

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

Schedule No.  
 1948  
 Page 1 of 1

	Salisbury State University	Division/Unit: <b>Central Stores</b>
<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
1.	<b>General Files</b> (Alpha, Subject, Administrative and Chronological Correspondence) Includes internal and external correspondence, original incoming and outgoing correspondence, reports, memoranda, statistics, proposed programs, minutes, policy and procedure statements, special projects, and substantive data concerning the operation of Central Stores.	Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value related to the development of the agency to be microfilmed or kept in paper by Central Stores for 25-year retention, then destroy. (Material having historical value to be sent to the Records Archives at the institution for permanent retention).
2.	<b>Search Committee Files:</b> Search Committee materials for faculty, administrators, and associate staff. Consists of advertisements, final recommendation of the committee, includes meeting minutes containing final recommendation data, voting results, top candidate résumés (top 5 or 10 only), and all information on appointed candidate.	Retain for 5 years (if chair/search committee or department are responsible for the search) then destroy.
3.	<b>Other Work Orders</b>	Retain in the Department for 3 years (if generated by the department), then destroy.
Approved by Department, Agency, or Division Representative.  Date: 8/13/97 Signature: <u>Kathleen Rodkey</u> Type Name: <u>Kathleen Rodkey</u> Title: <u>Forms Management Specialist</u>		Schedule Authorized by State Archivist.  Date: SEP 18 1997 Signature: <u>Edward C. Papenfuss</u>

DGS 550-1A (rev. 10/92)

\* Until audit requirements are met means three years for state related documents, three years for non-monetary federal related documents, three years for monetary federal related documents under \$25,000, and 6 years, 3 months for monetary federal related documents over \$25,000.

\* If Salisbury State University archives are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis and material having limited retention (i.e. 25 years) will be transferred to the State Records Center in Jessup.

I have read this schedule and it is complete and correct to the best of my knowledge.

John Garbungh  
 Signature

Dir 9/s  
 Position

5-7-97  
 Date

# Agency Records Inventory

INSTRUCTIONS: PLEASE TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

<b>1. DEPARTMENT/AGENCY</b> Salisbury State University	<b>2. DIVISION</b> Central Stores	<b>3. UNIT</b>
<b>DEFINITION - Record Series -</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
<b>4. Record Series Title:</b> General Files	<b>5. Earliest Year/Latest Year</b> 1994 to PRESENT	
<b>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</b>  General correspondence, current projects, current and year to date data, operational instructions, budget data, memoranda. Operating files for procurement		
<b>7. Record Series Format(s)</b> <input type="checkbox"/> Letter size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify)	<b>8. Record Series Sequence</b> <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)	<b>9. Volume</b> <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (specify)
<b>10. Annual Accumulation</b> <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape <input type="checkbox"/> Other (specify)		
<b>11. File is used</b> <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<b>12. File becomes inactive after</b> <u>1</u> <input type="checkbox"/> Month (s) <input checked="" type="checkbox"/> Year (s) <small>number</small>	
<b>13. Current Location (Building, Floor, Room)</b> Physical Plant, Room 119	<b>14. Is record series duplicated elsewhere?</b> (If yes, specify agency of office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>15. Access Restrictions</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, cite law(s) and regulation(s))	<b>16. Audit Requirements</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
<b>17. Is an index system used? (If yes, explain briefly and describe any hardware/software)</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>18. Recommended Retention</b> Screen annually, then destroy. Material having historical value, keep permanently in archives. Material having admin. value, keep 25 years, then destroy.	
<b>19. Name and Title of Preparer</b> John W. Yarborough Director Central Stores	<b>20. Telephone Number</b> 543-6210	<b>21. Date</b> 8-9-96

