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1. Requesting Agency
UNIVERSITY OF MARYLAND

2. Division or Bureau of Requesting Agency
OFFICE OF DIRECTOR OF ADMISSIONS AND REGISTRATIONS

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. STUDENT FOLDER

Quantity: 152 drawers (228 cubic feet)
Dates: 1919 - -
File Arrangement: Alphabetical
Annual Accumulation: 13 drawers (20 cubic feet)

A folder is prepared for each student registered in the University. It contains all data relating to the student, particularly that which substantiates information found on the Permanent Record Card. Records in the folder include:

- Application
- Grade change and incomplete removal authorisations
- High school or other transcripts
- Correspondence
- Scholarship information
- Disciplinary actions

With the inauguration of the over-seas and off-campus programs in 1946 it has been found that these records will be needed for many years in the future. This is true because students in these programs return after many years and resume their studies.

RECOMMENDATION: DESTROY ACCUMULATION PRIOR TO SEPTEMBER 1945; THEREAFTER RETAIN IN ORIGINAL FORM FOR FIVE YEARS AFTER DATE OF LAST ENTRY, THEN MICROFILM AND DESTROY ORIGINALS; RETAIN MICROFILM COPIES PERMANENTLY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

M. H. ...
Signature

Director of Adm. Registrations
Title

3-7-56
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

3/9/56
Date

Morris S. Radloff
Archivist

APR - 9 1956
Date

[Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Hall of Records
Commission

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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2. CLASS LISTS

Quantity: 14 linear feet in office and 27 linear feet in attic storage (total 28 cubic feet)

Dates: 1929 - -

File Arrangement: By department and course number

Annual Accumulation: 1 1/2 feet (1 cubic foot)

Disposable Amount: None

The Class List is prepared and signed by the class instructor. The form shows the department and course number, class section, number of credits, number of students, number of lectures and laboratories per week, days and places of class meetings. Class and laboratory assistants' names are given. Students' names are listed alphabetically. Lists of each semester are maintained in individual loose-leaf binders.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN MICROFILM; RETAIN MICROFILM COPIES PERMANENTLY AND DESTROY ORIGINALS.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
Date APR 9 1956.

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Secretary