

RECORDS RETENTION AND DISPOSAL SCHEDULE

TOWSON STATE UNIVERSITY - Registrar's Office

AGENCY

DIVISION

Item No.	Description	Retention
1	Students' permanent records	Retained in records room for 25 years then transferred to TSU Archives for permanent retention.
2	Students' folders	Retained until student graduates then destroyed.
3	Grade rosters	Retained in office for 10 years then sent to TSU Archives for permanent retention.
4	Grade Reports	Retain for one year, then microfilmed for permanent retention in office.
5	Change of grade forms	Retain for 7 years then send to TSU Archives, for permanent retention.
6	Repeat forms	Retain for 3 years, then destroy.
7	Graduation applications	Retain for 3 years, then destroy.
8	University Catalogs	Retain for 10 years, then send to TSU Archives, for permanent retention.
9	Schedules books	Retain for 10 years, then send to TSU Archives, for permanent retention.
10	Course request cards	Retain for 3 years, then destroy.
11	Change of schedule cards	Retain for 3 years, then destroy.
12	Confirmation schedules	Retain for 3 years, then destroy.
13	Personnel files	Retain for 3 years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

12-87 *William Paul Spearman*
Date Signature Title

1/5/88 *Dward [unclear]*
Date Site Archivist

2nd Copy Original 3-11-57 Fig. 8

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1151-55

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TOWSON STATE UNIVERSITY - Registrar

Item No.	Description	Retention
14	University Curriculum Information	Retain for 3 years, then send to TSU Archives for permanent retention.
15	Academic Standards Minutes	Retain for 10 years then send to TSU Archives for permanent retention.
16	Veterans folders - contains all correspondence between Veterans Administration, student and institution.	Retained for 3 years in active; then destroyed.