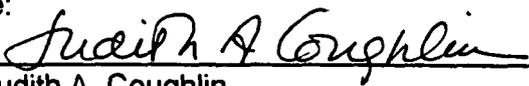
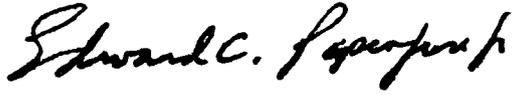


Agency	Division/Unit
Anne Arundel Community College	Registrar's Office

Item No.	Description	Retention
1	<u>General Correspondence &amp; Office Files</u> General correspondence, memoranda, and miscellaneous files relating to the Records & Registration Office.	Office: Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value.  Warehouse: N/A Archives: N/A
2	<u>Student Transcripts</u> The official records of grades received by students are on microfilm/microfiche.	Office: Permanent. Transcripts of students who have left the college are microfilmed. Destroy the paper after the films are verified. Store master reels in a secure area in the Registrar's Office, and periodically transfer to the State Archives. Maintain duplicate reels for reference and copy use in the Registrar's Office until no longer needed, then destroy.  Warehouse: N/A Archives: Transfer master reels periodically.
3	<u>Schedule Request Forms (Registration &amp; Change in Status Forms)</u> Forms used by students to register for courses, and to either add or drop courses.	Office: 1 year Warehouse: 4 yrs., then destroy. Archives: N/A
4	<u>Transcript Request Forms</u> Forms used by students to request transcripts of their grade reports.	Office: 1 yr. Warehouse: 1 yr., then destroy. Archives: N/A

Schedule Approved by Department Agency, or Division Representative. Date: <u>7/20/99</u>	Schedule Authorized by State Archivist Date: <b>SEP 13 1999</b>
Signature: 	Signature: 
Name: Judith A. Coughlin Title: Registrar	