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August 6, 2001

Mr. Gabriel Lopez
Maryland Department of General Services
Records Management Division
7275 Waterloo Road
Jessup, MD 20794

Dear Mr. Lopez:

Howard Community College is submitting a current RECORDS RETENTION AND DISPOSAL SCHEDULE. The changes are NOT substantive and mainly reflect the present organizational structure of Howard Community College. All changes are tracked throughout the document with strikethrough in red and current/new information in green.

The first two pages (Pages A and B) are copies showing signatures of approval for the inclusive RECORDS RETENTION AND DISPOSAL SCHEDULE dated December 15, 1999 AND for Schedule No. 1599 dated April 26, 1994.

The Table of Contents has been reordered to reflect Howard Community College's present organizational structure and the page numbers are changed accordingly. The unit name changes are also tracked throughout the body of the document. Please assign a Schedule No. to the Children's Learning Center (the only new unit added to the document), page 24.

Please note additional changes on Schedule No. 1858, page 19 AND Schedule No. 1859, pages 20 and 21.

Schedule No. 1853, Page 1 is available for your signature. Should you have questions, please call me at 410-772-4742 or my assistant, Peggy Grant, at 410-772-4705.

Sincerely,

A handwritten signature in cursive script, appearing to read "Zoe Irvin".

Zoe Irvin
Interim Executive Director
Planning, Research and Organizational Development

**Howard Community College
Records Retention Schedule**

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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1853
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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**

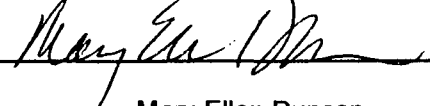
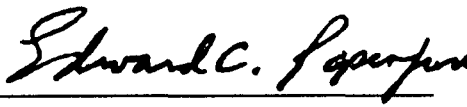
Official files of the Howard Community College Board of Trustees, including approved minutes of board meetings and materials (reference file) containing agendas and background material for board consideration during regular monthly, special, and budget review sessions.

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.

Approved by Department, Agency or Division Representative Date <u>August 6, 2001</u> Signature <u></u> Type Name <u>Mary Ellen Duncan</u> Title <u>President, Howard Community College</u>	Schedule Authorized by State Archivist Date <u>SEP 13 2001</u> Signature <u></u>
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Agency Howard Community College		Division/Unit Board of Trustees
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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 Plant Operations as office of record.

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	

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.

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. 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 development and alumni relations 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 five years in office of record, then destroy.

2. **ALUMNI RECORDS**

Names, addresses, 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.

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
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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. 1864
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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 HCC Educational Foundation, Inc.

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.

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	

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.

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.

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.
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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.
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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 not longer required.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1865A
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Agency Howard Community College		Division/Unit Planning, and Evaluation Research and Organizational Development
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 planning, research and organizational development 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~~ **planning, research and organizational** development office for internal and external groups.

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

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1865A
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Agency Howard Community College		Division/Unit Planning, Research and Organizational Development
Item No.	Description and Retention	

5. COLLEGE PRINTOUTS

Computer printouts relating to data compiled by the ~~planning and evaluation~~ planning, research and organizational development office.

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 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 of 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 of Academic Affairs
Item No.	Description and Retention	

5. **IDEA SURVEY, CLASSROOM 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.

6. **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.

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

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

8. **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.

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. 1857
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Agency Howard Community College		Division/Unit Continuing Education/ Workforce 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/workforce 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.

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/ Workforce Development
Item No.	Description and Retention	

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.

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.

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/ Workforce Development
Item No.	Description and Retention	

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 <i>A</i>
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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- SERVICES CONTRACTS AND RENTAL AGREEMENTS

~~Contracts between the college and entertainers or others who are employed by the student government association.~~ Original copies of camp contracts and facility rental agreements.

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 <i>A</i>
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Agency Howard Community College		Division/Unit Admissions and Advising, 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 and advising area and the 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 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 State Archives.

