

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

Schedule No. 2-844

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Agency Frederick Community College **Division/Unit** Academic Affairs/Vice President for Academic Affairs

Item No.	Description	Retention
1.	<p>Vice President for Academic Affairs records:</p> <ul style="list-style-type: none"> • General correspondence, memoranda, and miscellaneous files • Complaints and related documentation • Electronic files of general correspondence, memoranda, miscellaneous files, complaints and related documentation 	<p>Scan to Maryland State Archives Records standards.</p> <p>Retain paper records, scanned images and born-digital content for 5 years, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.
 Date 4/28/2017
 Signature *Dr. Alanka Brown*
 Typed Name Dr. Alanka Brown
 Title AVP/Dean of Career Programs

Schedule Authorized by State Archivist
 Date 8-29-17
 Signature *T. Bol*

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) VP for Academic Affairs – Complaints and Documentation</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 Frederick Community College</p>		<p>2. Division Provost Office</p>		<p>3. Unit Academic Affairs</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 Vice President for Academic Affairs records</p>				<p>5. Earliest Year/Latest Year 2010 to 2017</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.) Complaints and related documentation. General Correspondence, memoranda, and miscellaneous files.</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 checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>10. Annual Accumulation 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</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 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Office of the Provost/Vice President of Academic Affairs</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Non-grade complaints from 2015 to present are maintained in Learning Support, Maxient System</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" 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 Scan paper records to Maryland State Archives standards. Retain paper records, scanned images, and born digital content for 5 years, then destroy.</p>		
<p>19. Name and Title of Preparer Joyce Ruane, Executive Associate to the Provost/ Vice President for Academic Affairs</p>		<p>20. Telephone Number 301-624-2842</p>		<p>21. Date 3/3/2017</p>	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Frederick Community College		2 DIVISION Academic Affairs		3 UNIT Vice President for Academic Affairs	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Vice President of Academic Affairs records				5 EARLIEST YEAR/LATEST YEAR 2010 TO 2017	
6 INPUT - Identify source of information to be entered Electronic Copies of paper files			7 OUTPUT - Identify the use/s of information generated by system Storage/Converting to electronic system		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. General Correspondence, Memoranda, Miscellaneous files, Complaints and related documentation					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Access is limited to the Office of the Vice President for Academic Affairs					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Files purged as necessary.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Academic Affairs shared drive					
12 RECOMMENDED RETENTION Scan paper records to Maryland State Archives standards. Retain paper records, scanned images, and born digital content for 5 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Joyce Ruane		14 TELEPHONE NUMBER 301 624 2842		15 DATE March 17, 2017	
16 TITLE OF PREPARER Executive Association to the Provost/VPAA					
DGS 550-6 (rev. 10/12)					