

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

Schedule No.
 1967
 Page 1 of 1

Salisbury State University		Division/Unit: <u>Housing Office</u>
Item No.	Description	Retention
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 Housing Office	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 Housing Office for 25-year retention, then destroy. (Material having historical value to be sent to the Records Archives at the institution for permanent retention).
2.	Student Housing Contracts	Retain for 3 years after student leaves, then destroy.
3.	Student Housing Files: Includes offer letter, student check in/out status.	Retain at least 4 years or until student graduates, then destroy.
4.	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.
5.	Other Work Orders	Retain in the Housing Office for 3 years (if generated by this office), then destroy.

Approved by Department, Agency, or Division Representative. Date: <u>12/12/97</u> Signature: <u>Kathleen Rodkey</u> Type Name: <u>Kathleen Rodkey</u> Title: <u>Records Specialist</u>	Schedule Authorized by State Archivist. <u>JAN 20 1997</u> Date: Signature: <u>Edward C. Papenfuss</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

Pat Ziara
 Signature

Adria Ant
 Position

5-8-97
 Date

Agency Records Inventory

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

1. DEPARTMENT/AGENCY Salisbury State University	2. DIVISION Housing Office	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 '94 to '97	
6. Record Series Description (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;"><i>General pertinent info.</i></p>		
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 checked="" type="checkbox"/> Alphabetical <input 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 type="checkbox"/> Daily <input checked="" 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) See #18 for detail.	
13. Current Location (Building, Floor, Room) CP 1-A	14. Is record series duplicated elsewhere? (If yes, specify agency of office.) <input type="checkbox"/> Yes <input checked="" 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 annual, destroy. Material with admin. & legal value, retain for 25 years, then destroy. Material with historical value to be retained permanently in archives.	
19. Name and Title of Preparer PAT ZIARA, ADMIN ASS'T	20. Telephone Number 36850	21. Date 5-8-97

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 Housing	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: Student Housing Contracts	5. Earliest Year/Latest Year <u>93</u> to <u>96</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contracts relating to housing of students.		
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 checked="" type="checkbox"/> Alphabetical <input 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>3</u> <input type="checkbox"/> Month (s) <input checked="" type="checkbox"/> Year (s) <small>number</small>	
13. Current Location (Building, Floor, Room) CP1A	14. Is record series duplicated elsewhere? (If yes, specify agency of office.) <input type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> None <input checked="" 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 after the student leaves, then destroy.	
19. Name and Title of Preparer Pat Ziara	20. Telephone Number Admin. Asst. 36850	21. Date 5-8-97

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 Housing	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: Student Housing Files	5. Earliest Year/Latest Year '92 to '96	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Includes offer letter, student check in/out status.		
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 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 See #18 <u>4</u> <input type="checkbox"/> Month (s) <input checked="" type="checkbox"/> Year (s) <small>number</small>	
13. Current Location (Building, Floor, Room) CP 1A	14. Is record series duplicated elsewhere? (If yes, specify agency of office.) <input type="checkbox"/> Yes <input checked="" 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 4 years or until student graduates, then destroy.	
19. Name and Title of Preparer Pat Ziara	20. Telephone Number Admin. Asst. 36850	21. Date 5-8-97

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 Housing	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 '91 to 96	
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>Advertisements, recommendations (final), top 5 resumes, complete file of appointed candidate</i>		
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)	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)	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 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 type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. File becomes inactive after <u>5</u> <input type="checkbox"/> Month (s) <input checked="" type="checkbox"/> Year (s) <small>number</small>	
13. Current Location (Building, Floor, Room) CP 1A	14. Is record series duplicated elsewhere? (If yes, specify agency of office.) <input type="checkbox"/> Yes <input checked="" 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 5 years then destroy.	
19. Name and Title of Preparer Pat Ziara, Sec.	20. Telephone Number 36850	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 Housing	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 '93 to '96	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Copy / W.O.		
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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)	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 checked="" type="checkbox"/> Monthly	12. File becomes inactive after <u>3</u> <input type="checkbox"/> Month (s) <input type="checkbox"/> Year (s) <small>number</small>	
13. Current Location (Building, Floor, Room) CP 1A	14. Is record series duplicated elsewhere? (If yes, specify agency of office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No FIN. SERV.	
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 Pat Ziana, Sec.	20. Telephone Number 36850	21. Date 8-5-96