

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

Schedule No. **1536**

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USM - Bowie State University

Academic Affairs

Agency

Division/Unit

Item No.	Description	Retention
1	<u>Academic Affairs Office</u>	
1.a.	<u>Faculty Appointment, Promotion & Tenure File</u> Individual files which document the appointment, promotion and tenure of current University faculty members and those who have retired or resigned since 1985. (APT records prior to that date were retained for four years and then destroyed, in accordance with the University record retention schedule #955 regarding personnel records.)	Records currently on file, as described, will be retained in the Academic Affairs Office for ten years in paper form and then transferred to the State Archives for permanent retention
1.b.	<u>Faculty Evaluation Forms</u>	Retain for 5 years, then destroy
2	<u>Student Advisement/Counseling Files</u> Student files maintained by academic departments relating to advisement/counseling services provided to students	Retain for 5 years after graduation or withdrawal of student, then destroy
3	<u>Academic Departments</u> Faculty rosters/class grade books/ faculty final exams/ grade reports	Retain 5 years, then destroy.
4	<u>General Files</u> Maintained by all Departments and subunits, as well as Academic Affairs Office. Files contain internal and external documents, original incoming and copies of outgoing correspondence, reports, memoranda, statistics, minutes, policies and procedures and data concerning the operations of the office that maintains it.	Screen annually and discard that material to which no further reference is required. Remaining material having continuing administrative or legal value to be retained in files for subsequent annual review. Items of historical value and directives, policies and other material that illustrate the development of the institution to be transferred to the University Archives* for permanent retention.
*	If the University Archives is discontinued, all material would be transferred to the State Archives for permanent retention.	

Approved by Department, Agency, or Division Representative

Original signed by: **John R. Dill, Provost**

Date: 2/24/93

Original Schedule Signed & Authorized by State Archivist

Original signed by: **Edward Papenfuse**

Date: 4/23/93

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

USM - Bowie State University

Administration & Finance

Item No.	Agency Description	Division/Unit Retention
	Supersedes Schedule # 644	
1.	Accounting a. Memorandum of Adjustment b. Reconciliations c. Year end financial closeout records d. Fiscal Year final STARS and FRS reports e. Federal Fund records	Retain for 3 years and Until all audit requirements have been fulfilled, then destroy. Retain permanently in the Controller's Office Retain for 5 years and until all audit requirements have been fulfilled, then destroy.
2.	Student Accounts a. Cash receipt form copies b. Statements of Accounts c. Student Refunds and adjustments d. Student Exchange Account records e. Daily cash receipt & deposit records f. Delinquent accounts submitted to CCU	Retain for 5 years and until all audit requirements have been fulfilled, then destroy Retain for 3 years and until all audit requirements have been fulfilled, then destroy. Retain three years after account is paid in full, or otherwise satisfied, and until all audit requirements are fulfilled, then destroy.
3.	Accounts Payable a. Transmittal lists b. Vendors files c. Working Fund Account records	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

Approved by Department, Agency, or Division Representative
Original signed by:
Date :

Original Schedule Signed & Authorized by State Archivist.
Original signed by: Edward C. Papenfuse
Date : 12/19/91

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
4.	Payroll a. Central Payroll Printouts b. Biweekly time sheets	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
5.	Purchasing a. Requisitions b. Purchase orders c. Contract bid file	Retain for 3 years and until all audit requirements have been fulfilled, then destroy. Retain for 5 years after end of contract and until all audit requirements have been met, then destroy.
6.	General Correspondence	Retain for 3 years, then screen and destroy all material not needed to conduct business. Material determined to have continuing administrative value will be retained by the Office Material with historical value will be transferred to the University Archives for permanent retention.

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

USM - Bowie State University

Admissions, Records & Registration

Agency

Division/Unit

Item No.	Description	Retention
1.	Applications for admissions	Retain for 1 year for students not admitted or not registering, then destroy. File becomes student file for registering student.
2.	Student files	Retain 5 years after graduation or withdrawal of student, then destroy.
3.	Academic Records	Retain permanently in Registrar's Office.
4.	Original Grade Roster	Retain permanently in the Registrar's Office
5.	Changes of Grades	Retain permanently in the Registrar's Office.
6.	General Correspondence	Retain for 3 years, then screen and destroy all materials not needed to conduct business. Material determined to have continuing administrative value will be retained by the Office Material with historical value will be transferred to the University Archives for permanent retention.

