

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

Schedule No. 2322A1

Page 1 of 1

Agency
College Savings Plans of Maryland

Division/Unit

Item No.	Description	Retention
Amendment to Schedule 2322		
5	Cash Receipts <ul style="list-style-type: none"> • Copies of checks received from account holders • Copies of check logs 	Retain in agency for four years and until all audit requirements have been fulfilled, then transfer to State Records Center for 28 years, then destroy.
11	ACH/Payroll Deduction Forms <ul style="list-style-type: none"> • Automatic bank deduction authorization forms and payroll deduction forms set up by existing account holders 	Retain in agency for four years and until all audit requirements have been fulfilled, then transfer to State Records Center for 33 years, then destroy.
12	Changes/Requests <ul style="list-style-type: none"> • Change of beneficiaries, change of account holders, change of successors, change of tuition plans/payments 	Retain in agency for four years and until all audit requirements have been fulfilled, then transfer to State Records Center for 33 years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.
 Date: September 17, 2007 _____
 Signature: Joan Marshall
 Typed Name: Joan Marshall _____
 Title: Executive Director _____

Schedule Authorized by State Archivist
 Date: 11/9/07
 Signature: [Signature]

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE _____ OF _____
1. Department/Agency College Savings Plans of Maryland	2. Division	3. Unit
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Cash Receipts	5. Earliest Year/Latest Year _2001_____ to _____FUTURE__	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <ul style="list-style-type: none"> • Copies of checks received from account holders • Copies of check logs 		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify) _____	8. Record Series Sequence Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (specify) _____	9. Volume File Drawer(s) Microfilm Reel(s) 1 _____ Number Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ Binder _____ 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) 1 _____ Number Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ Binder
11. File Is Used <input checked="" type="checkbox"/> Daily Weekly Monthly Annually	12. File Becomes Inactive After _____ Month(s) Year(s) _____ Number	
13. Current Location(s) (Bldg., Floor, Room) 217 E. Redwood Street, Suite 1350 Baltimore, MD 21202	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes No CSPN Network	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes <input checked="" type="checkbox"/> No	16. Audit Requirements None <input checked="" type="checkbox"/> State Federal <input checked="" type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No	18. Recommended Retention 32 years	
19. Name and Title of Preparer Azriel Osofsky  Fiscal Administrator	20. Telephone Number 410-767-2965	21. Date 9/7/07

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE _____ OF _____</p>
<p>1. Department/Agency College Savings Plans of MD</p>	<p>2. Division</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title ACH/Payroll Deduction Forms</p>	<p>5. Earliest Year/Latest Year 2001 to FUTURE</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Automatic Bank Deduction Authorization Forms and Payroll Deduction Forms set up by existing account holders</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p>Other (specify) _____</p>	<p>9. Volume</p> <p>File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p>2</p> <p>Computer Tape(s)</p> <p>Number</p> <p><input checked="" type="checkbox"/> Other (specify) Box _____</p> <hr/> <p>10. Annual Accumulation</p> <p>File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p>Computer Tape(s)</p> <p>Other (specify)</p>
<p>11. File is Used</p> <p>Daily Weekly Monthly Annually</p> <p>AS NEEDED</p>	<p>12. File Becomes Inactive After</p> <p>_____ Month(s) Year(s)</p> <p>Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 217 E. Redwood Street, Suite 1350 Baltimore, MD 21202</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p>None <input checked="" type="checkbox"/> State Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>37 years</p>	
<p>19. Name and Title of Preparer</p> <p>Mary McGowan Accountant 2</p> <p><i>Mary E. McGowan</i></p>	<p>20. Telephone Number</p> <p>410-767-0558</p>	<p>21. Date</p> <p>9/7/07</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE _____ OF _____</p>
<p>1. Department/Agency</p> <p>College Savings Plans of MD</p>	<p>2. Division</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p>Changes/Requests</p>	<p>5. Earliest Year/Latest Year</p> <p style="text-align: center;">_2001_ to _FUTURE_</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Change of beneficiaries, change of account holders, change of successors, change of tuition plans/payments</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size Microfilm</p> <p>Legal Size Computer Tape</p> <p>Audio Tape Floppy Disk</p> <p>Bound Book Video Tape</p> <p>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p>Geographical</p> <p>Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p><u>4</u> Computer Tape(s)</p> <p>Number</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Boxes</u></p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p>Computer Tape(s)</p> <p>Number</p> <p>Other (specify)</p>
<p>11. File is Used</p> <p>Daily Weekly Monthly Annually</p> <p>AS NEEDED</p>	<p>12. File Becomes Inactive After</p> <p>_____ Month(s) Year(s)</p> <p>Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>217 E. Redwood Street, Suite 1350 Baltimore, MD 21202</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p>None <input checked="" type="checkbox"/> State Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>37 years</p>	
<p>19. Name and Title of Preparer</p> <p>Mary McGowan Accountant 2</p> <p><i>Mary E. McGowan</i></p>	<p>20. Telephone Number</p> <p>410-767-0558</p>	<p>21. Date</p> <p>9/707</p>