

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 FINANCE AND BUSINESS BALTIMORE DIVISION**

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

1. STUDENT BILLS AND CASH RECEIPTS

Dates: 1937 - -
Quantity: 4 drawers (6 cubic feet)
File Arrangement: By school term and numerical therein
Annual Accumulation: 1/2 drawer
Disposable Amount: 2 cubic feet
Audit: State

The Student Bill shows all charges the student must pay. The amount paid is machine posted and a cash receipt prepared at the same time. Copies of the bill are distributed as follows:

- 1. Student
- 2. Registrar
- 3. Student's file jacket
- 4. Cashier's office

The recommendation below applies only to the copy of the bill and cash receipt retained by the cashier. Students' bills for the years 1937-1949 (inclusive) have been microfilmed and the originals destroyed. It is recommended that microfilming of the bills be discontinued.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

E. C. Cadwalader Signature Title *Comptroller* Date *9/12/56*

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

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

9/14/56 Date *Morris J. Sadoff* Archivist

SEP 17 1956 Date *[Signature]* Secretary

REPORT 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.

2. STUDENT ACCOUNTS - FILE JACKETS

Dates: 1950 - -
Quantity: 13 drawers (20 cubic feet)
File Arrangement: Alphabetical - active and inactive
Annual Accumulation: 2 drawers
Audit: State and Federal

A file folder is prepared for each student enrolled in the Baltimore schools (including the College of Special and Continuation Studies). Contents of the folder includes the following:

- Student Bills (copies)
- Cash Receipts (copies)
- Scholarship account records - supporting data
- Veterans' accounts and forms
- Occasional correspondence

RECOMMENDATION: RETAIN WHILE STUDENT IS ENROLLED AND FOR TEN YEARS THEREAFTER AND THEN DESTROY.

3. STUDENT ACCOUNT CARDS

Dates: 1935 - -
Quantity: 1 1/2 drawers inactive, 3 drawers active (3 1/2 cubic feet)
Annual Accumulation: 1/2 drawer
Disposable Amount: 2 1/2 cubic feet
Audit: State

Prior to 1950 an account card was prepared for each student enrolled in the Baltimore Schools; since 1950 cards are prepared only for those students whose accounts show a debit or a credit.

Supporting data of student's payments and other accounts are retained in the file jacket (see above Item 2).

RECOMMENDATION: RETAIN UNTIL THE ACCOUNT IS CLOSED AND THEREAFTER FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

4. PURCHASE RECORDS

Dates: 1952 - -
Quantity: 25 drawers (38 cubic feet)
File Arrangement: Chronological
Annual Accumulation: 6 drawers
Disposable Amount: 9 cubic feet
Audit: State

File is composed of the following records used by the Purchasing Department:

APPROVED BY
BOARD OF PUBLIC WORKS
SEP 17 1956
[Signature]
SECRETARY

APPROVED
HALL OF RECORDS COMMISSION

REQ. T FOR RECORDS RETENTION CHELSE
(Continuation Sheet)

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

Department of Budget and Procurement, Purchasing Bureau Forms

- 1-A Requisition for Supplies
- 47-A Purchase Order
- 100/16 Out-of-Schedule Requisition for Supplies
- 39-A Stores Requisition
- CF-2 Copy of contract awarded
- CF-1 Capital Fund Requisition for Equipment
- 27A Copy of Contract Awarded
- Delivery Invoice
- Credit Memorandum

University Hospital Forms

- 8163 Receiving Report
- 8028 Purchase Order
- Stores Requisition
- Correspondence

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

5.

ADMINISTRATIVE ACCOUNTING RECORDS

- Dates: 1952 - -
- Quantity: 45 letter size and 4 check drawers (68 cubic feet)
- File Arrangement: Chronological
- Annual Accumulation: 11 letter-size and one check drawer
- Disposable Amount: 16 cubic feet
- Audit: State

This item includes documents which support entries made in the permanent books of account. The supporting documents are:

- Cash Report - original at College Park Accounting Office
- Transmittal
- Budget Amendments
- Accounting machine audit tapes
- Certificates of Deposit
- Deposit slips
- Checks
- Check stubs
- Bank statements

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BPA
SECRETARY



REQ. T FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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6. VOUCHER FILE

Dates: 1952 - -
Quantity: 15 drawers (22 cubic feet)
File Arrangement: Chronological
Annual Accumulation: 1 1/2 drawers
Audit: State and Federal

Since July 1, 1955 the Baltimore Division has been responsible for payment of vendors invoices; prior to that date payments were made by the College Park Division. Records contained in the file, the paying voucher with vander's invoice attached, must be retained for a longer period than other accounting records to meet Federal audit needs.

RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

SECRETARY