

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

Schedule No. 2322A8

Page 1 of 1

Agency
College Savings Plans of Maryland

Division/Unit
N/A

Item No.	Description	Retention
17	<p>Amendment to Schedule 2322</p> <p>Check Stubs</p> <ul style="list-style-type: none"> Stubs of checks used for Maryland Prepaid College Trust distributions to account holders, schools, other 529 plans, etc. 	<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 [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 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

Check Stubs

5. Earliest Year/Latest Year

1998 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.)

Stubs of checks used for Maryland Prepaid College Trust distributions to account holders, schools, other 529 plans, etc.

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape

Other (specify) stubs of checks distributed by the plan

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical

Other (specify) By year

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

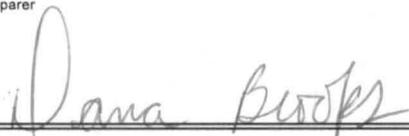
- Yes No

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

Dana Brooks



20. Telephone Number

443-769-1022

21. Date

March 30, 2013