

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1884

Page 1 of 1

Agency: Maryland Higher Education Commission
 Division/Unit: Administration
 Office of the Secretary

Item No.	Description	Retention
1	Commission Agenda Books with exhibits, approved meeting minutes relating to actions of the Commission on policy and all official matters affecting assigned duties and responsibilities of the Commission and staff.	Held in office for three (3) years, then sent to Archives for permanent retention.
2	Correspondence, memorandums, and miscellaneous subject files relating to the activities of Office of the Secretary relative to public higher education in Maryland.	Held in office for three (3) years, then destroy.

Schedule Approved by Department,
 Agency,
 or Division Representative.
 Date: 01-10-97
 Signature: [Signature]
 Typed Name: Carla M. Rich
 Title: Fiscal Associate II

Schedule Authorized by State Archivist
 Date: APR 09 1997
 Signature: [Signature]

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 2

1. DEPARTMENT/AGENCY

MHEC

2. DIVISION

Administration

3. UNIT

Office of the Secretary

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Proceedings of Commission Meetings

5. EARLIEST YEAR/LATEST YEAR

1964 TO 1991

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Commission Agenda Books with exhibits, approved meeting minutes relating to actions of the Commission on policy and all official matters affecting assigned duties and responsibilities of the Commission and staff.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- NA MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

The Jeffrey Building
4th Floor, Room 412

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES NO

18. RECOMMENDED RETENTION

Office - 3yrs.
Record Center: -
Archives: Permanent

19. NAME AND TITLE OF PREPARER

Joan L. Johnson
Management Associate

20. TELEPHONE NUMBER

(301) 974-2971

21. DATE

May 9, 1991

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General Files and Correspondences

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TO

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