Form HR-RM-1
Rev. 10/71

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DEPARTMENT OF GENERAL SERVICES
HALL OF RECORDS COMMISSION
RECORDS MANAGEMENT DIVISION

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SCHEDULE NO. 594

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RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND — AGENCY

PERSONNEL - Temporary Service — 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	OFFICE TEMPORARY HELP - Active File Size: Letter Quantity: 15 cubic feet Dates: 1970 -- File Arrangement: By classification, then alphabetically by name Each file folder contains the employee's application, W-2 form, certification card and payroll entries. If employed full time, the employee's folder is transferred to the Faculty-Staff folder and is subsequently microfilmed. The recommendation below applies only to part-time employee's records. RECOMMENDATION: TRANSFER TO TERMINATION FILE, (Item 2 below).
2	OFFICE TEMPORARY HELP - Termination File Size: Letter Quantity: 5 cubic feet Dates: 1970 -- File Arrangement: By classification, then alphabetically by name The folder contains the same material as does the active file for temporary employment. After the temporary employee leaves the service, his folder is moved to inactive status. RECOMMENDATION: RETAIN FOLDERS IN INACTIVE STATUS FOR FIVE (5) YEARS, THEN DESTROY.

Schedule approved by Department, Agency or Division Representative

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

Schedule Authorized by Hall of Records Commission		Disposal Authorized by Board of Public Works	
7/2/73	Morris L. Radoff		Andrew Stewart
Date	Archivist	Date	Secretary