

DEPARTMENT OF GENERAL SERVICE  
HALL OF RECORDS COMMISSION  
RECORDS MANAGEMENT DIVISION

SCHEDULE  
NO. **567**

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RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND  
Department of Student Affairs

International Education Services  
and Foreign Student Affairs

AGENCY

DIVISION

DESCRIPTION

RECORDS AND RECORD SERIES ARE LISTED BY ITEM NUMBER AND TITLE GIVING FORM NUMBER, IF ANY, DISTRIBUTION OF COPIES, AUDIT REQUIREMENTS AND THE RECOMMENDATION FOR RETENTION. IN SPECIAL INSTANCES, THE RECORD MAY BE MORE CLOSELY DESCRIBED GIVING COVERING DATES, SIZE AND QUANTITY OF RECORDS, FILE ARRANGEMENT, TYPE OF INDEXING AND A DESCRIPTION WITH RESPECT TO ORIGIN AND CONTENT, USE WHILE ACTIVE, AND RELATIONSHIP TO OTHER RECORDS.

Item No.	Description and Retention
1	<p><b>FOREIGN STUDENT FOLDERS</b></p> <p>Size: Letter            Dates: Undetermined            Quantity: 12 letter-size file drawers            File Arrangement: Alphabetical by name</p> <p>The Foreign Student Folders contain general correspondence with and concerning foreign students, immigration documents and visa information.</p> <p><b>RECOMMENDATION:</b></p> <p>A. RETAIN ACTIVE STUDENT FOLDERS FOR TEN YEARS AFTER THEY BECOME INACTIVE, THEN DESTROY.</p> <p>B. RETAIN NONACTIVATED FOLDERS FOR THREE YEARS, AFTER THE LAST PERTINENT ENTRY, THEN DESTROY.</p>

Schedule approved by Department, Agency or Division Representative

*Josephine Lee*  
Signature

*Advisor for Liaison in Student Admissions*  
Title

*6/22*  
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

*6/26/72*  
Date

*Merrill L. Radloff*  
Archivist

*July 5, 1972*  
Date

*Leuchter*  
Secretary

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Item No.	Description and Retention
2	<p><b>STUDENT PERSONAL DATA SHEETS</b></p> <p>Size: Letter size Dates: 1950-- Quantity: 42 binders File Arrangement: Alphabetical by name of student</p> <p>Student Personal Data Sheets give detailed information on foreign students applying for admission and are filed with the application. If enrolled, the Student's Data Sheet becomes active until graduation or departure from the University and is subject to Recommendation "A" below. Data Sheets which never are activated are subject to Recommendation "B."</p> <p><b>RECOMMENDATION:</b></p> <p>A. RETAIN PERSONAL DATA SHEETS WHILE ACTIVE AND FOR TEN YEARS THEREAFTER, THEN DESTROY.</p> <p>B. RETAIN NONACTIVATED SHEETS FOR THREE YEARS AFTER THE LAST PERTINENT ENTRY, THEN DESTROY.</p>
3	<p><b>EXCHANGE VISITORS PROGRAM (DSP) - TEACHING STAFF</b></p> <p>Size: Letter size Dates: Undetermined Quantity: 1 file drawer File Arrangement: Alphabetical by name</p> <p>The Exchange Visitors Program file contains correspondence with foreign professors and educational institutions relative to temporary assignments on the professional staff at the University, biographical information, and copies of immigration papers.</p> <p><b>RECOMMENDATION:</b></p> <p>RETAIN FOR TEN YEARS AFTER COMPLETION OF ASSIGNMENT, THEN DESTROY.</p>

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4	<p><b>GENERAL FILE</b></p> <p>Size: Letter size Quantity: 4 file drawers File Arrangement: Alphabetical</p> <p>The General File is composed of correspondence, studies and research materials, information concerning organizations and societies, conference and meeting schedules and related information for NAFSA and ADSEC.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY</p>
5	<p><b>DIRECTOR'S GENERAL FILES</b></p> <p>Size: Letter size Dates: c. 1969-- Quantity: 10 file drawers</p> <p>The Director's General File includes correspondence reports, studies, and other material under the following subject headings:</p> <ul style="list-style-type: none"><li>University Policies and Directives</li><li>National Association for Foreign Student Affairs (NAFSA)</li><li>Conferences</li><li>Seminars</li><li>Workshops</li><li>Foreign Government Programs</li><li>Correspondence With Embassies and Consulates</li><li>Bulletins and Information</li><li>U. S. Government Agencies</li><li>Immigrational Information</li></ul> <p>RECOMMENDATION:</p> <ul style="list-style-type: none"><li>A. RETAIN FOR THREE YEARS, THEN DESTROY.</li><li>B. MATERIAL HAVING CONTINUING LEGAL OR ADMINISTRATIVE VALUE SHOULD BE RETAINED UNTIL SUCH VALUE CEASES.</li></ul>

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Item No.	Description and Retention
6	<p><b>UNIVERSITY FILE</b></p> <p>Size: Letter size Dates: 1965-- Quantity: 10 letter size file drawers File Arrangement: Alphabetical by subject or name</p> <p>The University File includes:</p> <ul style="list-style-type: none"><li>University Policies and Directives</li><li>Services</li><li>Aid to Foreign Students</li><li>Loan Funds</li><li>Insurance</li><li>Orientation Programs</li><li>Special Programs</li><li>Scholarships</li><li>On-Campus Organizations</li><li>Off-Campus Organizations</li><li>Miscellaneous Information On Other College and University Programs</li></ul> <p><b>RECOMMENDATION:</b></p> <ul style="list-style-type: none"><li>A. POLICIES AND DIRECTIVES - RETAIN UNTIL SUPERSEDED, THEN DESTROY.</li><li>B. OTHER CONTENTS - RETAIN FOR THREE YEARS, THEN DESTROY.</li></ul>

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Item No.	Description and Retention
7	<p>OFFICE CORRESPONDENCE FILE</p> <p>Size: Letter size Dates: 1969-- Quantity: 2 letter size file drawers</p> <p>This General File is composed of general correspondence, reports and related materials concerned with Foreign Student Affairs.</p> <p>RECOMMENDATION:</p> <p>A. RETAIN FOR THREE YEARS, THEN DESTROY.</p> <p>B. RETAIN MATERIAL HAVING CONTINUING LEGAL OR ADMINISTRATIVE VALUE UNTIL SUCH VALUE CEASES, THEN DESTROY.</p>