

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

TOWSON STATE UNIVERSITY - Personnel

AGENCY

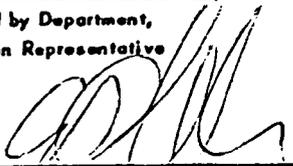
DIVISION

Item No.	Description	Retention
1	<u>PERSONNEL FILES</u> Faculty, Staff and Contractual	Retain for 5 years, then microfilm and destroy paper. Microfilm is retained permanently in office.
2	<u>UNCLASSIFIED EMPLOYMENT FILES</u> Resumes of applicants	Retain 5 years, then destroy
3	<u>SAFETY FILES</u> A. Asbestos files, Building, Building Inspection, Right-to-know, reports,  B. Accident files, Workman's Compensation, Personal Injury cases, Incident Inspections	Screen annually. Retain 5 years, then destroy material no longer needed for current business.  Retain permanently in individual's personnel file in office.
4	<u>TIMEKEEPING FILES</u> - timesheets	Retain for 5 years, then destroy.
5	<u>ELIGIBLE LISTS</u>	Retain 5 years, then destroy
6	<u>DRIVER CLEARANCES</u>	Retain 5 years, then destroy
7	<u>FACULTY SICK LEAVE REPORTS</u>	Retain permanently in individual's personnel file.
8	<u>TRAINING</u>	Retain 1 year then destroy.
9	<u>BENEFITS</u>	Retain until superseded.
10	<u>EMPLOYER/EMPLOYEE RELATIONS</u>	Retain 5 years, then destroy
11	<u>GENERAL PERSONNEL FILES</u> A. Annual reports, Personnel Manual, Salary surveys, Purchase requisitions, and miscellaneous files.	Screen annually, retain 5 years then destroy material longer needed for current business.

Schedule Approved by Department,  
Agency, or Division Representative

11/30/87

Date



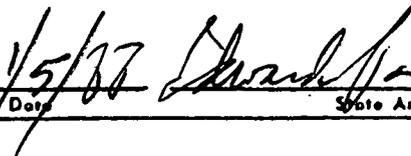
Signature

Associate V.P.  
& Dir. of Personnel

Title

Schedule Authorized by  
Hall of Records Commission

Date

1/5/88 

State Archivist

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE  
NO. 1151-51

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TOWSON STATE UNIVERSITY - Personnel

Item No.	Description	Retention
11	<u>GENERAL PERSONNEL FILES</u> (continued) B. Annual efficiency ratings, overtime, grievance procedures,	Retained permanently in individual's personnel file.
12	<u>GENERAL EMPLOYMENT CORRESPONDENCE</u> Incoming, outgoing, memoranda, meeting minutes, and miscellaneous papers relating to this office.	Retain 5 years, then destroy.
13	<u>POSITION IDENTIFICATION</u>	Retain 5 years, then destroy.
14	<u>COMPLETED CLASSIFIED EMPLOYMENT</u>	Retain 5 years, then destroy.
15	<u>PERFORMANCE APPRAISALS</u>	Retain permanently in individual's personnel file.
16	<u>CONTRACTUAL/CLASSIFIED ACTIVE RECRUITMENT</u>	Retain 5 years, then destroy.