Form HR-RM-1
Rev. 10/71

DEPARTMENT OF GENERAL SERVICES
HALL OF RECORDS COMMISSION
RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. 570

UNIVERSITY OF MARYLAND
Department of Student Affairs — AGENCY

Judiciary Office — 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	DISCIPLINE RECORDS Size: 8½" x 11" Dates: Undetermined Quantity: 8 Standard file drawers File Arrangement: Alphabetical This file contains all University student disciplinary records. Content varies from referrals only with no finding of fact, to results of proceedings held. Cases concern everything from minor traffic offenses to serious criminal acts. Most information concerns on-campus events. RECOMMENDATION: A. RETAIN FOR THREE YEARS AFTER STUDENT HAS LEFT THE UNIVERSITY, THEN DESTROY. B. MATERIAL HAVING CONTINUING LEGAL OR ADMINISTRATIVE VALUE SHOULD BE RETAINED UNTIL SUCH VALUE CEASES.

Schedule approved by Department, Agency or Division Representative

Barbara L. Libelt — Signature
Director, Judiciary Office — Title
23 June 1972 — Date

Schedule Authorized by Hall of Records Commission

6/26/72 — Date
Marvin R. Radcliff — Archivist

Disposal Authorized by Board of Public Works

July 5, 1972 — Date
Louis L. Goldstein — Secretary