

RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND

General Undergraduate Advisement Office (formerly OIR)

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 GENERAL CORRESPONDENCE

Size: Letter
Dates: 1967 --
Quantity: 4 file drawers
File Arrangement: Alphabetical
Audit: None

This file includes correspondence to and from students, other department heads, minutes of committee meetings, copies of draft proposals, policies and procedures of the Undergraduate Advisement Office (formerly the Office of Intermediate Registration) and other records of a general nature.

RECOMMENDATION:

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

Schedule approved by Department, Agency or Division Representative

Betsy Ackerson
Signature

Secretary
Title

10/25/72
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

11/21/72
Date

McMinn L. Ruddle
Archivist

Dec. 6, 1972
Date
Leeches Hubbell
Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. **583**

UNIVERSITY OF MARYLAND

General Undergraduate Advisement
Office (formerly OIR)

PAGE
NO. 2

Item No.	Description and Retention
2	<p>GENERAL CORRESPONDENCE AND STUDENTS' FOLDERS (Pre-College Summer Session)</p> <p>Size: Letter Dates: 1961 - 1968 Quantity: approx. 6 file cabinets File Arrangement: Alphabetical Audit: None</p> <p>This file includes students' records (personal information between counselors and students, test scores, etc.) and correspondence between department heads, instructors, and administrators. The Pre-College Summer Session was started in 1961 and discontinued in 1968.</p> <p>RECOMMENDATION:</p> <p>THESE FILES ARE MORE THAN THREE YEARS OLD AND MAY BE DESTROYED.</p>
3	<p>STUDENTS' RECORDS</p> <p>Size: Letter Dates: 1957 to present Quantity: 5 file cabinets File Arrangement: Alphabetical Audit: None</p> <p>This file includes students' records (grade slips, academic records, and related information. Some of these records will be transferred to other colleges within the university and the remainder will be placed in "Inactive" files, when the students terminate.</p> <p>RECOMMENDATION:</p> <p>RETAIN FOR FIVE YEARS AFTER TERMINATION, THEN DESTROY.</p>