

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

Schedule No. 2322A5

Page 1 of 1

Agency  
 College Savings Plans of Maryland

Division/Unit  
 N/A

Item No.	Description	Retention
15	<p><b>Amendment to Schedule 2322</b></p> <p>Distributions</p> <ul style="list-style-type: none"> <li>• Payments to colleges</li> <li>• Reimbursements to account holders</li> <li>• Replacement checks to account holders</li> <li>• Eligibility forms</li> <li>• Confirmations to schools</li> <li>• Delayed benefits</li> <li>• Missing information letters</li> <li>• Overpayments to account holders</li> <li>• Account cancellations or closures</li> <li>• Refunds to account holders</li> <li>• Rollovers to MPCT and other 529 plans</li> </ul>	<p>Retain in agency for four years and until all audit requirements have been fulfilled, then transfer to State Records Center for 33years, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date 4/3/13

Signature Joan Marshall

Typed Name Joan Marshall

Title Executive Director

Schedule Authorized by State Archivist

Date 4/25/2013

Signature Edward C. Lopez

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 1 OF 1

1. Department/Agency

College Savings Plans of Maryland

2. Division

N/A

3. Unit

N/A

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

Distributions

5. Earliest Year/Latest Year

08/02/2010 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.)

Copies of electronic checks and/or back-up documents for payments to colleges; reimbursements to account holders ("AHs"); replacement checks to AHs; replacement checks to AHs; eligibility forms; confirmation to schools; delayed benefits; missing information letters; overpayments to AHs; refunds to AHs; and rollovers to MPCT and other 529 plans.

7. Record Series Format(s) List all

- Letter Size       Microfilm  
 Legal Size       Computer Tape  
 Audio Tape       Floppy Disk  
 Bound Book       Video Tape  
 Other (specify) \_\_\_\_\_

8. Record Series Sequence

- Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (specify) **By check dates  
and check numbers**

9. Volume

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) \_\_\_\_\_  
Number \_\_\_\_\_

10. Annual Accumulation

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) \_\_\_\_\_  
Number \_\_\_\_\_

11. File is Used

- Daily       Weekly       Monthly       Annually

As needed

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.)

- Yes       No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes       No

16. Audit Requirements

- None       State       Federal       Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes       No

18. Recommended Retention

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.

19. Name and Title of Preparer

Edna Amador *Edna Amador*

20. Telephone Number

443-769-1023

21. Date

March 30, 2013