

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

Schedule No. 1951 Page 1 of 1

Item No.	Description	Retention
	Salisbury State University	Division/Unit: Duplication Services
1.	General Files (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 the Duplication Services Department.	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 the Duplication Services Department for 25-year retention, then destroy. (Material having historical value to be sent to the Records Archives at the institution for permanent retention).
2.	Search Committee Files: 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.	Other Work Orders	Retain in the Department for 3 years (if generated by the department), then destroy.

Approved by Department, Agency, or Division Representative. Date: 8/19/97 Signature: <u>Kathleen Rodkey</u> Type Name: Kathleen Rodkey Title: Records Management Specialist	Schedule Authorized by State Archivist. Date: SEP 18 1997 Signature: <u>Edward C. Pappas</u>
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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.

Mary Luke Duplus Supaw 8-30-97
 Signature Position Date

Agency Records Inventory

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

1. DEPARTMENT/AGENCY Salisbury State University	2. DIVISION Duplication Services	3. UNIT
DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title: General Files	5. Earliest Year/Latest Year 1993 to PRESENT	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Alpha, subject, admin. and chron correspondence. Internal and external correspondence. reports, memoranda, statistics, proposed programs, minutes, policy and procedure statements, special projects, and other data concerning the operation of the Duplication Services department.		
7. Record Series Format(s) <input checked="" 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)	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical X <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)	9. Volume <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (specify) 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape <input type="checkbox"/> Other (specify)
11. File is used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File becomes inactive after <u>1</u> <input type="checkbox"/> Month (s) <input checked="" type="checkbox"/> Year (s) <small>number</small>	
13. Current Location (Building, Floor, Room) Rm. 054 HH	14. Is record series duplicated elsewhere? (If yes, specify agency of office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, cite law(s) and regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an index system used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Screen annually, then destroy. Material that is historical to be kept permanently in archives. Material having continued admin. value keep 25 years, then destroy	
19. Name and Title of Preparer Mary Luke	20. Telephone Number 543-6180 543-6180	21. Date 8-7-96

Agency Records Inventory

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

1. DEPARTMENT/AGENCY Salisbury State University	2. DIVISION Duplication Services	3. UNIT
DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title: Search Committee Files	5. Earliest Year/Latest Year NO FILES _____ to _____ AS YET	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Search committee materials for faculty, etc. Consists of advertisements, final recommendations of committee, meeting minutes, voting results, top candidate resumes, all information on appointed candidate.		
7. Record Series Format(s) <input 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) _____ NO FILES ACCUMULATED INCLUDED ON SCHEDULE	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ YET ON THIS SUBJECT. FOR FUTURE SEARCHES.	9. Volume <input type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (specify) 10. Annual Accumulation <input type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape <input type="checkbox"/> Other (specify)
11. File is used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly NO FILES	12. File becomes inactive after <u>5</u> <input type="checkbox"/> Month (s) <input checked="" type="checkbox"/> Year (s) number	
13. Current Location (Building, Floor, Room) HH Building, Room 054	14. Is record series duplicated elsewhere? (If yes, specify agency of office.) <input type="checkbox"/> Yes <input type="checkbox"/> No NO FILES YET	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, cite law(s) and regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an index system used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Keep for 5 years beyond search, then destroy.	
19. Name and Title of Preparer Mary Luke	20. Telephone Number 543-6180	21. Date 8-5-96

Agency Records Inventory

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

1. DEPARTMENT/AGENCY Salisbury State University	2. DIVISION Duplication Services	3. UNIT
DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title: Work Orders	5. Earliest Year/Latest Year 1993 to PRESENT	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <i>our service department work orders are sent to for printing requests.</i>		
7. Record Series Format(s) <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)	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)	9. Volume <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (specify)
10. Annual Accumulation <input type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape <input type="checkbox"/> Other (specify)		
11. File is used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File becomes inactive after <u>3</u> <input type="checkbox"/> Month (s) <input checked="" type="checkbox"/> Year (s) <small>number</small>	
13. Current Location (Building, Floor, Room) 054 HH	14. Is record series duplicated elsewhere? (If yes, specify agency of office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, cite law(s) and regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None/ <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an index system used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain for 3 years, then destroy.	
19. Name and Title of Preparer Mary Luke	20. Telephone Number 543-6180	21. Date 8-5-96