

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

Schedule No. 2322A4

Page 1 of 1

Agency College Savings Plans of Maryland	Division/Unit
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Item No.	Description	Retention
3	<p>Amendments to Schedule 2322</p> <p>Disbursement Letters to Colleges</p> <ul style="list-style-type: none"> • Copy of payments to colleges, including check, letter to customer and all additional back-up materials. • Eligibility Forms • Confirmation to schools • Delayed benefits • Missing Information Letters 	<p>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.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date: May 13, 2011 _____

Signature: Joan Marshall

Typed Name: Joan Marshall _____

Title: Executive Director _____

Schedule Authorized by State Archivist

Date 20 May 2011

Signature Edward C. Lopez

<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 Maryland</p>	<p>2. Division N/A</p>	<p>3. Unit N/A</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 Disbursement Letters to Colleges</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.) Missing Information Letters – A Missing Information Letter is sent to an Account Holder who submits an incomplete distribution request. The letter lists the missing document(s). Attached to each letter is the incomplete distribution request that an Account Holder has previously submitted to the Maryland Prepaid College Trust.</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>Chronological</p> <p>Geographical</p> <p>Other (specify) <u>By semester</u></p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p>Computer Tape(s)</p> <p>Other (specify) _____</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>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 No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes No</p>	<p>16. Audit Requirements</p> <p>None State Federal Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes No</p>	<p>18. Recommended Retention</p> <p>Retain in the agency for four years and until all audit requirements have been fulfilled, then transfer to the State Records Center for 33 years, and then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>Kristin Harrison Receptionist</p> 	<p>20. Telephone Number</p> <p>443-769-1033</p>	<p>21. Date</p> <p>May 13, 2011</p>