DGS-580-1 REV. 6/76

DEPARTMENT OF GENERAL SERVICES Records Management Division

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RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND SYSTEMS UNIVERSITY OF BALTIMORE

ACCOUNTS RECEIVABLE

	AGENCY	DIVISION	
item No.	Description	Retention	
1	STUDENT FINANCIAL FILES		
	statement of fees, cash receipts, certificate of deposits, credit card receipts, refund request vouchers, library adjustments, paid deferred payment contracts, paid company contracts, paid collection accounts, tuition Calc reports, purge reports, cashier summary reports, drop/add reports, paid parking reports, paid health insurance reports and student correspondence	Retain for five years or until audit requirements are complete, then destroy	
2	UNSATISFIED FINANCIAL ACCOUNTS		
	unpaid Perkins Loan files, unsatisfied checks, unpaid deferred payment contracts, unpaid company contracts and unpaid collection accounts	Retain until satisfied, then destroy.	
3	STUDENT FINANCIAL AID FILES		
	paid Perkins Loan Files, completed financial aid check release contracts and completed book coupons	Retain for five years or until audit requirements are complete, then destroy	

Schodule Approved by Department, Agency, or Division Representative

Date

Schedule Authorized by Hall of Records Commission

Aug. 8, 91 AMM President

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