

TEST 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 THE 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. PERSONNEL JACKETS (SEE SCHEDULE 468 ATTACHED)
Size: 8 1/2" x 11" envelopes
6" x 8 1/2" envelopes
Quantity: 15 drawers active, 36 drawers inactive (total 75 cubic feet)
Dates: 1919 - -
File Arrangement: Alphabetical
Annual Accumulation: 2 drawers

Personnel jackets containing the listed records are maintained for each employee:

Application
Personal Data Memoranda
Appointment
Payroll Entry
Report of Separation
Correspondence
Copies of Contract - - academic personnel only

There is constant reference to the file after an employee leaves the University, particularly with regard to former members of the teaching staff.

RECOMMENDATION: RETAIN ORIGINAL RECORDS FOR TEN YEARS AFTER EMPLOYEE LEAVES THE UNIVERSITY SERVICE, THEN MICROFILM. RETAIN MICROFILM COPIES PERMANENTLY AND DESTROY ORIGINALS.

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 *Mavis S. Ouellet* Archivist
APR - 9 1956 Date *[Signature]* Secretary