

DEPARTMENT OF GENERAL SERVICES
HALL OF RECORDS COMMISSION
RECORDS MANAGEMENT DIVISION

86

SCHEDULE NO. 591

PAGE NO. 1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND

PERSONNEL
Director's Office

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 GRIEVANCES AND APPEALS

Size: Letter and legal
Quantity: 2 file drawers
Dates: 1967 --
File Arrangement: Chronological by year, then alphabetical by name

This file is composed of correspondence with lawyers relating to settlements and appeals. The formal complaint form summarizes the steps taken and the appeal. This record will be retained in active status until final settlement, after which it will be retired to an inactive file.

RECOMMENDATION:

RETAIN PERMANENTLY. TRANSFER TO THE UNIVERSITY ARCHIVES FIVE (5) YEARS AFTER RETIREMENT TO INACTIVE STATUS.

(continued)

Schedule approved by Department, Agency or Division Representative

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

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

7/12/73 Merrin L. Rendell
Date Archivist

[Signature]
Date Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

UNIVERSITY OF MARYLAND
Personnel - Director's Office

Item	Description and Retention
2	<p>FUND - BUDGET SEQUENCE</p> <p>Size: Varied Quantity: c. 10 cubic feet Dates: 1954 -- File Arrangement: By classified and unclassified fund</p> <p>This record series includes salaries and adjustments, budgets (classified and unclassified) and miscellaneous printouts for Baltimore and the College Park Campuses.</p> <p>RECOMMENDATION:</p> <p>RETAIN FOR THREE (3) YEARS, THEN DESTROY.</p>
3	<p>GENERAL FILES</p> <p>Size: Legal Quantity: 19 file drawers Dates: 1967 -- File Arrangement: Alphabetical by subject</p> <p>Policy files and supportive statements are considered to be permanent records even though their reference value decreases after a certain period of time. Such records are then removed to inactive status and are subject to Recommendation "A" below.</p> <p>Other material in the General File should be retained for three years (3) and as long as it has reference value to the office, after which it may be destroyed according to Recommendation "B."</p> <p>Material in this file becomes inactive by subject rather than by date.</p> <p>RECOMMENDATION:</p> <p>A. RETAIN PERMANENT INACTIVE MATERIAL FOR FIVE (5) YEARS AFTER REMOVAL TO INACTIVE STATUS, THEN TRANSFER TO THE UNIVERSITY ARCHIVES.</p> <p>B. RETAIN NONPERMANENT MATERIAL FOR THREE (3) YEARS, THEN DESTROY.</p>