

RECORDS RETENTION AND DISPOSAL SCHEDULE

TOWSON STATE UNIVERSITY EVENTS & CONFERENCE SERVICES

Item No.	Description	Retention
GENERAL FILES		
1.	<p><u>Memoranda/correspondence</u> (Incoming & Outgoing): Director Assistant Director Facility Coordinator Technical Services Manager</p> <p>Past Employees:</p>	<p>1. Screen annually. Retain for 5 years, then destroy.</p>
2.	<p><u>Property Equipment Moving Requests</u> Month-to-month file Day-to-day file</p>	<p>2. Screen annually. Retain for 3 years, then destroy.</p>
3.	<p><u>Payroll Data</u> Timesheets: Regular employees Student employees Contractual employees Temporary employees</p>	<p>3. Screen annually. Retain for 5 years, then destroy.</p>
4.	<p><u>Personnel Data</u> Employee files (including job clearances, pay raise requests, etc.) Regular employees Student employees Contractual employees Temporary employees Past employees</p> <p>General Personal Information</p>	<p>4. Screen annually. Retain for 5 years, then destroy</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Head of Records Commission

July 29, 1987

Asst. Director
Events & Conf

1/5/88 Edward P. ...

Date

Signature

Title

Date

Signature

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Item No.	Description	Retention
5.	<u>Vendor Contracts</u> Table, chair rentals Audio-visual equipment rentals Paging device rentals Linen laundry service Time clock maintenance Typewriter maintenance Office supply distributor	5. Screen annually. Retain for 5 years, then destroy
6.	<u>Advertisements/Brochures</u> Individual Brochures Art Services Paste-Ups (for printing) Letters to outside/on-campus groups re: policy	6. Screen annually. Retain for 5 years, then destroy
7.	<u>Expense Files</u> Telephone Costs Travel costs Invoices: Departmental Non-departmental Vouchers (for misc. expenses) Expenditures (Paid Bills) Computer Print-outs: Expenditures Revenues	7. Screen annually. Retain for 5 years, then destroy
8.	<u>Past Contracts</u> Entertainment University Facilities	8. Screen annually. Retain for 10 years, then destroy.
9.	<u>Past Client Files</u>	9. Screen annually. Retain for 5 years, then destroy
10.	<u>Miscellaneous Files</u>	10. Screen annually. Retain for 5 years, then destroy
11.	<u>Audit Information</u> Past reservations Past property moving requests	11. Screen annually. Retain for 5 years, then destroy
12.	<u>Supply Order Requests (Central Stores)</u>	12. Screen annually. Retain for 3 years, then destroy
13.	<u>Events Schedules (Weekly)</u>	13. Screen annually. Retain for 5 years, then destroy
14.	<u>Purchase Requisitions</u>	14. Screen annually. Retain for 5 years, then destroy

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Item No.	Description	Retention
15.	<u>Building Manager Reports</u>	15. Screen annually. Retain for 1 year, then destroy
16.	<u>Warehouse Requisitions</u>	16. Screen annually. Retain for 5 years, then destroy
DIRECTOR'S OFFICE		
17.	<u>Tickler Files</u> Day-to-day Month-to-month	17. Until event is completed, then destroy
18.	<u>Personnel Files</u> Regular employees	18. Screen annually. Retain for 5 years, then destroy
19.	<u>Organization Charts</u>	19. Until up-dated.
20.	<u>Job Specifications</u>	20. Until up-dated.
21.	<u>Client Files</u>	21. Screen annually. Retain for 5 years, then destroy
22.	<u>Policies/Procedures (Manuals)</u> University University Union Building Department of Events & Conferences Alcohol Gambling Board of Trustees Code of Conduct	22. Up-dated as necessary
23.	<u>Budget/Financial Information</u> Profit/Loss Statements Budget Financial Forecasts	23. Screen annually. Retain for 5 years, then destroy
24.	<u>Other Manuals</u> Personnel Business/Finance Faculty/Staff Resource Materials Organizations, Committees, etc., Information	24. Up-date as necessary

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Item No.	Description	Retention
ASSISTANT DIRECTOR'S OFFICE		
25.	<u>Client Files</u>	25. Screen annually. Retain for returning clients, destroy non-returning
26.	<u>Manuals</u> Personnel Faculty/Staff Business/Finance Office Supply Catalogs Budget Profit & Loss Statements Vehicle Inspection Reports Miscellaneous	26. Up-date as required.
27.	<u>Property/Equipment Moving Requests</u> Day-to-day Month-to-month Past Files	27. Until request is complete, then transferred to General File (#2)
FACILITY COORDINATOR'S OFFICE		
28.	<u>Past Client Files</u>	28. Screen annually. Retain for 5 years, then destroy
29.	<u>Current Reservations</u>	29. Screen annually. Retain for 2 years, then microfisch
30.	<u>Binders (Reservations)</u> Burdick Hall & Towson Center University Union (always one year prior to current & two years ahead)	30. Screen annually. Retain for 5 years, then destroy.