

Howard Community College Records Retention Schedule

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Agency Howard Community College	Division/Unit Board of Trustees	
Item No.	Description and Retention	

1. GENERAL CORRESPONDENCE AND OFFICE FILES

Correspondence and miscellaneous subject files relating to the activities of the board of trustees' office.

RETENTION: Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the State Archives. Retain other files for three years in office of record, then destroy.

2. BOARD OF TRUSTEES OFFICIAL RECORDS, 1969 - Present

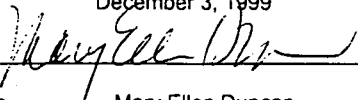
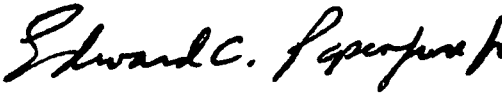
Official files of the Howard Community College Board of Trustees, including approved minutes of board meetings and materials (reference file) containing agendas and background material for board consideration during regular monthly, special, and budget review sessions.

RETENTION: Permanent. Five years in office of record, then destroy after microfilming. Review microfilm prior to destroying paper documents. Transfer microfilm master negative or tape periodically to State Archives.

3. BOARD OF TRUSTEES TOPICAL FILE

Confidential memoranda, with attachments, that the president forwards to the board, and correspondence memoranda, newsletters, and miscellaneous subject files relating to follow-up action taken to conform to board actions and directives.

RETENTION: Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the State Archives. Retain other files for three years in office of record, then destroy.

<p>Approved by Department, Agency or Division Representative</p> <p>Date <u>December 3, 1999</u></p> <p>Signature <u></u></p> <p>Type Name <u>Mary Ellen Duncan</u></p> <p>Title <u>President, Howard Community College</u></p>	<p>Schedule Authorized by State Archivist.</p> <p>Date <u>DEC 15 1999</u></p> <p>Signature <u></u></p>
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4. LEGISLATIVE PROGRAM, 1978 - Present
 Legislation pertaining to and possibly affecting Howard Community College contained in the current year's *Board of Trustees' Legislative Program*.

RETENTION: Permanent. Three years in office of record, then destroy after microfilming. Review microfilm prior to destroying paper documents. Transfer microfilm master negative or tape periodically to State Archives.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1854
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Agency Howard Community College		Division/Unit President's Office
Item No.	Description and Retention	

1. GENERAL CORRESPONDENCE AND OFFICE FILES
Correspondence and miscellaneous subject files relating to the activities of the office of the president.

RETENTION: Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the State Archives. Retain other files for five years in office of record, then destroy.

2. MIDDLE STATES ASSOCIATION FILE
Accreditation materials, including reports of accreditation teams, notifications, correspondence, and background material.

RETENTION: Fifty years in office of record, then destroy.

3. LEGAL COUNSEL
Correspondence and miscellaneous subject files relating to the activities of the college attorney(s).

RETENTION: Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the State Archives. Retain other files for five years in office of record, then destroy.

4. CAPITAL BUDGET DETAIL, 1977 – Present
Correspondence to county on submission of projects and board of trustees' capital budget detail.

RETENTION: Permanent. Three years in office of record, then destroy after microfilming. Review microfilm prior to destroying paper documents. Transfer microfilm master negative to State Archives. (Retain individual project files while active, then transfer to Plan Operations as office of record.)

5. COLLEGE POLICIES AND PROCEDURES ARCHIVES, 1971 - Present
Revised/obsolete college manual policies and procedures.

RETENTION: Permanent. Five years in office of record, then destroy after microfilming. Review microfilm prior to destroying paper documents. Transfer microfilm master negative or tape periodically to State Archives.

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6. PRESIDENT'S CABINET, 1981-1998/PRESIDENT'S TEAM 1998 – Present
Minutes and related records of the president's cabinet/president's team.

RETENTION: Permanent. Five years in the office of record, then destroy after microfilming. Review microfilm prior to destroying paper documents. Transfer microfilm master negative or tape periodically to State Archives.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1855
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Agency	Howard Community College	Division/Unit Vice President of Academic Affairs
Item No.	Description and Retention	

1. GENERAL CORRESPONDENCE AND OFFICE FILES

Correspondence and miscellaneous subject files relating to the activities of the vice president for academic affairs, including institute records.

