

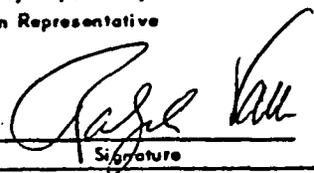
RECORDS RETENTION AND DISPOSAL SCHEDULE

Towson State University - Office Services

AGENCY		DIVISION
Item No.	Description	Retention
1	<p><u>General Correspondence</u></p> <p>Subject arrangement of original incoming, copies of outgoing letters, memoranda, reports, meeting minutes, directives, studies, policies and other miscellaneous papers relative to this office.</p>	Screen annually. Destroy material over three years old which has no further value. Materials which illustrate policy, procedures and development of the department and college are to be transferred to the history file for permanent retention in office.
2	<p><u>Disbursement Logs</u></p> <p>Inter-departmental billings which are provided to the Budget Department on a monthly basis and used to accomplish charge backs for services rendered.</p>	Retain for three years or until audit requirements have been fulfilled; then destroy.
3	<p><u>Invoices</u></p> <p>Statements received from outside vendors and referred to the Accounts Payable Department for payment.</p>	Retain for three years or until audit requirements have been fulfilled; then destroy.
4	<p><u>Directories = Campus/C&P</u></p> <p>These files are used for updating, maintaining, and distributing directories throughout the campus.</p>	Retain for three years; then destroy.
5	<p><u>Personnel Records</u></p> <p>A file is kept of all correspondence, evaluations, applications and other pertinent information concerning employees in this area.</p>	Retain in active file until employee is no longer employed by TSU. Maintain for an additional three years; then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

8/26/87  Director
Date Signature Title

1/5/88  State Archivist
Date Signature

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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TOWSON STATE UNIVERSITY Office Services

Item No.	Description	Retention
6	<p><u>Resource Records</u></p> <p>These files include information from meetings, conferences, journals or educational programs which are used to plan and develop staff in the office.</p>	<p>Screen annually. Destroy that material which has no further value; retain all other no longer than five years; then destroy.</p>
7	<p><u>Policies and Procedures</u></p> <p>Intra-departmental procedures and policies utilized in the day to day activities of the department.</p>	<p>Screen annually. Destroy materials which are not pertinent.</p>
8	<p><u>Reports</u></p> <p>Monthly statements of departmental performance with regard to receipts and processed.</p>	<p>Maintain for five years; then microfiche.</p>
9	<p><u>Parking Permits</u></p> <p>Materials utilized in granting and maintaining records on special parking authorizations.</p>	<p>Maintain until obsolete; then destroy.</p>
10	<p><u>Office Automation Plans</u></p> <p>Master plans for initiating, maintaining and updating selected campus automation projects.</p>	<p>Maintain for five years; then microfiche.</p>
11	<p><u>Budget and Purchasing Information</u></p> <p>These are budget reports received monthly from the Budget Office and copies of purchase orders and information on equipment. Also goals, objectives, and accomplishments.</p>	<p>Retain for three years; then destroy.</p>
12	<p><u>Forms Control</u></p> <p>Information utilized in the monitoring, evaluation, control, and generation of forms.</p>	<p>Screen annually. Remove outdated material to history file. Maintain for five years in office, then destroy.</p>
13	<p><u>Record Retention</u></p> <p>All pertinent information relating to time frames and established procedures for record retention within each department located on the TSU campus.</p>	<p>Screen annually. Remove outdated material; then destroy.</p>

Fig. 9A