

DEPARTMENT OF GENERAL SERVICE
HALL OF RECORDS COMMISSION
RECORDS MANAGEMENT DIVISION

SCHEDULE NO. **569**
PAGE NO. **1 OF 1**

RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND
Department of Student Affairs

International Education Services & Foreign Affairs
Assistant Advisor for Foreign Student Admission

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>GENERAL FILES</p> <p>Size: Letter size Dates: 1969-- Quantity: 1 file drawer File Arrangement: Alphabetical by country</p> <p>The General File is composed of general correspondence, papers, reports and studies relating to foreign educational systems, general student performance, language institutes, and student admission information and procedures.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>

Schedule approved by Department, Agency or Division Representative

Josephine Leo *Advisor for Foreign Student Admissions* *6/22/72*
 Signature Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

6/26/72 *Morris R. Rendell*
 Date Archivist

July 5 1972 *Lawrence [Signature]*
 Date Secretary