

RECORDS RETENTION AND DISPOSAL SCHEDULE

TOWSON STATE UNIVERSITY		TOWSON CENTER	ATHLETICS/GENERAL
AGENCY		DIVISION	
Item No.	Description	Retention	
01	Application for Team Membership-Eligibility recording form on file for each student-athlete in each sport.	Retain 5 years in active files, then destroy.	
02	Admission Coordination Form- Eligibility form which includes information from the Admissions Office.	Retain 5 years in active files with Team Membership Form, then destroy.	
03	NCAA Student-Athlete Information Form-Eligibility form completed by the student-athlete's high school guidance Counselor which designates the 11 "core Courses".	Retain 5 years in active files with Team Membership and Admission Coordination Forms, then destroy.	
04	Team Membership Lists-Team rosters for academically eligible student-athletes.	Maintain 8 years in active files, then destroy.	
05	Normal Progress Certification Form-Eligibility form completed by student-athlete in conjunction with academic advisor. Forms are used to conform that the student-athlete is pre-registering for a minimum of 12 credits towards degree program(as designated by the NCAA)	Maintain in active files for 2 years, then destroy.	
06	Academic Achievement Records- Copy of grades of each student-athlete both semester and overall.	Maintain 5 years in active file, then destroy.	
07	Injury Redshirt Forms-Records regarding all student-athletes which we will request an extra year of eligibility due to an injury redshirt.	Maintain 5 years in active file, then destroy.	
08	Varsity Athletic Event Contracts-The game contracts signed by administrative personnel from Towson State and each of our opponents.	Maintain 3 years in active file, store in Equipment Rm. 10 years, then destroy.	
09	Varsity Event Schedules- The actual schedules of each of the different sports.	Maintain 3 years in active file, store in Equipment Rm. 10 years, then destroy.	
10	Game Officials Records-The listing of all officials for all games.	Maintain 3 years in active file, then destroy	

Schedule Approved by Department,
Agency, or Division Representative

1-27-81
Date

Bill Hunter
Signature
A.D.
Title

Schedule Authorized by
Head of Records Commission

1/5/82
Date
E. J. ...
State Official

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO. 1151-56

PAGE NO. 2 of 9

TOWSON STATE UNIVERSITY TOWSON CENTER ATHLETICS/GENERAL

Item No.	Description	Retention
11	Letters of Intent-National letter conducted which binds student-athlete to a college and vice versa.	Maintain 5 years in active file, then destroy.
12	Financial Aid Grant-in-Aid Forms-Forms used to record the amount of athletic financial aid awarded to a particular student-athlete.	Maintain 5 years in active file, then destroy.
13	NCAA Financial Aid Forms-Forms developed by the NCAA which designate specific amounts and percentages which each student-athlete has been awarded.	Maintain 5 years in active file, then destroy.
14	Book Voucher Forms-Form used by student-athlete to charge books at campus book store onto their financial account.	Maintain 2 years, then destroy.
15	Graduation/Retention Rate Records- Maintained by sport	Retained permanently.
16	Athletic Academic Dismissals-File of student-athletes who have been academically dismissed and future status.	Retained permanently.
17	East Coast Conference-Records of meetings, necessary forms, etc. for our conference. (including conference championships information)	Maintain 5 years in active file, then destroy.
18	NCAA Records-The records of meetings, seminars and forms from our national organization- including post-season participation, eligibility, etc.	Maintain 5 years, then destroy

7-27-87 *Bill Hunter A.D.*

RECORDS RETENTION AND DISPOSAL SCHEDULE

TOWSON STATE UNIVERSITY

TOWSON CENTER

ATHLETICS/GENERAL

AGENCY

DIVISION

Item No.	Description	Retention
1	Department Personnel Files (Individuals-past & present)	Keep 5 years in active file, store in Equipment Room 10 years, then destroy
2	Employment Forms (MS22, 311's, 312's, etc.)	Keep 5 years in active file, then destroy.
3	Employee Time Sheets (Regular & Contractual)	Keep 5 years in active file, then destroy.
4	Athletic Director's Correspondence	Keep in active file 10 years, then destroy.
5	Baseball Camp Correspondence & Information	Keep in active file 10 years, then destroy.
6	Baseball Information (schedules, letters to prospects)	Retain until superseded.
7	Officials Vouchers	Keep 2 years in active file then store in Equipment Room 10 years, then destroy.
8	NCAC, NCAA, ECAC & ECC General Correspondence	Keep in active file 5 years, then store in Equipment Room
9	Petty Cash Vouchers	Keep 2 years, store in Equipment Room 10 years, then destroy.
10	Office Supply Records	Keep 2 years then destroy
11	Meal Ticket Log	Keep 2 years then store in Equipment Room 10 years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

1-27-81 *Bill Lantieri*
Date Signature

A.S.
Title

1/5/82 *Edward J. ...*
Date State Archivist

TOWSON STATE UNIVERSITY

TOWSON CENTER

ATHLETICS/EQUIPMENT

Item No.	Description	RM Retention
1	Receiving Reports	Maintain 3 years, then destroy.
2	Prepetual Inventory (Cardex File)	Maintain 3 years, then destroy.
3	Student Billing Forms	Maintain 3 years, then destroy.
4	Athletic Requisition Forms	Maintain 3 years, then destroy.
5	Purchase Orders (copies)	Maintain 1 year, then destroy.
6	Temporary Issue Cards	Maintain 1 year, then destroy.

7-2787 Bill Hunter as AD.

