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RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND

PERSONNEL - Training

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 EMPLOYEE CLASS ROSTER

Size: Letter
Quantity: 25 cubic feet
Dates: 1965 --
File Arrangement: Alphabetical by class

This file is composed of lists of employees who are enrolled in classes at the University of Maryland.

Copies of certificates for courses passed are filed in the Faculty-Staff folders. The contents of this folder are subsequently microfilmed.

RECOMMENDATION:

RETAIN CLASS ROSTERS FOR FIVE (5) YEARS, THEN DESTROY.

Schedule approved by Department, Agency or Division Representative

B. J. Williams Signature Bernard J. Williams, Director of Personnel Title May 22, 1973 Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

7/12/73 Date Merrill L. Radcliff Archivist

[Signature] Date [Signature] Secretary