

RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE UNIVERSITIES & COURSES
TOWSON STATE UNIVERSITY

OCCUPATIONAL & FIRE SAFETY

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>ASBESTOS:</u> General correspondence-Equipment & Supplies-Tracor/Jitco Building Completion Reports-MD. Statewide Asbestos Program, Asbestos Publicity, Asbestos Removal Projects, Asbestos Public Information, Asbestos Safety Committee, Asbestos Samples & Surveys, Asbestos Training.	1. Retain paper for 5 years, then microfilm, destroy after 25 years.
2.	<u>PERSONAL INJURY FILES:</u>	2. Microfilm yearly, retain for 10 years.
3.	<u>BUILDING FILES :</u>	3. Microfilm every 2 years, then transfer to Towson Cent Storage for 28 years, then destroy.
4.	<u>MEMBERSHIP Files:</u> Organizations: PESA-ASSE, National Safety Council, N.F.P.A., International Association of Fire Instructors	4. Retain 5 years then destroy
5.	<u>STATE FIRE MARSHAL'S OFFICE:</u> Correspondence, Inspection Reports, etc.	5. Retain 10 years then destroy
6.	<u>BALTIMORE COUNTY FIRE DEPT. :</u> Same as Item 5.	6. Retain 10 years then destroy
7.	<u>CAMPUS POLICE INCIDENT REPORTS:</u>	7. Microfilm yearly, retain 10 years.
8.	<u>HEALTH CENTER INCIDENT REPORTS:</u>	8. Microfilm yearly, retain 10 years.
9.	<u>ACCIDENT REVIEW BOARD:</u> General Correspondence, Case Logs, etc.	9. Microfilm yearly, retain 10 years.

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

8/31/87

Date

E. N. Fisher
Signature

Manager, Safety & Insurance

Title

[Signature]
Date

Note Archivist