

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1917

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Agency: Anne Arundel Community College
Division/Unit: Vice President of Student Services

Item No.	Description	Retention
1	<u>General Correspondence and Office Files</u> Correspondence, memoranda, and miscellaneous files relating to the activities of the Vice President of Student Services.	Office: 3 years. Items with historical, legal, or administrative value until such value ends or archived for permanent retention.

Schedule Approved by Department Agency, or Division Representative.
Date: 1-20-95
Signature: *Augustine Pounds*
Typed Name: Dr. Augustine Pounds
Title: Vice President of Student Services

Schedule Authorized by State Archivist
Date: AUG 14 1997
Signature: *Edward C. Pappas*