3. **STUDENT FOLDERS**

Folders containing student information.

RETENTION: Retain while student is enrolled and for three five 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 five 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. 1859A
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Agency Howard Community College		Division/Unit Admissions and Advising, 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 five 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 five 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. 1866 <i>A</i>
		Page 1 of 1
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 ENTERPRISE SERVICES FINANCIAL RECORDS**

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

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. 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. 2141
		Page 1 of 1
Agency Howard Community College		Division/Unit Children's Learning Center
Item No.	Description and Retention	

1. **GENERAL CENTER RECORDS**

Correspondence and miscellaneous subject files relating to the activities of the Children's Learning Center.

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 two years from expiration date of license. The license will be renewed every year.

2. **CHILDREN'S RECORDS**

Records related to the enrollment, health inventory and immunization of children admitted to the Children's Learning Center.

RETENTION: Retain for two years from termination of care with the exception, as noted, of the health inventory and immunization record which usually goes with the child to another center or school.

3. **STAFF RECORDS**

Staff employed by the Children's Learning Center.

RETENTION: Retain for two years after termination of employment. After two years deliver to Human Resources the following:

- criminal background check
- transcripts
- verification of First Aid and CPR certification
- personnel evaluation

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1856A
		Page 1 of 1
Agency Howard Community College		Division/Unit Information Systems Vice President of Information Technology
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. 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. 1861
		Page 1 of 3
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.

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	

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.

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.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1861
		Page 3 of 3
Agency Howard Community College		Division/Unit Human Resources
Item No.	Description and Retention	

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.

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. 1599A
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Agency Howard Community College		Division/Unit Business Finance Office
Item No.	Description and Retention	

1. GENERAL CORRESPONDENCE AND OFFICE FILES

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the business-finance office.

RETENTION: Retain for 3 years. Then destroy.

2. GENERAL LEDGERS; FUND LEDGERS; DETAIL OF G/L'S; CHART OF ACCOUNTS; 1979*

Records of financial transactions (from 1979* forward) in all accounts during the fiscal year. Monthly files will be maintained.

RETENTION: Permanent. Microfilm after two years. Transfer microfilm master negative periodically to the Maryland State Archives.

**1982 G/L cannot be located at the present time. All detail data for this year will be maintained permanently or until the G/L can be located.*

3. JOURNAL ENTRIES/BUDGET TRANSFERS

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

RETENTION: Retain for five years. Then destroy.

Approved by Department, Agency or Division Representative Date _____ Signature _____ Type Name _____ Title _____	Schedule Authorized by State Archivist Date _____ Signature _____
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1599 <i>A</i>
		Page 2 of 6
Agency Howard Community College		Division/Unit Business- Finance Office
Item No.	Description and Retention	

4. **COST CENTER BUDGET**

Summary of financial transactions in all accounts during the fiscal year recorded in a manner consistent with the format of the Operating Budget.

RETENTION: Retain for ten years. Then destroy.

5. **FIXED ASSET INVENTORY**

A record of all college equipment and furniture documenting the value and location of each item.

RETENTION: Retain for three years. Then destroy.

6. **INVESTMENT RECORDS**

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

RETENTION: Retain for three years. Then destroy.

7. **CAPITAL PROJECTS FINANCIAL RECORDS – (1985)**

Capital projects records and records of payments made by the College under the terms of the contracts (from 1985 forward).

RETENTION: Permanent. Microfilm after the close of the project. Transfer microfilm master negative to the Maryland State Archives.

8. **FEDERAL STATE GRANT FINANCIAL RECORDS**

Financial records which document the total grant award, the receipt and expenditure of funds, and the required periodic reports relating to the Federal and Federal-State grants received by the College.

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. 1599 <i>A</i>
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Agency Howard Community College		Division/Unit Business- Finance Office
Item No.	Description and Retention	

9. NATIONAL DEFENSE STUDENT LOAN RECORDS

Original request for loan, conditions of loan, correspondence, promissory notes, records of payments, and related items.

