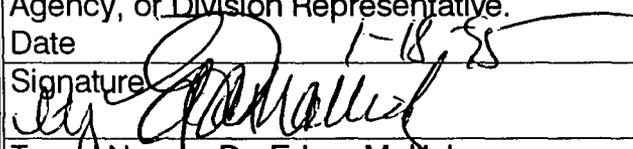


DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1916
 Page 1 of 2

Agency: Anne Arundel Community College
 Division/Unit: Campus Bookstore

Item No.	Description	Retention
1	<u>General Correspondence and Office Files</u> Correspondence, memoranda, and miscellaneous files relating to the activities of the Campus Bookstore.	Office: 3 years. Any items with legal, historical, or administrative value until such value ends or archived for permanent retention.
2	<u>Cash Register Reports</u> Copies of cash register reports and deposit slips. Reports are used to verify sales and corresponding bank deposits.	Office: 2 years Warehouse: 1 year Archives: N/A
3	<u>Buyback Refund Slips</u> Copies of refund and buyback slips signed by students selling back or returning textbooks.	Office: 1 year Warehouse: 1 year Archives: N/A
4	<u>Financial Assistance Invoices</u> Signed copies of itemized listings of purchases.	Office: 5 years Warehouse: N/A Archives: N/A
5	<u>Electronic Journal Files (EJF)</u> Detailed accounting of daily sales by each register. EJF files are on P.O.S. main server.	Office: 1 year Warehouse: 2 years Archives: N/A
6	<u>Purchase Orders</u> Form that documents details of orders placed to vendors and publishers.	Office: 3 years Warehouse: 3 years Archives: N/A
7	<u>Receiving Log</u> Form that documents all incoming packages to the bookstore.	Office: 3 years Warehouse: N/A Archives: N/A
8	<u>Invoices</u> Form that gives detailed account of all charges to be paid by bookstore.	Office: 2 years Warehouse: 5 years Archives: N/A

Schedule Approved by Department Agency, or Division Representative.
 Date: 1-18-98
 Signature: 
 Typed Name: Dr. Edgar Mallick
 Title: Vice President of Administration

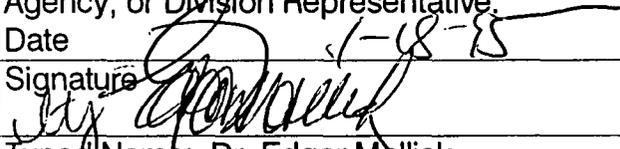
Schedule Authorized by State Archivist
 Date: AUG 14 1997
 Signature: 

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

Schedule No. 1916
 Page 2 of 2

Agency: Anne Arundel Community College
 Division/Unit: Campus Bookstore

Item No.	Description	Retention
9	<u>Requisitions</u> Form that documents a request to have funds removed from an account and either placed in another account or paid by check.	Office: 3 years Warehouse: N/A Archives: N/A
10	<u>Return Log</u> Form that details all outgoing shipments from the bookstore. bank deposits.	Office: Keep until credit are used. Warehouse: N/A Archives: N/A
11	<u>Credits</u> Form that identifies all information necessary to insure proper credit is received for a product that has been returned to the vendor/publisher.	Office: Keep until credit are used. Warehouse: N/A Archives: N/A
12	<u>Time Cards</u> Cards used by all employees to verify hours worked by clocking in" at the time clock on a daily basis.	Office: 1 year Warehouse: N/A Archives: N/A
13	<u>Payroll Sheets</u> Form used by time recorder to calculate hours worked per pay period.	Office: 1 year Warehouse: N/A Archives: N/A
14	<u>Fiscal Year Budgets</u> Financial budget from July 1 through June 30th.	Office: 5 years Warehouse: N/A Archives: N/A
15	<u>Inventory</u> Forms used to record total store inventory on the last day of the fiscal year.	Office: 2 years Warehouse: 3 years Archives: N/A

Schedule Approved by Department
 Agency, or Division Representative
 Date: 1-18-95
 Signature: 
 Typed Name: Dr. Edgar Mallick
 Title: Vice President of Administration

Schedule Authorized by State Archivist
 Date: AUG 14 1997
 Signature: 