RETENTION: Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the State Archives. Retain other files for three years in office of record, then destroy.

2. GRADEBOOKS/GRADE SPREADSHEETS

Copies of grade books/grade spreadsheets for all courses on campus.

RETENTION: Three years in office of record, then destroy.

3. NURSING PROGRAM: STUDENT FOLDERS

Folders containing student evaluations and other related records.

RETENTION: Three years in office of record for complete folder, then transfer only the summary to State Records Center.

State Storage: Five years, then destroy.

4. FACULTY EVALUATIONS

Summary of annual evaluation.

RETENTION: Fifty years in Human Resources. All supporting materials returned to individual faculty member after three years in division office.

5. REQUISITION FILES

Accounts files containing requisitions and supporting documentation for supplies and equipment ordered for campus academic departments, in fiscal year sequence.

RETENTION: Two years in office of record, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1855
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Agency	Howard Community College	Division/Unit Vice President for Academic Affairs
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6. IDEA SURVEY, CLASSROOMM OBSERVATION, PROMOTION MATERIALS
Letters of recommendation, vice president's acceptance, signed proposal, and 100-word summary.

RETENTION: Fifty years in office of record, then destroy.

7. ACADEMIC COMPLAINT FORM
Forms filled out by students who have complaints against the academic affairs area.

RETENTION: Three years in office of record, then destroy.

8. STUDENT SUPPORT SERVICES: STUDENT FOLDERS
Folders containing test results and other related materials for students.

RETENTION: Fifty years in office of record, then destroy.

9. CURRICULUM AND INSTRUCTION COMMITTEE, 1990 – Present
Minutes and related materials of the proceedings of the committee.

RETENTION: Permanent. Three years in office of record, then destroy after microfilming or digitizing to CD-ROM. Review microfilmed/digitized records prior to destroying paper documents. Transfer microfilm master negative or CD-ROM periodically to State Archives.

10. FEDERAL AND FEDERAL-STATE GRANTS FILE
Records of all grants of this type received by the college, including applications, proposals, agreements, any official papers covering the award, controlling rules and regulations, copies of periodic reports, and miscellaneous correspondence and memoranda. (Finance office maintains financial records documenting the expenditures of funds.)

RETENTION: Retain until an audit possible under terms of the grant is completed, or if no audit is performed, for six years after the close of the fiscal year in which the expenditure was made, or for that period of time required by federal and state records retention regulations, whichever is longer, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1856
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Agency Howard Community College	Division/Unit Information Systems	
Item No.	Description and Retention	

1. GENERAL CORRESPONDENCE AND OFFICE FILES

Correspondence and miscellaneous subject files relating to the activities of the information systems area.

RETENTION: Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the State Archives. Retain other files for three years in office of record, then destroy.

2. PROGRAM DOCUMENTATION RECORDS

Tape backup copies of all in-house generated programs.

RETENTION: Retain until program documentation is replaced by another, or new system or discontinued and no historical data exists unconverted to the newer versions. Store with regular tape storage system in off-site bank vault. Tapes are recycled once data is no longer of value.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1857
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Agency	Howard Community College	Division/Unit Continuing Education/Work Force Development
Item No.	Description and Retention	

1. GENERAL CORRESPONDENCE AND OFFICE FILES

Correspondence and miscellaneous subject files relating to the activities of the continuing education/work force development areas.

RETENTION: Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the State Archives. Retain other files for three years in office of record, then destroy.

2. MHEC COURSE APPROVAL RECORDS

Copies of MHEC form CC-10, or equivalent, indicating state approval or disapproval of continuing education non-credit courses for state aid.

RETENTION: Retain forms for courses that receive approval for that period of time that the course remains approved and for five years after in office of record, then destroy.

3. PROGRAM FILES

Folders for non-credit courses (except special certification programs) offered through continuing education.

RETENTION: Five years in office of record, then destroy. Federal contracts may require additional retention periods.

4. SPECIAL CERTIFICATION PROGRAM FILES

Folders for special certification courses offered through continuing education.

RETENTION: Fives years in office of record (continuing education will retain a record of all certificates granted for that period specified by special regulations), then destroy.

5. CONTINUING EDUCATION CONFERENCE/WORKSHOP RECORDS

Records of conferences and workshops sponsored by continuing education, including handouts, budgets, records of proceedings and related papers.