RETENTION: Retain six years after loan fully paid or for that period of time required by Federal records retention regulations, whichever is longer. Then destroy.

10. BANK STATEMENTS

Monthly statements received from the bank, with worksheets.

RETENTION: Three years or until audited, whichever is longer. Then destroy.

11. CANCELED CHECKS

Canceled payroll and vendor checks returned by the bank.

RETENTION: Six years or until audited, whichever is longer. Then destroy.

12. CASH RECEIPTS

Finance office copies of cash receipts issued throughout the College

RETENTION: Three years or until audited, whichever is longer. Then destroy.

13. CHECK VOUCHERS

Numerical copies of all vouchers that accompany checks to vendors, issued from accounts payable. Includes supporting documents such as an additional copy of the purchase order and vendor invoices.

RETENTION: Six years or until audited, whichever is longer. Then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1599 <i>A</i>
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Agency	Howard Community College	Division/Unit Business- Finance Office
Item No.	Description and Retention	

14. PURCHASE ORDERS

Numerical copies of all college purchase orders prepared by the Accounting Office.

RETENTION: Four years or until audited, whichever is longer. Then destroy.

15. RETURNED CHECK LOG

Daily entries of checks returned to the Finance Office.

RETENTION: Two years. Then destroy.

16. RECORD OF PETTY CASH

Chronological record of all college cash expenditures.

RETENTION: Two years. Then destroy.

17. DISCIPLINE COST ANALYSIS

An analysis of the cost of instructional disciplines as defined by HEGIS, which is submitted to the state.

RETENTION: Five years or most recent report if older than five years. Then destroy.

18. CASHIERING REPORTS

Daily reports generated from customer accounts system.

RETENTION: One year or until audited, whichever is longer. Then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1599 ^A
		Page 5 of 6
Agency Howard Community College		Division/Unit Business- Finance Office
Item No.	Description and Retention	

19. DEPOSIT BOOKS

Records of deposits made by the cashiers to the College bank account.

RETENTION: One year or until audited, whichever is longer. Then destroy.

20. CASH REGISTER REPORTS

Copies of cash register reports and tapes that may accompany deposits made by auxiliary enterprises. The reports are used to verify deposits.

RETENTION: One year or until audited, whichever is longer. Then destroy.

21. FINANCIAL ASSISTANCE INVOICES (SPECIAL BILLINGS)

Copies of special billings sent to those organizations that pay all or part of the tuition and/or fees of students.

RETENTION: Three years or until audited, whichever is longer. Then destroy.

22. PAYROLL RECORDS

Records documenting the payment of salaries to College employees, with supporting materials, including but not limited to the following: employee contracts, attendance materials, leave balance records, misc. deductions, benefits information, W-4 and W-2 forms, and payroll registers.

RETENTION: Six years. Then destroy.

23. BID DOCUMENTATION

All materials pertaining to college bids. Will include advertisements, bid specs, bids and correspondence.

RETENTION: Four years. Then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1599A
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Agency Howard Community College		Division/Unit Business- Finance Office
Item No.	Description and Retention	

24. AUDIT REPORTS [1971]

All financial statements issued by our independent auditors.

RETENTION: Permanent. Transfer periodically to the Maryland State Archives.

25. SCHOLARSHIP RECEIPTS

Records by student of scholarship awards. Includes data on how funds were disbursed to students.

RETENTION: Six years, or until all audit actions have been completed, whichever is longer. Then destroy.

26. INSURANCE POLICY

Records related to the college insurance programs.

RETENTION: Five years, or until all claims have been settled, whichever is longer. Then destroy

27. COMPUTER TAPES

Tapes of accounting data from the computer system.

RETENTION: Five years. Then erase and reuse.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1870
		Page 1 of 1
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. 1871A
		Page 1 of 1
Agency Howard Community College		Division/Unit Security Services
Item No.	Description and Retention	

1. GENERAL CORRESPONDENCE AND OFFICE FILES

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