

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

Schedule No. 1918
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Agency: Anne Arundel Community College
 Division/Unit: Office of Admissions and Enrollment Services

Item No.	Description	Retention
1	General Correspondence & Office Files, 1988 – Correspondence, memoranda, and miscellaneous files relating to the activities of the Office of Admissions and Enrollment Services.	Office: 3 years. Any materials of legal historical, or administrative value until such value ends or archived for permanent retention.
2	Student Disciplinary Records, 1991 – Records of disciplinary cases adjudicated by Student Services and the Committee on Discipline. Includes case files, case logs, correspondence, and Discipline Committee records.	Office: 5 years. Except – chronology logs and expulsion files which are kept for 15 years. Warehouse: N/A Archives: N/A

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. Papenfuss*