RETENTION: Fives years – two years in office of record, then transfer to State Records Center.

State Storage: Three years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1857
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Agency	Howard Community College	Division/Unit Continuing Education/Work Force Development
Item No.	Description and Retention	

6. FACULTY APPLICATIONS

Applications from individuals who have taught or who apply to teach in continuing education programs of the college.

RETENTION: Six years – two years in office of record, then transfer to State Records Center.

State Storage: Four years, then destroy.

7. FACULTY FOLDERS

Folders containing employment information, course description, etc., relating to non-credit courses offered by continuing education.

RETENTION: Twenty years – three years in office of record, then transfer to State Records Center.

State Storage: Seventeen years, then destroy.

8. CONTINUING EDUCATION: STUDENT RECORDS

Continuing education records of students enrolled in the prior learning program and non-credit certificate programs offered by continuing education.

RETENTION: Five years in office of record, or until audit, then destroy.

9. FEDERAL AND FEDERAL-STATE GRANTS FILE

Records of all grants of this type received by the college, including applications, proposals, agreements, any official papers covering the award, controlling rules and regulations, copies of periodic reports, and miscellaneous correspondence and memoranda. (Finance office maintains financial records documenting the expenditures of funds.)

RETENTION: Retain until an audit possible under terms of the grant is completed, or if no audit is performed, for six years after the close of the fiscal year in which the expenditure was made, or for that period of time required by federal and state records retention regulations, whichever is longer, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1858
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Agency	Howard Community College	Division/Unit Vice President of Student Services
Item No.	Description and Retention	

1. GENERAL CORRESPONDENCE AND OFFICE FILES

Correspondence and miscellaneous subject files relating to the activities of the vice president for student services area.

RETENTION: Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the State Archives. Retain other files for three years in office of record, then destroy.

2. STUDENT ACTIVITIES CONTRACTS

Contracts between the college and entertainers or others who are employed by the student government association.

RETENTION: Three years in office of record, then destroy.

3. STUDENT DISCIPLINARY FILES

Case files involving disciplinary actions imposed on students by the president, vice president for student services, or discipline committee.

RETENTION: Five years in the office of record from the date of the letter providing notice of final disciplinary actions for files of students found guilty of a charge against the code of conduct, then destroy. Three years in office of record for voided files (students found innocent), then destroy.

4. FEDERAL AND FEDERAL-STATE GRANTS FILE

Records of all grants of this type received by the college, including applications, proposals, agreements, any official papers covering the award, controlling rules and regulations, copies of periodic reports, and miscellaneous correspondence and memoranda. (Finance office maintains financial records documenting the expenditures of funds.)

RETENTION: Retain until an audit possible under terms of the grant is completed, or if no audit is performed, for six years after the close of the fiscal year in which the expenditure was made, or for that period of time required by federal and state records retention regulations, whichever is longer, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1859
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Agency Howard Community College	Division/Unit Admissions, Records and Registration	
Item No.	Description and Retention	

1. GENERAL CORRESPONDENCE AND OFFICE FILES

Correspondence and miscellaneous subject files relating to the activities of the admissions, records and registration area.

RETENTION: Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the State Archives. Retain other files for three years in office of record, then destroy.

2. STUDENT PERMANENT RECORDS, 1990 – Present

Official record of grades received by all students currently or formerly enrolled at the college.

RETENTION: Permanent. Three years in office of record, then destroy after microfilming or digitizing to CD-ROM. Review microfilmed or digitized copy prior to destroying paper documents. Transfer master copy periodically to State Archives.

3. STUDENT FOLDERS

Folders containing student information.

RETENTION: Retain while student is enrolled and for three years thereafter in office of record, then destroy after microfilming or digitizing to CD-ROM. Review microfilm or digitized copy prior to destroying paper documents. Retain copy for fifty years in office of record, then destroy.

4. REGISTRATION SOURCE DOCUMENTS

Various forms and listings, including program of studies, which document the registration of students.

RETENTION: Retain while student is enrolled and for three years thereafter in office of record, then destroy after microfilming or digitizing to CD-ROM. Review microfilm or digitized copy prior to destroying paper documents. Retain copy for fifty years in office of record, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1859
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Agency	Howard Community College	Division/Unit Admissions, Records and Registration
Item No.	Description and Retention	

5. STUDENT CHANGES

Copies of forms recording changes in students' schedules and grades.

