

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 1151-40

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RECORDS RETENTION AND DISPOSAL SCHEDULE

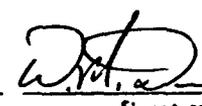
Towson State University
AGENCY

Institutional Advancement--
Design & Publications
DIVISION

Item No.	Description	Retention
1.	<u>General Correspondence</u>	
	Copies of all letters, memoranda, etc, received and sent by Design & Publications.	Retain for 5 years, then destroy.
2.	<u>Budget</u>	
	These files contain copies of invoices, advances, travel settlements, budget transfers, etc. for Design & Publications and Photography & Graphics.	Retain 5 years, then destroy.
3.	<u>Publication Materials</u>	
	These files include copies of all purchase requisitions for publications, artwork and samples of each publication. Also included are job sheets and production statistics.	Retain for 5 years, then destroy. (No archival value)
4.	<u>Purchasing Information</u>	
	These files include all purchase requisitions for office supplies, equipment, and maintenance contracts for Design and Publications and Photography & Graphics.	Retain for 5 years, then destroy.
5.	<u>Employee Files</u>	
	These files include job descriptions, timesheets, clearance forms, and evaluation forms etc. pertaining to all classified, unclassified, contractual, and/or student employees for Design & Publications and Photography & Graphics.	Retain for 5 years after employment, then destroy.
6.	<u>Policies, Procedures, & Directives</u>	Retain until superseded.

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

7/23/77  DIRECTOR
Date Signature Title

4/5/88 
Date State Archivist