

604

RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND
Department of Student Affairs

Career Development Center

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
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1 CREDENTIALS FILE

Size: Letter and 5" x 8" cards
 Dates: 1959 --
 Quantity: 4 double-card and 8 letter-size file drawers
 19 reels microfilm (1959-1965)
 File Arrangement: Alphabetical by degree levels

The Credentials File is a file maintained for students graduating from the College of Education and for others completing teaching certification requirements. The file is maintained to assist in the placement of graduates and is made available for review of prospective employers. The file includes the following information:

- Personal Background Data
- Personality Characteristics
- Extra Curricular Interests
- Scholastic Preparation and Qualifications
- Recommendations by Faculty Members and Employers

RECOMMENDATION:

RETAIN PERMANENTLY

Schedule approved by Department, Agency or Division Representative

[Signature]
Signature

[Signature]
Title

[Date]
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

9-13-72
Date

[Signature]
Archivist

9/15/72
Date

[Signature]
Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

University of Maryland
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Item No.	Description and Retention
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2 ON CAMPUS INTERVIEWS

Size: Letter and 5" x 8" cards
 Dates: 1968 --
 Quantity: 2 letter-size file drawers
 File Arrangement: Alphabetical

This file contains records of student interviews for prospective employment with outside employers. Included in the file are:

- Personal data sheet for student
- Interview card for student
- Interview record for prospective employers

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY

3 STUDENT RECORD CARDS

Size: 5" x 8" cards
 Dates: 1969 --
 Quantity: 5 card file boxes
 File Arrangement: Alphabetical

This file contains fundamental information relative to the students who avail themselves of the career advisory service provided. It is a record of appointments and dates with career advisors.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. **573**

University of Maryland
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N Description and Retention

4 FINANCIAL

Size: 6" x 8½" sheets and printouts
Dates: 1970 --
Quantity: 2 cu. ft.
File Arrangement: Chronological
Audit: Audited in Comptroller's Office

This file contains a record of transmittals for fees received in payment for Personal Data Sheets, Educational Placement Services and Career Day. It also contains a monthly printout copy from the cashier which shows the cumulative status of the Center's accounts.

RECOMMENDATION:

1. RETAIN TRANSMITTALS FOR THREE YEARS, THEN DESTROY.
2. PRINTOUT COPIES ARE CONSIDERED NONRECORD MATERIAL. DESTROY
WHEN THEY HAVE SERVED THEIR PURPOSE.

5 GENERAL CORRESPONDENCE

Size: Letter size
Dates: 1969 --
Quantity: 9 letter-size file drawers

This file contains general correspondence and directives relating to the Career Development Center, both within the University and with outside firms and agencies. It also includes summaries of the advising program.

RECOMMENDATION:

1. RETAIN FOR THREE YEARS, THEN DESTROY.
2. MATERIAL HAVING CONTINUING LEGAL OR ADMINISTRATIVE VALUE
SHOULD BE RETAINED UNTIL SUCH VALUE CEASES.