Approved by Department, Agency, or Division Representative

Original signed by: **Larry Waters, Dir. Adm., Rec., & Reg.**

Date: 11/14/91

Original Schedule Signed & Authorized by State Archivist

Original signed by: **Edward C. Papenfuse**

Date: Dec. 19, 1991

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

USM - Bowie State University

Business & Finance

Agency

Division/Unit

Item No.	Description	Retention
	Supersedes Schedule # 644	
1.	Accounting a. Memorandum of Adjustment b. Reconciliations c. Year end financial closeout records d. Fiscal Year final STARS and FRS reports e. Federal Fund records	Retain for 3 years and Until all audit requirements have been fulfilled, then destroy. Retain permanently in the Controller's Office Retain for 5 years and until all audit requirements have been fulfilled, then destroy.
2.	Student Accounts a. Cash receipt form copies b. Statements of Accounts c. Student Refunds and adjustments d. Student Exchange Account records e. Daily cash receipt & deposit records f. Delinquent accounts submitted to CCU	Retain for 5 years and until all audit requirements have been fulfilled, then destroy Retain for 3 years and until all audit requirements have been fulfilled, then destroy. Retain three years after account is paid in full, or otherwise satisfied, and until all audit requirements are fulfilled, then destroy.
3.	Accounts Payable a. Transmittal lists b. Vendors files c. Working Fund Account records	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

Approved by Department, Agency, or Division Representative
Original signed by:
Date :

Original Schedule Signed & Authorized by State Archivist.
Original signed by: Edward C. Papenfuse
Date : 12/19/91

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

USM - Bowie State University

Business Services

Agency

Division/Unit

Item No.	Description	Retention
1.	<p>Resident Files</p> <p>Files contain all information relating to students on campus residence including, but not limited to:</p> <ul style="list-style-type: none"> Residence hall application Meal card authorization Residence hall contract acceptance Housing Office contract acceptance Recontracting Dorm damage deposit/charges Adjustment memos Request for dorm damage deposit refund 	<p>Retain for three years from the end of student's residency and until all audit requirements are met, then destroy.*</p>
2.	<p>Telecommunications Records</p> <p>Files contain information on the operation and cost distribution for University telecommunications including, but not limited to:</p> <ul style="list-style-type: none"> Cost distribution worksheets Invoices from vendors Long Distance Call Verification forms Work request forms Requests for calling cards Calling card issuance records 	<p>Retain for three years and until all audit requirements are met, then destroy.*</p>
3.	<p>Contract Files</p> <p>Files contain information on all contracts for services provided through Business Services including, but not limited to:</p> <ul style="list-style-type: none"> Signed contracts Correspondence with contractors Annual reports of contractors Bid proposals Commission reports and deposit records Facility Lease Agreements 	<p>Retain records for five years after the end of the contract period and until all audit requirements are met, then destroy.*</p>

Approved by Department, Agency, or Division Representative

Original signed by: Edwin R. Golden, V/P Adm. Finance

Date: 4/9/92

Original Schedule Signed & Authorized by State Archivist.

Original signed by: Edward C. Papenfuse

Date:

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
4.	<p>Conference Service Contract Files</p> <p>Files contain all records relating to the rental of University facilities to outside users including, but not limited to:</p> <ul style="list-style-type: none"> Facility Rental Agreement Food/Housing Service Request Form Insurance Certification 	<p>Retain for three years after contract date and until all audit requirements are fulfilled*, then destroy.</p>
5.	<p>Work Order Files</p> <p>Files contain records to control job production and to determine chargeback of costs to user departments including, but not limited to:</p> <ul style="list-style-type: none"> Offset order forms Quick copy order forms Daily production log <p>*Until audit requirements have been fulfilled means three years for State related document, three for non-monetary Federal related documents, three years for monetary Federal related documents under \$25,000, and 6 years 3 months for monetary Federal related documents over \$25,000.</p> <p>Note: If appropriate archives are not available for sensitive and permanent files at Bowie State University material will be transferred to the State Archives for storage.</p>	<p>Retain for three years and until all audit requirements are fulfilled *, then destroy.</p>