RETENTION: Retain while student is enrolled and for three years thereafter in office of record, then destroy after microfilming or digitizing to CD-ROM. Review microfilm or digitized copy prior to destroying paper documents. Retain copy for fifty years in office of record, then destroy.

6. STUDENT GRADE ROSTERS

Rosters recording students' names and final grades received in each section of each course and signed by the instructor.

RETENTION: Retain while student is enrolled and for three years thereafter in office of record, then destroy after microfilming or digitizing to CD-ROM. Review microfilm or digitized copy prior to destroying paper documents. Retain copy for fifty years in office of record, then destroy.

7. COLLEGE CATALOG AND SCHEDULE OF CLASSES

Annual publication of college information.

RETENTION: Seventy-five years in office of record, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1860
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Agency	Howard Community College	Division/Unit Vice President of Institutional Advancement
Item No.	Description and Retention	

1. GENERAL CORRESPONDENCE AND OFFICE FILES

Correspondence and miscellaneous subject files relating to the activities of the vice president for institutional advancement area.

RETENTION: Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the State Archives. Retain other files for three years in office of record, then destroy.

2. COLLEGE POLICY AND PROCEDURE MANUALS, 1971 – Present

Records relating to established college bylaws, policies and procedures.

RETENTION: Permanent in the President's Office. Microfilm or digitize to CD-ROM and transfer periodically to State Archives. Review microfilm or digitized copy prior to destroying paper documents.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1861
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Agency	Howard Community College	Division/Unit Human Resources
Item No.	Description and Retention	

1. GENERAL CORRESPONDENCE AND OFFICE FILES

Correspondence and miscellaneous subject files relating to the activities of the human resources office.

RETENTION: Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the State Archives. Retain other files for three years in office of record, then destroy.

2. EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION RECORDS

Reports and supporting data documenting the college's equal employment opportunity and affirmative action program, including Federal EEO-6, Title IX Self-Evaluation Reports, and similar reports and evaluations.

RETENTION: Twelve years - ten years, or for that period of time required by federal and state records retention regulations, whichever is longer, in office of record, then transfer to State Records Center.

State Storage: Two years, then destroy.

3. FULL-TIME FACULTY AND STAFF PERSONNEL FOLDERS, 1970 – Present

Materials collected at time of employment, including application and letters of recommendation, contracts, evaluations and other materials relevant to the individual's employment with the college.

RETENTION: Permanent. Retain while active and for five years after termination of employment in office of record. Retain additional copy in office or record when file is used frequently for legal administration or historical reasons. Microfilm or digitize to CD-ROM and transfer periodically to State Archives. Review microfilm/digitized copy prior to destroying paper documents.

4. PART-TIME FACULTY PERSONNEL FOLDERS

Materials collected at time of employment.

RETENTION: Twenty-five years – retain while active and for three years after last semester taught in, then transfer to State Records Center.

State Storage: Twenty-two years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1861
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Agency	Howard Community College	Division/Unit Human Resources
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5. HOURLY/TEMPORARY PERSONNEL RECORDS

Folders containing employment information.

RETENTION: Twenty years – three years after termination of employment in the office of record, then transfer to State Records Center.

State Storage: Seventeen years, then destroy.

6. RETIREMENT BENEFITS RECORDS

Contracts with insuring agency, enrollment cards and forms, reports and miscellaneous material.

RETENTION: Fifty years – ten years after termination of policy or coverage, then transfer to State Records Center.

State Storage: Forty years, then destroy.

7. I-9's

Eligibility to work form for Immigration and Naturalization Services.

RETENTION: Eight years – three years after termination of employment in office of record, then transfer to State Records Center.

State Storage: Five years, then destroy.

8. INSURANCE OR BENEFIT CONTRACT RECORDS

Contracts with insuring agency, enrollment cards and forms and related material.

RETENTION: Twenty years – ten years after termination of policy or coverage in office of record, then to State Records Center.

State Storage: Ten years, then destroy.

9. WORKERS' COMPENSATION RECORDS

Injury report, medical reports, bills and related materials.

RETENTION: Twenty-five years – five years in office of record, then to State Records Center.

