

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: DIVISION OF FINANCE AND BUSINESS

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. EMPLOYEE'S EARNING RECORD CARD

Size: 4" x 6" to 1937  
8 1/2" x 12" since 1937  
Quantity: 87 cubic feet  
Dates: 1931 - -  
File Arrangement: Alphabetical by year  
Annual Accumulation: 10 cubic feet  
Audit: Federal, State, and Internal

A payroll card is prepared for each employee each year. Information shown on the card is the individual's pay number, name, pay each pay period, all deductions, gross pay, and earnings to date.

RECOMMENDATION: RETAIN PERMANENTLY.

2. ACCOUNTING RECORDS

Quantity: 1,030 cubic feet  
Dates: 1924 - -  
Annual Accumulation: 60 cubic feet (estimate)  
Disposable Amount: 500 cubic feet (estimate)  
Audit: Federal, State, and Internal

This item includes documents which support entries made in the permanent books of account. The permanent books of account include General, Endowment, and Plant Ledgers; Annual Trial Balances, Journal Vouchers, and Employee's Earning Record.

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

*C. W. ...* Comptroller March 7, 1956  
Signature Title 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  
Maurice S. Radloff Archivist  
APR - 9 1956 Date  
Secretary

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
(Continuation Sheet)

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.

Item No.

2 (cont.)

**Certain supporting documents, to meet administrative needs and Federal audit requirements, must be retained for a longer period of time than those which are necessary for State audit requirements only.**

**A. Accounting records needed for administrative needs and Federal audit requirements:**

**Closed Student Accounts - bills, credits, notes, receipt copies, etc.**

**Subsidiary Student Accounts (closed) for veterans, contract students, scholarship and workshop students**

**Cash Receipts**

**Cash Receipts Ledger - cashier's office**

**Cash Reports**

**Cash Disbursement Distribution**

**State Treasurer's Pay and Receiving Warrants**

**Budget Amendments**

**Central Billing Ledger**

**Disbursement Vouchers with invoice attached**

**Payroll Certification Cards**

**Payroll Journals**

**A. RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY**

**B. Accounting Records Required for State Audit Only:**

**Transmittals - to Comptroller of Treasury**

**Vendor File of Vouchers - alphabetical file of copies of vouchers**

**Central Billing Numerical Files**

**Accounting Machine Status Report**

**Accounting Machine Audit Sheets**

**Reconciliations with subsidiary ledger controls**

**State Department of Budget and Procurement Forms**

**BB-1 (Rev. Formerly BB-1 and BB-2)**

**Budget Schedule Amendment Sheet**

**Requisitions for Supplies, Equipment, and Materials**

**State Comptroller of the Treasury Forms**

**DB-1 Certificate of Deposit and Deposit Slip**

**Monthly Report of State Funds Collected and Deposited**

**Monthly Statement of Balances**

**Memorandum of Adjustment**

**RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL STATE AUDIT IS COMPLETED, WHICHEVER IS LATER, AND THEN DESTROY**

**APPROVED  
HALL OF RECORDS COMMISSION**

BOARD OF PUBLIC WORKS  
Date APR - 9 1958..

*[Signature]*  
Secretary

**LIST FOR RECORDS RETENTION SCHEDULE**  
(Continuation Sheet)

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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**3. EMPLOYEE'S FOLDER**

**Dates:** 1939 - -  
**Quantity:** 12 drawers active, 12 drawers inactive  
 (total 36 cubic feet)  
**File Arrangement:** Alphabetical - inactive, by year of resignation  
**Annual Accumulation:** 2 cubic feet  
**Disposable Amount:** 8 cubic feet

The following records are filed in individual personnel jackets maintained by the Payroll Section:

- E.R.S. 2 Employee's Retirement System form  
Payroll Entry Form  
Separation from Service Report
- W. 4 U.S. Internal Revenue Service, Withholding Tax  
Exemption Form

These records are used to enter changes, deduct and remove amounts or names on the payroll. There is reference to them for several years after the employee resigns from the University.

**RECOMMENDATION:** RETAIN FOR TEN YEARS AFTER RESIGNATION OF EMPLOYEE AND THEN DESTROY.

**4. CORRESPONDENCE**

**Quantity:** 38 drawers (60 cubic feet)  
**Dates:** 1943 - -  
**File Arrangement:** Subject or alphabetical by name of correspondent  
**Annual Accumulation:** 5 cubic feet  
**Disposable Amount:** 10 cubic feet

Correspondence concerned with the functions of the Department. It is with Federal, State, local and other state agencies, civic, professional, and business organizations, contractors, individuals, banks, other universities and colleges, vendors, etc.

**RECOMMENDATION:** RETAIN FOR TEN YEARS AND THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

BO...  
 Date .... APR - 9 1956  
 .....  
 Secretary

44

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APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative  
Signature: [Signature] Title: Comptroller Date: March 7, 1956

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: [Signature] M. S. Stadoff Archivist APR - 9 1956 Date: [Signature] Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

SCHEDULE NO. 001

PAGE NO. 2.

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HALL OF RECORDS COMMISSION

BY  
WORKS  
BOARD OF PUBLIC  
Date APR - 11 1956..  
*[Signature]*

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

SCHEDULE  
NO. 011

PAGE  
NO. 3.

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BOARD OF PUBLIC WORKS  
Date..... APR - 9 1956

.....  
Secretary