RECORDS RETENTION AND DISPOSAL SCHEDULE

TOWSON STATE UNIVERSITY

TOWSON CENTER

ATHLETICS/TRAINING ROOM

AGENCY

DIVISION

Item No.	Description	Retention
1	Student-Athletic Medical Records: a. Entrance Medical Examination b. Athletic Insurance Information updated yearly c. Athletic Department Physical Examination d. Athletic Department Injury Questionnaire updated yearly e. Athletic Department Eye Survey f. Injury Report g. Treatment and rehabilitation notes h. Auxiliary medical reports, observations, test and diagnoses i. Release of information authorization	Retain in office for 5 years, transfer to State Records Center, retain in Records Center for 5 years then destroy.
2	Treatment Record- Yearly	Retain in office for 5 years, transfer to State Records Center, retain in State Records Center for 5 years, then destroy.
3	Injury Reports to Coaches	Retain in office for 5 years, transfer to State Records Center, retain in State Records Center for 5 years, then destroy.
4	Team Medical Clearance Records: a. Coaches roster b. Team roster c. Misc. Correspondence d. Eligibility lists	Retain in office for 5 years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

7-27-81 *Bruce Hunter*
Date Signature

R.D.
Title

1/5/82 *Shirley C. Law*
Date State Advisor

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1151-56

TOWSON STATE UNIVERSITY

TOWSON CENTER

ATHLETICS/TIGER CLUB

PAGE
NO. 6 of 9

Item No.	Description	Retention
1	Tiger Club Membership Roster	Keep in active file for 1 year then stored in file cabinet (TC 212) in office permanently.
2	Tiger Club Financial Records	Retain for 5 years then destroy.
3	Tiger Club Activities	Retain 1 year, then destroy.
4	Tiger Club Acknowledgement Letters	Retain 2 years, then destroy.
5	Tiger Club Minutes	Retain 5 years, then destroy.
<p>7-27-87 Bill Luster AD.</p>		

RECORDS RETENTION AND DISPOSAL SCHEDULE

TOWSON STATE UNIVERSITY TOWSON CENTER ATHLETICS/SPORTS INFORMATION

AGENCY

DIVISION

Item No.	Description	Retention
1	Team and individual statistics for 22 varsity sports and approximately 500 student-athletes.	Keep in active files permanently.
2	Team and individual photos for same plus game action.	Keep in active files permanently.
3	Publications, i.e. press guides, brochures and game programs for same.	Keep in active file 1 year, then hand out for recruiting & file rest in Equipment Room for 10 years
4	Newspaper clippings for same	Keep in active files permanently.
5	Data on phototypesetting disks	Keep in active files 1 year then erase.
6	Art Boards for all publications, flyers, etc.	Keep in active files 2-3 years, then destroy.
7	Student-athlete information sheets.	Keep in active files permanently.
8	Biographical materials on all coaches and staff personnel.	Keep in active files until superseded.
9	Advertising materials, both solicitation data and space/time bought.	Keep in active files permanently.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

7-27-87
Date

Paul Hunter
Signature

A.D.
Title

1/5/88
Date

Edward J. ...
State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

TOWSON STATE UNIVERSITY		Athletics/Facilities
AGENCY		DIVISION
Item No.	Description	Retention
	<u>ROOM 212</u>	
1	Daily Athletic Activity Records	Retain 5 years, then destroy.
2	Inclement Weather Schedule Records	Retain 5 years, then destroy.
3	Composite Scheduling Records	Retain 5 years, then destroy.
4	Facility Scheduling Records	Retain 5 years, then destroy.
5	Athletic Correspondence Records	Retain 5 years, then destroy.
6	Towson Center Management Correspondence Records	Retain 5 years, then destroy.
7	Physical Plant Correspondence Records	Retain 5 years, then destroy.
8	Work Request Records	Retain 5 years, then destroy.
9	Towson Center Management Event Records	Retain 5 years, then destroy.
10	Housekeeping Schedules and Reports	Retain 5 years, then destroy.
11	Employee Financial Records	Retain 5 years, then destroy.
12	Home Games Administration Records	Retain 5 years, then destroy.
13	Athletic Facilities Planning Records	Retain 5 years, then destroy.
14	Employee Time Records	Retain 5 years, then destroy.
	<u>ROOM 107</u>	
1	Inventory Records of Supplies and Material	Retain 5 years, then destroy.
2	Inventory Records of Equipment	Retain 5 years, then destroy.
3	Student Employee Time Sheet Records	Retain 5 years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

7-27-81 *[Signature]*

[Signature]
Title

1/5/82 *[Signature]*
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE

TOWSON STATE UNIVERSITY

TOWSON CENTER

Athletics/Business Office

AGENCY

DIVISION

Item No.	Description	Retention
1	Department of Athletics Financial Records. Records include 40 departmental & foundation accounts and special reports and projects.	Keep 10 years then destroy
2	Department of Athletics purchase requisitions orders, receiving reports, service contracts.	Keep 5 years then destroy
3	Department of Athletics, ECC and NCAA tournament financial settlements.	Keep 10 years then destroy
4	Department of Athletics ticketed events settlements, ticket policies, comp requests & season ticket plans.	Keep 5 years then destroy
5	Department insurance policies and claims	Keep 10 years then destroy
6	Department transportation requests, records and contracts.	Keep 5 years then destroy
7	Staff driver information forms	Keep 3 years then destroy
8	Student employment clearance, hiring, timesheets and payroll records.	Keep 3 years then destroy
9	Department team and individual awards records.	Keep permanently, (is part of TSU History)
10	Hall of Fame Records	Keep permanently, (is part of TSU History)
11	Department Summer Sports Camp Staff Information, fee deposits and settlements, space and meal contracts, insurance and supply procurement records.	Keep 10 years then destroy
12	Promotional activity contracts, schedules and records.	Keep 3 years then destroy
13	Departmental surveys and status reports.	Keep 10 years then destroy

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

7-27-87 Bill Hunter, A.D.
Date Signature Title

11/5/88 [Signature]
Date State Archivist