

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

Schedule No. 2322A6

Page 1 of 1

Agency  
 College Savings Plans of Maryland

Division/Unit

Item No.	Description	Retention
16	<p><b>Amendment to Schedule 2322</b></p> <p>PACC</p> <ul style="list-style-type: none"> <li>• Payments received from certain banks on behalf of Account Holders who arranged for their account payments to be sent to the Maryland Prepaid College Trust.</li> </ul>	<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: 4/3/13

Signature: Joan Marshall

Typed Name: Joan Marshall

Title: Executive Director

Schedule Authorized by State Archivist

Date 4/25/2013

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 <u>1</u> OF <u>1</u>	
1. Department/Agency <b>College Savings Plans of Maryland</b>		2. Division <b>N/A</b>		3. Unit <b>N/A</b>	
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 <b>PACC</b>			5. Earliest Year/Latest Year <b>09/2004 to FUTURE</b>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Checks and back-up documents for payments made directly by certain banks on behalf of Maryland Prepaid College Trust's account holders who requested the service</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <b>By month</b>		9. Volume  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  Number _____  10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  Number _____	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually  <b>As needed</b>			12. File Becomes Inactive After  _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) <b>217 E. Redwood Street, Suite 1350 Baltimore, MD 21202</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input type="checkbox"/> No			16. Audit Requirements  <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input type="checkbox"/> No			18. Recommended Retention  <b>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.</b>		
19. Name and Title of Preparer <b>Joyce Jones</b> 		20. Telephone Number <b>443-769-1028</b>		21. Date <b>March 30, 2013</b>	