then destroy
6.	<p><u>FOUNDATION FILES</u></p> <p>Records on various foundation accounts maintained by Counseling Center, i.e. Martha Quinotte Scholarship Account, Cope Line Account and Johns Hopkins Univ. Account</p> <p>Also, Vice President for Student Services Foundation Account</p>	5 years, then destroy

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

6/19/86 Chuck Maloy Director

1/5/88 Edward [Signature] State Archivist

8/24/87 Charles C. Maloy Director

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Item No.	Description	Retention
7.	<u>PROGRAM EVALUATION</u> Evaluation forms for groups, Personal Life and Career Planning course, outreach programs	5 years, then destroy
8.	<u>JOB APPLICANT FILES</u> Resume's for various positions in Counseling Center	5 years, then destroy.
9	<u>PERSONAL LIFE AND CAREER PLANNING</u> Handouts, tests, course requirement information, schedule sheets for PLCP class	5 years , then destroye
10.	<u>PARAPROFESSIONAL PROGRAM</u> Correspondence, handouts, requirements for admission to paraprofessional program	5 years , then destroy
11.	<u>PRACTICUM PROGRAM</u> Requirements, correspondence regarding practicum program	5 years , then destroy
12.	<u>INTERNSHIP PROGRAM</u> Handouts, applications for American Psychological Association approved Internship Program.	2 years , then destroy
13.	<u>MILLER'S ANALOGIES TEST</u> Tests, Answer sheets, cards for use in administration of MAT's.  Cards with test results on each student kept indefinitely.	Until tests are outdated or revised, then destroyed
14.	<u>TESTS FILE</u> Copies of various psychological tests, manuals, answer sheets, score templets, etc.	Until tests are outdated or revised, then destroyed
15.	<u>REFERRAL FILE</u> Referral information which is sent to people not eligible for services of TSU Counseling Center	2 years , then destroy

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Item No.	Description	Retention
16	<p><u>PERSONNEL FILE</u></p> <p>Files kept for each merit, unclassified and contractual employee with resume's yearly evaluations, etc.</p>	<p>5 years after termination of employee, then destroy</p>
17	<p><u>APPOINTMENT FILE</u></p> <p>Client calendar of appointments</p>	<p>1 year, then destroy</p>
18	<p><u>ALPHA FILE</u></p> <p>Printout with name, address, phone and social security number of currently enrolled students</p>	<p>1 semester or until new printout is made available, then destroy</p>

Fig. 9A