

PR - VII

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

1. Requesting Agency

UNIVERSITY OF MARYLAND

2. Division or Bureau of Requesting Agency

OFFICE OF DIRECTOR OF PERSONNEL

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. ROSTER CARD

Size: 5" x 8"
Quantity: 6 drawers active, and 1/2 cubic feet inactive (total 6 1/2 cubic feet)
Dates: 1917 - -
File Arrangement: Alphabetical

This card shows the employee's name, age, classification and salary, any changes and effective dates, and any remarks. The number of days leave taken each month is also indicated. There is occasional reference to early cards, particularly for retirement purposes.

RECOMMENDATION: RETAIN PERMANENTLY.

2. LEAVE CARDS

Size: 3" x 5"
Quantity: 60 drawers (7 1/2 cubic feet)
Dates: 1922 - -
File Arrangement: Prior to January 1953, in alphabetical order; thereafter by month and alphabetical therein.
Annual Accumulation: 7 drawers (1/2 cubic foot).
Disposable Amount: 5 cubic feet

This card is submitted each month by each individual in the classified employment service who has taken any leave during that month. The card shows name, position, college or division, type and days leave. It is signed by the employee and the department or division

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

George W. Fogg
Signature

George W. Fogg, Director of Personnel, U. of Md.

Title

MAR 7 1956

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. Dieckhoff
Archivist

APR - 9 1956
Date

[Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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head. Leave taken is noted on the roster card (Item 1)

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

3.

CORRESPONDENCE

Quantity: 16 drawers (24 cubic feet)

Dates: 1946 - -

File Arrangement: Alphabetical by name of correspondent or subject

Annual Accumulation: 2 cubic feet

Disposable Amount: 15 cubic feet

This is correspondence concerned with the functions of the office. It is with Federal, State, local and other state agencies, professional, business, and civic organizations, individuals, etc. Correspondence relating to an employee is in the employee's individual personnel jacket.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
Date MAR - 9 1956

J. McCusker
Secretary

7

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Annual Accumulation: 2 cubic feet

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BOARD OF PUBLIC WORKS

Date APR. 9. 1956..

[Signature]
Secretary