

DEPARTMENT OF GENERAL SERVICE
HALL OF RECORDS COMMISSION
RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND
Department of Student Affairs

Resident Life

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 align="center"><u>DIRECTOR'S OFFICE</u></p> <p><u>General File</u></p> <p>Size: Letter size Dates: 1961-- Quantity: 25 file drawers File Arrangement: Alphabetical by name or subject</p> <p>This General File includes information on all aspects of student housing, including lists of residence halls, apartments, proposed housing, admission requirements, rules for occupants, disciplinary actions, inspection requirements, correspondence, regulations, directives and reports.</p> <p>RECOMMENDATION:</p> <p>A. RETAIN FOR THREE YEARS, THEN DESTROY.</p> <p>B. MATERIAL HAVING LEGAL OR ADMINISTRATIVE VALUE SHOULD BE RETAINED UNTIL SUCH VALUE CEASES.</p>

Schedule approved by Department, Agency or Division Representative

Nancy K. Clark
Signature

Acting Director of Resident Life
Title

March 23, 1972
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

4/24/72
Date

Marianne E. Powell
Archivist

July 5, 1972
Date
Richard Stuebel
Secretary

University of Maryland
Dept. of Student Affairs

Resident Life

Item
No.

Description and Retention

PERSONNEL SECTION

2 Personnel File

Size: Letter size
Dates: 1960--
Quantity: 22 file drawers; 15 inactive
File Arrangement: Alphabetical by type of employees

This file includes applications, contracts, payroll entry forms and emergency data information on employees in the Resident Life Division of Student Affairs. Employees include housekeepers, custodial employees, field staff (students), graduate and undergraduate assistants and clerical personnel, and central office personnel.

RECOMMENDATION:

RETAIN FOR THREE YEARS AFTER CONTRACT OR EMPLOYMENT TERMINATION, THEN DESTROY.

HOUSING SECTION

3 Housing Applications and Admissions

Size: Varied
Dates: 1969--
Quantity: 80 file drawers - applications 30; contracts 50
File Arrangement: Alphabetical order; chronologically by date received

This file includes the student applications for housing for the school year (two semesters). Master housing cards are prepared to include assignments and brief personal history data. Housing contracts are made with the students and reports concerning housing availability and assignments are included in the file.

RECOMMENDATION:

RETAIN FOR THREE YEARS, THEN DESTROY.