State Storage: Twenty years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1861
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Agency	Howard Community College	Division/Unit Human Resources
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10. PERSONNEL CLASSIFICATION/POSITION CONTROL FILE

Classification specifications, job descriptions, list of budgeted positions and related information.

RETENTION: Retain fifty years in office of record, then destroy.

11. FACULTY AND STAFF APPLICATIONS/RESUMES FOR ADVERTISED RECRUITMENTS

Applications for faculty, staff and administrative positions at the college.

RETENTION: Six years – two years in office of record, then to State Records Center.

State Storage: Four years, then destroy.

12. FACULTY AND STAFF RECRUITMENT FILES

Recruitment records maintained by the human resources office by department and year (not including individual application forms/resumes which are addressed in item 11).

RETENTION: Fifteen years – five years in office of record, then to State Records Center.

State Storage: Ten years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1862
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Agency	Howard Community College	Division/Unit Public Relations and Marketing
Item No.	Description and Retention	

1. GENERAL CORRESPONDENCE AND OFFICE FILES

Correspondence and miscellaneous subject files relating to the activities of the public relations and marketing area.

RETENTION: Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the State Archives. Retain other files for five years in office of record, then destroy.

2. MEDIA ADVISORY

Periodic news releases relating to college activities, events, students and staff.

RETENTION: Seventy-five years in the office of record, then destroy.

3. SPACE RESERVATION FILES

Record of all events taking place requiring the use of college facilities, including original request, reservation form, copy of receipt indicating payment has been made to cashier, and any related papers.

RETENTION: Five years in office of record, then destroy.

4. ANNUAL REPORTS, 1982 – Present

Annual reports of academic areas and administrative offices.

RETENTION: Permanent. Two years in office of record, then destroy after microfilming or digitizing to CD-ROM. Review microfilmed or digitized copy prior to destroying paper documents. Transfer master copy periodically to State Archives.

5. CLIPPING FILES

News clippings relating to the college from local newspapers.

RETENTION: Seventy-five years in office of record, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1863
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Agency	Howard Community College	Division/Unit Development and Alumni Relations
Item No.	Description and Retention	

1. GENERAL CORRESPONDENCE AND OFFICE FILES

Correspondence and miscellaneous subject files relating to the activities of the admissions, records and registration area.

RETENTION: Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the State Archives. Retain other files for five years in office of record, then destroy.

2. ALUMNI RECORDS

Names, addresses, completed questionnaires from former students and related records such as memorabilia and photographs. (Material having continued administrative, legal or historical value to be retained until such value ends or deposited in the State Archives for permanent retention.)

RETENTION: Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the State Archives. Retain other files for five years in office of record, then microfilm or digitize to CD-ROM, then destroy paper records.

3. DONOR FILES

Deposit records and donor histories related to contributions received from individuals, businesses, and organizations.

RETENTION: Permanent in office of record until donor record becomes inactive, then transfer to State Records Center.

State Storage: Twenty years, then destroy.

4. FEDERAL AND FEDERAL-STATE GRANTS FILE

Records of all grants of this type received by the college, including applications, proposals, agreements, any official papers covering the award, controlling rules and regulations, copies of periodic reports, and miscellaneous correspondence and memoranda. (Finance office maintains financial records documenting the expenditures of funds.)

RETENTION: Retain until an audit possible under terms of the grant is completed, or if no audit is performed, for six years after the close of the fiscal year in which the expenditure was made, or for that period of time required by federal and state records retention regulations, whichever is longer, then destroy.

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Agency	Howard Community College	Division/Unit HCC Educational Foundation, Inc.
Item No.	Description and Retention	

1. GENERAL CORRESPONDENCE AND OFFICE FILES

Correspondence and miscellaneous subject files relating to the activities of the admissions, records and registration area.

RETENTION: Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the State Archives. Retain other files for three years in office of record, then destroy.

2. GENERAL LEDGERS, FUND LEDGERS, DETAIL OF G/L'S, CHART OF ACCOUNTS

Records of financial transactions in all accounts during the fiscal year. Monthly files will be maintained.

RETENTION: Permanent. Three years in office of record, then destroy after microfilming or digitizing to CD-ROM. Review microfilmed or digitized copy prior to destroying paper documents. Transfer master copy periodically to State Archives.

