

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

TOWSON STATE UNIVERSITY-VICE PRESIDENT FOR STUDENT SERVICES - JUDICIAL AFFAIRS

AGENCY

DIVISION

Item No.	Description	Retention
1	STUDENT DISCIPLINE FILES: records of student violations of the <u>Code of Conduct</u> and their resolutions	Retained for five years, then destroyed.
2	ACADEMIC STANDARDS COMMITTEE: minutes of meetings	Retained for two years, then destroyed.
3	PROFESSIONAL ORGANIZATIONS: Member ship information on NACUA, WASPA, AAHE, ACPA	Retained for five years then destroyed.
4	ADMISSIONS COMMITTEE: general information, policies, and procedures concerning the Admissions Committee	Retained until superseded.
5	AFRICAN-AMERICAN CULTURAL CENTER: lists of the center's activities	Retained for one year then destroyed.
6.	ALUMNI INFORMATION: minutes from the meetings of the Greater Baltimore Alumni Association	Retained for one year then destroyed.
7	ARTICLES OF INTEREST: copies of various pertinent newspaper/magazine/journal articles	Retained for ten years or until audit requirements have been fulfilled; then destroy.
8	ATHLETICS: policies and copies of court decisions related to athletics	Retained until superseded.
9	BLACK ADMINISTRATORS AND FACULTY: lists	Retained for one year, then destroyed.
10	BUDGET: forms and printouts from 1981 to present	Retained for five years, then destroyed.
11	CORRESPONDANCE: general. from 1981 to present	Retained for five years, then destroyed.
12	GREEK ORGANIZATIONS: policies and recommendations	Retained until superseded.
13	JUNIOR AUDIT: drafts of out-going letters	Retained for ten years, then destroyed.
14	MEDIATION COMMITTEE: memberships, policies, and meeting minutes from 1918	Retained for ten years, then microfilmed for permanent retention.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

11/10/87 *Margaret H. ...*
Date Signature

Judicial
Affairs Officer
Title

1/5/88 *[Signature]*
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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JUDICIAL AFFAIRS

TOWSON STATE UNIVERSITY - VICE PRESIDENCY FOR STUDENT SERVICES

Item No.	Description	Retention
15	MINORITY AFFAIRS: correspondance form the M.A. office	Retained for five years, then destroyed.
16	JUDICIAL POLICIES OF OTHER COLLEGES AND UNIVERSITIES:	Retained until superseded.
17	RECOMMENDATIONS: letters of recommendation written for students, or staff	Retained for five years, then destroyed.
18	SCREENING COMMITTEE: memberships, minutes and cases	Retained for ten years, then microfilmed for permanent retention.
19	STUDENT GOVERNMENT ASSOCIATIONS: recommendations regarding SGA judicial policy	Retained until superseded
20	STAFF PERFORMANCE APPRAISAL; forms used in staff evaluation	Retained for one year, then destroyed.
21	UNIVERSITY SENATE: agenda and minutes	Retained for one year, then destroyed.
22	VIOLENCE COMMITTEE: minutes, notes, and materials regarding the campus violence committee	Retained for ten years, then microfilmed for permanent retention.
23	JUDICIAL AFFAIRS: disciplinary actions; AIDS policy; alcohol policy; appeals policies; cheating policies & procedures; blank forms; <u>Compass</u> (revisions); old drafts of Code of Conduct/Judical Code; gambling policy; Gay issues; grievance procedures; hazing policy; hearing officer; Judicial Code; Code of Conduct; legal news; suspensions; judicial articles; legislation; liability; manditory psychiatric withdrawal; off-campus incidents; assessment of penalties; Privacy Act; policies regarding religious organizations; Residence regulations and policies; sexual harassment	Retained until superseded.