

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO.
2249

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Towson University

A.A. / College of Science and Mathematics - Assoc. Dean

AGENCY

DIVISION

Item No.	Description	Retention
1	General Files: Correspondence, Budget Records, Proposals, Purchase Orders, Invoices, Receipts, and other financial records, staff files.	Review annually Destroy material requiring no further reference. Remaining material of administrative, legal, or historical value held for 25 years, then destroyed.
2	Teaching Research Documents: Research records, studies of information relating to courses being taught.	Retain until no longer needed, then destroy.
3	Grant files: Correspondence, Budget records, Proposals Projects and final reports, Purchase orders, Invoices, Receipts, and other financial information	Screen annually, destroy material requiring no further reference. Remaining material of administrative, legal, or historical value held for 25 years, then destroyed
<p>UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000, AND 6 YEARS, 3 MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000.</p> <p>IF INSTITUTION (TOWSON UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.</p>		

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

9/11/01 *Katherine J. Denniston* Assoc. Dean
Date Signature Title

Edward C. Papenfuss
Date FEB 05 2003 State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO.
2250

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Towson University

Administration & Finance/Facilities Management

Planning

AGENCY

DIVISION

Item No.	Description	Retention
1	<p>CAPITAL BUDGET DATA</p> <p>Cost Estimate Worksheets</p> <p>Space Guidelines Assessment Programs</p> <p>Capital Improvement Programs & System Funded Construction Programs</p>	<p>Retain for three (3) years then screen and retain items of historical value for twenty-five (25) years, then destroy</p>
2	<p>GENERAL CORRESPONDENCE</p> <p>Subject arrangement of original outgoing letters, memos, reports, directives, policies, studies and other miscellaneous papers.</p>	<p>Screen annually; destroy that material no longer needed for current business.</p>
3	<p>PROPERTY AND BUILDING FILES</p> <p>Land acquisitions, appraisals, surveys, floor plans, site plans, easement agreements, campus equipment lists, correspondence, construction/renovation of campus buildings, purchase requisitions for campus furniture.</p>	<p>Permanently retain directives and other materials relating to planning that illustrates the development of this university. For eventual transfer to archives.</p>
4	<p>BUILDING PROJECT FILES</p> <p>Campus Master Plans and Programs for renovation/addition and new building construction, campus building standards, space inventory/classifications, program revisions and projections, correspondence, leasing agreements.</p>	<p>Retain until project is completed; screen to remove that material for which no further reference is required. Retain material of historical value for twenty-five (25) years in archives, then destroy.</p>

UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000 AND 6 YEARS, 3 MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000.

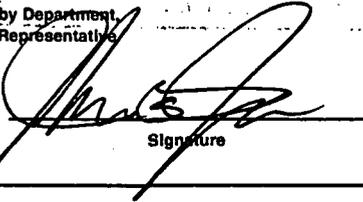
IF INSTITUTION (TOWSON UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.

Schedule Approved by Department, Agency, or Division Representative

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9/14/01

Date



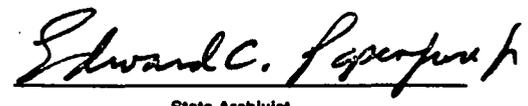
Signature

Assoc.
V.P.

Title

FEB 05 2003

Date



State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO.

2251

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Student Involvement and Transitions

AGENCY Towson University

DIVISION Student Affairs

Item No.	Description	Retention
1	General Files: Correspondence, Memo, Budget Records, Invoices, Staff Files, Forms, Receipts, Purchase Orders, VISA Credit Card Files.	Screen annually. Discard after three years.
<p>UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000, AND 6 YEARS, 3 MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000.</p> <p>IF INSTITUTION (TOWSON UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.</p>		

Schedule Approved by Department, Agency, or Division Representative

11-7-01
Date

[Signature]
Signature

Assistant Vice President
Title

Schedule Authorized by Hall of Records Commission

FEB 05 2003
FEB 05 2003
Date

[Signature]
State Archivist