# Agency Records Inventory

**INSTRUCTIONS:** PLEASE TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

<b>1. DEPARTMENT/AGENCY</b> Salisbury State University	<b>2. DIVISION</b> Central Stores	<b>3. UNIT</b>
<b>DEFINITION - Record Series -</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
<b>4. Record Series Title:</b> Search Committee Files	<b>5. Earliest Year/Latest Year</b> 1994 to PRESENT	
<b>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</b>  Results of prospective employee interviews.		
<b>7. Record Series Format(s)</b> <input type="checkbox"/> Letter size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify)	<b>8. Record Series Sequence</b> <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)	<b>9. Volume</b> <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (specify)
<b>10. Annual Accumulation</b> <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape <input type="checkbox"/> Other (specify)		
<b>11. File is used</b> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	<b>12. File becomes inactive after</b> <u>1</u> <input type="checkbox"/> Month (s) <input checked="" type="checkbox"/> Year (s) <small>number</small>	
<b>13. Current Location (Building, Floor, Room)</b> Physical Plant building, RM 119	<b>14. Is record series duplicated elsewhere?</b> (If yes, specify agency of office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>15. Access Restrictions</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, cite law(s) and regulation(s))	<b>16. Audit Requirements</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
<b>17. Is an index system used? (If yes, explain briefly and describe any hardware/software)</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>18. Recommended Retention</b> Retain for 5 years, then destroy.	
<b>19. Name and Title of Preparer</b> Director Central Stores John W. Yarborough	<b>20. Telephone Number</b> 543-6210	<b>21. Date</b> 8-9-96

# Agency Records Inventory

**INSTRUCTIONS: PLEASE TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE**

<b>1. DEPARTMENT/AGENCY</b> Salisbury State University	<b>2. DIVISION</b> Central Stores	<b>3. UNIT</b>
<b>DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>		
<b>4. Record Series Title:</b> Work Orders	<b>5. Earliest Year/Latest Year</b> 1994 to PRESENT	
<b>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</b>  File copy of work orders used to charge inventory, request work, and coordinate activity.		
<b>7. Record Series Format(s)</b> <input checked="" type="checkbox"/> Letter size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ _____ _____	<b>8. Record Series Sequence</b> <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ _____ _____	<b>9. Volume</b> <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (specify)  <b>10. Annual Accumulation</b> <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape <input type="checkbox"/> Other (specify)
<b>11. File is used</b> <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<b>12. File becomes inactive after</b> <u>3</u> <input checked="" type="checkbox"/> Month (s) <input type="checkbox"/> Year (s) <small>number</small>	
<b>13. Current Location (Building, Floor, Room)</b>  Physical Plant Building, RM 119	<b>14. Is record series duplicated elsewhere?</b> (If yes, specify agency of office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>15. Access Restrictions</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, cite law(s) and regulation(s))	<b>16. Audit Requirements</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
<b>17. Is an index system used? (If yes, explain briefly and describe any hardware/software)</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>18. Recommended Retention</b>  Retain for 3 years, then destroy.	
<b>19. Name and Title of Preparer</b>  John W. Yarborough	<b>20. Telephone Number</b>  410-543-6210	<b>21. Date</b>  8-9-96

# Agency Records Inventory

**INSTRUCTIONS:** PLEASE TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES.  
FORWARD WITH RECORDS RETENTION SCHEDULE

<b>1. DEPARTMENT/AGENCY</b> Salisbury State University	<b>2. DIVISION</b> Central Stores	<b>3. UNIT</b>
<b>DEFINITION - Record Series</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
<b>4. Record Series Title:</b> General Files	<b>5. Earliest Year/Latest Year</b> <u>1996</u> to <u>1997</u>	
<b>6. Record Series Description</b> (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <p style="text-align: center; font-family: cursive;">OPERATING FILES FOR PROCUREMENT</p>		
<b>7. Record Series Format(s)</b> <input checked="" type="checkbox"/> Letter size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	<b>8. Record Series Sequence</b> <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	<b>9. Volume</b> <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (specify) _____
<b>10. Annual Accumulation</b> <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape <input type="checkbox"/> Other (specify) _____		
<b>11. File is used</b> <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<b>12. File becomes inactive after</b> <u>12</u> <input checked="" type="checkbox"/> Month (s) <input type="checkbox"/> Year (s) <small>number</small>	
<b>13. Current Location</b> (Building, Floor, Room)  <p style="font-family: cursive;">Phy Plant Rm 119</p>	<b>14. Is record series duplicated elsewhere?</b> (If yes, specify agency of office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>PROCUREMENT</i>	
<b>15. Access Restrictions</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, cite law(s) and regulation(s))	<b>16. Audit Requirements</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
<b>17. Is an index system used?</b> (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>18. Recommended Retention</b>  <p style="font-family: cursive;">These are only Temp. files. ORIGINAL KEPT BY PROCUREMENT.</p>	
<b>19. Name and Title of Preparer</b> <p style="font-family: cursive;">DIE C/S John YARBOROUGH</p>	<b>20. Telephone Number</b>  <p style="font-family: cursive;">36210</p>	<b>21. Date</b>  <p style="font-family: cursive;">5-7-97</p>