

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

Schedule No. 2775  
Page 1 of 1

Agency: **Anne Arundel Community College**      Division/Unit: **Institutional Advancement/Foundation**

Item No.	Description	Retention
1	<p align="center">This schedule supersedes Schedule No. 1925.</p> <p><b>General Correspondence &amp; Office Files</b> Correspondence, memoranda, and miscellaneous files relating to the activities of Institutional Advancement/Foundation.</p>	<p>Retain in Office three years and until administrative and legal value ceases, then destroy with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value. If any of the records are scanned, scan to Maryland State Archives standards, then destroy paper and retain images according to the above retention.</p>

Schedule Approved by Department, Agency, or Division Representative.  
 Date 5/25/16  
 Signature *Judy Heath*  
 Typed Name Dr. Dawn Lindsay  
 Title President

Schedule Authorized by State Archivist  
 Date 6-28-16  
 Signature *[Signature]*

<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 1 OF 1</p>
<p>1. Department/Agency  Anne Arundel Community College</p>	<p>2. Division  Institutional Advancement/Foundation</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  General Correspondence &amp; Office Files</p>	<p>5. Earliest Year/Latest Year  2012 to Present</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.) Correspondence, memoranda, and miscellaneous files relating to the activities of Institutional Advancement/Foundation.</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><input type="checkbox"/> 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><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  13  Number</p> <p><input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) Archive Boxes</p> <hr/> <p>10. Annual Accumulation  5  Number</p> <p><input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) Archive Boxes</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After  3  Number                    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  101 College Parkway, Arnold Maryland 21012  CSB Room 168</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))  <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No PIA/FOIA</p>	<p>16. Audit Requirements  <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention  3 years and destroy.</p>	
<p>19. Name and Title of Preparer  Allen S. Kogut, Records Retention Specialist</p>	<p>20. Telephone Number  410-777-7327</p>	<p>21. Date  May 26, 2016</p>