3. JOURNAL ENTRIES/BUDGET TRANSERS

Detailed record of financial transaction adjustments made during the fiscal year.

RETENTION: Five years – two years in office of record, then transfer to State Records Center.

State Storage: Three years, then destroy.

4. STATE OF MARYLAND – PRIVATE DONATION INCENTIVE PROGRAM

Records of eligible donations, state matching funds requested and received, and all correspondence relating to the program.

RETENTION: Term of the program in office of record, then transfer to State Records Center.

State Storage: Five years, then destroy.

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Agency	Howard Community College	Division/Unit HCC Educational Foundation, Inc.
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5. INVESTMENT RECORDS

Records of all foundation investments, including policies and procedures to be followed, financial data, correspondence, and miscellaneous supporting data.

RETENTION: Eight years – three years in the office of record, then transfer to State Records Center.

State Storage: Five years, then destroy.

6. FEDERAL AND STATE TAX RETURNS

Copies of all federal and state returns including supporting documentation, Form 990, Personal Property, Retail Sales and Form 1099s.

RETENTION: Eight years – three years in office of record, then transfer to State Records Center.

State Storage: Five years, then destroy.

7. BANK STATEMENTS

Monthly statements received from bank, with worksheets.

RETENTION: Five years – two years or until audited, whichever is longer, in office or record, then transfer to state Records Center.

State Storage: Three years, then destroy.

8. CANCELED CHECKS

Canceled vendor checks returned by the bank.

RETURNED: Five years – two years or until audited, whichever is longer, in office of record, then transfer to State Records Center.

State Storage: Three years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1864
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Agency	Howard Community College	Division/Unit HCC Educational Foundation, Inc.
Item No.	Description and Retention	

9. CASH RECEIPTS

Copies of cash receipts and deposit forms received by the foundation.

RETENTION: Five years - two years or until audited, whichever is longer, in office of record, then transfer to State Records Center.

State Storage: Three years, then destroy.

10. CHECK COPY/PURCHASE REQUISITIONS

Numerical copies of all foundation checks to vendors, etc., including accompanying purchase requisitions and any supporting documentation such as vendor invoices.

RETENTION: Five years – two years or until audited, whichever is longer, in office of record, then transfer to State Records Center.

State Storage: Three years, then destroy.

11. AUDIT REPORTS

All financial statements issued by our independent auditors.

RETENTION: Permanent. Three years in office of record, then destroy after microfilming or digitizing to CD-ROM. Review microfilmed or digitized copy prior to destroying paper documents. Transfer master copy periodically to State Archives.

12. SCHOLARSHIP RECEIPTS

Records of foundation scholarship awards. Includes data on how funds were disbursed.

RETENTION: Five years in office of record, or until all audit actions have been completed, whichever is longer, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1864
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Agency	Howard Community College	Division/Unit HCC Educational Foundation, Inc.
Item No.	Description and Retention	

13. INSURANCE POLICY

Records related to the foundation special activities insurance policies.

RETENTION: Five years in office of record, or until all claims have been settled, whichever is longer, then destroy.

14. COMPUTER TAPES

Tapes of accounting data aged from computer system.

RETENTION: Five years in the office of record, then recycle tapes after data is no longer required.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1865
		Page 1 of 1
Agency Howard Community College		Division/Unit Planning and Evaluation
Item No.	Description and Retention	

1. GENERAL CORRESPONDENCE/OFFICE FILES

Correspondence and miscellaneous subject files relating to the activities of the admissions, records and registration area.

RETENTION: Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the State Archives. Retain other files for three years in office of record, then destroy.

2. STATE AND FEDERAL REPORTS, 1970 – Present

Statistical reports required by the state and federal governments relating to enrollment, finance, personnel, library and other college operations. Different parts of the report are prepared throughout the year.

RETENTION: Permanent. Ten years in office of record, then destroy after microfilming or digitizing to CD-ROM. Review microfilmed or digitized copy prior to destroying paper documents. Transfer master copy periodically to State Archives.

3. ANNUAL STATISTICAL REPORT, 1980 – Present

Annual compilation of statistical data relating to enrollment, program, courses, students and other college operations.

RETENTION: Permanent. Ten years in office of record, then destroy after microfilming or digitizing to CD-ROM. Review microfilmed or digitized copy prior to destroying paper documents. Transfer master copy periodically to State Archives.

