

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

Schedule No. 1884-A1

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Agency MARYLAND HIGHER EDUCATION COMMISSION	Division/Unit Administration Office of the Secretary
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Item No.	Description	Retention
3	General Files created in every administrative office of the council which include correspondence relating to public higher education, data, statistics and other information on evaluations, plans, programs, standards, cooperation between states (including Federal activities), studies and research projects.	Held in office for three years and then sent to Archives for permanent retention.

Schedule Approved by Department, Agency, or Division Representative
 Date 12-18-97
 Signature [Signature]
 Typed Name Carla M. Rick
 Title Legal Associate

Schedule Authorized by State Archivist
 Date JUL 7 1997
 Signature [Signature]

DGS 550-1 (Rev. 1/93)

Figure 3