

DEPARTMENT OF GENERAL SERVICES
HALL OF RECORDS COMMISSION
RECORDS MANAGEMENT DIVISION

SCHEDULE NO.

574

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RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND
Department of Student Affairs

Administrative Assistant
to the Vice Chancellor

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 Financial

Size: Letter
Dates: 1968 --
Quantity: Two file drawers
Audit: State (Chapel billings only)

The financial records include working papers for University budgetary preparation systems, internal budget systems, and the Financial Report to the University. They also include Chapel billings which are subject to audit.

RECOMMENDATION:

RETAIN FOR THREE YEARS AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, THEN DESTROY.

Schedule approved by Department, Agency or Division Representative

Aileen E. Clarke
Signature

Asst. to the V. Chancellor for Student Aff.
Title

Aug. 29 1972
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

9-13-72
Date

Morris L. Rendell
Archivist

9/15/72
Date

Richard Stebbins
Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description and Retention
2	<p>General File</p> <p>Size: Letter Dates: 1968 -- Quantity: Two file drawers</p> <p>The General File includes general correspondence and directives relating to student affairs both within the University and with outside agencies.</p> <p>RECOMMENDATION:</p> <p>RETAIN FOR THREE YEARS, THEN DESTROY.</p>