4. INTERNAL AND EXTERNAL WRITTEN REPORTS/SURVEYS

Reports prepared by the planning and evaluation office for internal and external groups.

RETENTION: Seventy-five years in the office of record, then destroy.

5. COLLEGE PRINTOUTS

Computer printouts relating to data compiled by the planning and evaluation office.

RETENTION: Two years in office of record, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1866
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Agency	Howard Community College	Division/Unit Auxiliary Services (Bookstore, Food Services)
Item No.	Description and Retention	

1. GENERAL CORRESPONDENCE AND OFFICE FILES

Correspondence and miscellaneous subject files relating to the activities of the auxiliary services area.

RETENTION: Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the State Archives. Retain other files for five years in office of record, then destroy.

2. AUXILIARY ENTERPRISES FINANCIAL RECORDS

Cash reports, cash register detail tapes, and other financial records documenting the financial operations of the various auxiliary enterprises.

RETENTION: Ten years for sales tax records in office of record, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1867
		Page 1 of 1
Agency	Howard Community College	Division/Unit Vice President of Administration and Finance
Item No.	Description and Retention	

1. GENERAL CORRESPONDENCE AND OFFICE FILES

Correspondence and miscellaneous subject files relating to the activities of the vice president of administration and finance area.

RETENTION: Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the State Archives. Retain other files for three years in office of record, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1868
		Page 1 of 1
Agency Howard Community College		Division/Unit Financial Aid
Item No.	Description and Retention	

1. GENERAL CORRESPONDENCE AND OFFICE FILES

Correspondence and miscellaneous subject files relating to the activities of the admissions, records and registration area.

RETENTION: Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the State Archives. Retain other files for three years in office of record, then destroy.

2. STUDENT FINANCIAL AID FOLDERS

Record of all financial aid received by individual students.

RETENTION: Retain three years after the close of the fiscal year in which the most recent aid awarded was disbursed with federal retention regulations, then destroy.

3. STUDENT FINANCIAL AID HISTORY

Periodic listing of basic information relating to aid provided to all students.

RETENTION: Retain three years after the close of the fiscal year in accordance with federal regulations, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1870
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Agency Howard Community College		Division/Unit Plant Operations
Item No.	Description and Retention	

1. GENERAL CORRESPONDENCE AND OFFICE FILES

Correspondence and miscellaneous subject files relating to the activities of the plant operations area.

RETENTION: Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the State Archives. Retain other files for three years in office of record, then destroy.

2. MAINTENANCE PROGRAMS FILES

Specific information, including correspondence, literature, etc., regarding buildings, systems, and equipment in service.

RETENTION: Three years in office of record, then destroy.

3. INSPECTION SHEETS

Equipment check forms prepared by stationary engineers.

RETENTION: Three years – one year in office of record, then transfer to State Records Center.

State Storage: Two years, then destroy.

4. SERVICE REQUESTS RECORDS

Service request forms, with record of work completed.

RETENTION: Three years in office of record (on computer disk), then destroy.

5. SPECIFICATIONS, PLANS AND DRAWINGS

Specifications, plans and drawings of buildings, systems, and equipment now in service.

RETENTION: Seventy-five years in office of record, then destroy after microfilming or digitizing to CD-ROM. Review microfilmed or digitized copy prior to destroying paper documents. Transfer master copy periodically to Howard County Government complex.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1871
		Page 1 of 1
Agency Howard Community College		Division/Unit Security
Item No.	Description and Retention	

1. GENERAL CORRESPONDENCE AND OFFICE FILES

Correspondence and miscellaneous subject files relating to the activities of the security area.

RETENTION: Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the State Archives. Retain other files for three years in office of record, then destroy.

2. PARKING TICKETS

Copies of parking tickets issued on campus.

RETENTION: Retain for three years after date of issuance in office of record, then destroy.

3. VEHICLE REGISTRATION CARDS

Registration cards completed by students and employees, including name, make of car, owner, tag number and registration number.

RETENTION: One year after expiration of registration in office of record, then destroy.

4. SECURITY LOG BOOKS AND OFFENSE REPORTS

Daily record of security checks and offenses committed, and offense reports prepared as required.

RETENTION: Eighteen years – three years in office of record, then transfer to State Records Center.

State Storage: Fifteen years, then destroy.