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

USM - Bowie State University

Facilities & Public Safety

Agency

Division/Unit

Item No.	Description	Retention
1.	<p>Physical Plant</p> <p>a. Energy Conservation Records Files contain energy usage reports, federal and state grant information and reports, general information, policy letters, and related information.</p> <p>b. Property & Building Files Files maintained to document construction, renovation and maintenance projects relating to University facilities and to provide building history for future reference. Contains correspondence, reports, cost estimates, bid and contract information, change orders, progress reports and other related documents.</p> <p>c. Environmental Safety Files Record includes reports and other material related to asbestos abatement, PCB control, accident investigation records, incident reports, safety training information and related documents.</p>	<p>Retain on site in paper form for 25 years, then destroy.</p> <p>Retain intact for 2 years after completion of project, then remove material that is not required for further reference. Retain required records in paper form for 25 years, then destroy.</p> <p>Review annually and dispose of material with no continuing administrative value. Retain material with continuing value permanently on site in paper form.</p>
2.	<p>Material Management</p> <p>a. Vehicle records Records include titles, licensing records, maintenance history, purchase documents and other documents related to a specific vehicle.</p>	<p>Retain for the life of the vehicle, then destroy.</p>

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Date :

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Original signed by:
Date :

DEPARTMENT OF GENERAL SERVICES
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RECORDS RETENTION AND DISPOSAL SCHEDULE

USM - Bowie State University

Human Resources

Agency

Division/Unit

Item No.	Description	Retention
Supersedes Schedule #955		
1.	<p>Personnel Records</p> <p>Alphabetical file maintained for each employee, containing copies of such items as employment application, annual evaluation report, letters, employment actions, and other miscellaneous material relevant to the employee.</p>	<p>Retain until termination employment and for 3 years thereafter, then destroy.</p>
2.	Personnel I.D. Number (PIN)	Retain Permanently
3.	Leave record supporting documents	Retain for 3 years and until all audit requirements are met, then destroy.
4.	Worker's Compensation records	Retain for 5 years, then destroy.
5.	General correspondence	Retain for 3 years, then screen and destroy all material not needed to conduct business.

Approved by Department, Agency, or Division Representative

Original signed by: **Pamela Holland, Dir. Of H.R.**

Date : 6/10/91

Original Schedule Signed & Authorized by State Archivist.

Original signed by: **Edward Papenfuse**

Date : 8/12/91

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

USM - Bowie State University

Student Affairs

Item No.	Description	Retention
1.	<p>Disciplinary Files - Include Public Safety reports, hearing reports, findings and sanctions relating to individual students.</p>	<p>Retain for 5 years or until final judicial adjudication is completed and case is closed, then destroy.</p>
2.	<p>Handicapped Student Files - Files contain information on the special needs of individual students and resources available and utilized to meet those needs.</p>	<p>Retain for 4 years or tenure of student, then destroy.</p>
3.	<p>International students including I-20 for immigration, copy of passport, I-94 and other records as required by U.S. immigration and Naturalization.</p>	<p>Retain for 10 years and then destroy.</p>
4.	<p>Student Health Services - Medical Records Records of medical history, clinical flow sheets, progress notes, laboratory slips, etc.</p>	<p>Retain for five years after last visit, then destroy.</p>
5.	<p>Counseling & Student Development - Program files, new student orientation records.</p>	<p>Retain for 3 years, then destroy.</p>
6.	<p>Student Advisement/Counseling Files. Student files maintained by departments/offices relating to advisement/counseling services provided to students. Files are maintained by: Student Support Services Counseling & Student Development CLASS</p>	<p>Retain for 5 years after graduation or withdrawal of student, then destroy.</p>
7.	<p>General Files Maintained by all Departments and submits, as well as the Student Affairs Office. Files contain internal and external, original incoming and copies of outgoing correspondence, reports, memoranda, statistics, minutes, policy and procedures, and data concerning the operation of the office that maintains it.</p> <p><i>* If University Archives is discontinued, all material would be transferred to State Archives for permanent retention.</i></p>	<p>Screen annually and discard that material for which no further reference is required. Remaining material having continuing administrative or legal value to be retained in files for subsequent annual review. Items of historical value and directives, policies and other material related to the development of the institution, retain permanently for transfer to University Archives * for permanent retention.</p>

Approved by Department, Agency, or Division Representative

Original signed by: **Russell Davis, VP Student Affairs**

Date: 2/24/93

Original Schedule Signed & Authorized by State Archivist.

Original signed by: **Edward C. Papenfuse**

Date: 4/23/93