

RECORDS RETENTION SCHEDULE

UNIVERSITY OF MARYLAND
College Park, Maryland

LIBRARY PROGRAM

Schedule 615-1

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INTRODUCTION

Each agency is required by the General Assembly Act of 1953 to establish and maintain a records management program to dispose of records not needed for daily operations. (Annotated Code, 1957, Article 54, Sections 8, 9, and 10.)

Such a program includes two chief elements: The retirement of noncurrent and inactive records to the State Archives, the University Archives or to a State Records center for storage; and the disposal of records not warranting further preservation under even the most economical storage conditions.

This disposition schedule is the legal authorization for destroying or preserving records by the organizational units in the Library Program: McKeldin Library, Undergraduate Library, Engineering Library, Physical Science Library, Chemistry Library, and Architecture Library.

For convenience purposes, records created and maintained by all the operating units in the Library Program have been combined into similar records groupings. For example, "General correspondence" generated by the Library Administration includes all the general correspondence files created and maintained by the other operating units in the six libraries. "General Accounting Records" generated by all State agencies as well as the libraries includes purchasing, budget, payroll, and other miscellaneous accounting records.

The appendix includes instructions for assembling records center cartons; a form for transferring and receiving records; a certificate for destroying records eligible for disposal as approved by this schedule; and a list of State records centers for storing noncurrent records.

To effect savings in the acquisition of space and equipment needed for maintaining library records, this Records Disposition Schedule should be regularly applied by all the organizational units of the Library Program.

After the library records are scheduled for destruction, a certificate of records disposal should be prepared in duplicate by the using unit. The signed original should be sent to the Records Management Division. The second copy should be retained in the office files.

Before transferring records to the University Archives, the transferring unit should consult the University Archivist.

To store inactive records held by State agencies, the Records Management Division has established three records centers located in Annapolis, Baltimore, and Waterloo. Operated by the RMD, these State records centers provide secure, humidity and temperature controlled storage space, and reference for noncurrent records.

When preparing records for transfer to a State records center, the transferring unit should follow the procedures outlined below:

1. Obtain records center cartons with 10"x12"x15" inside dimensions. Cartons may be obtained at no cost from the nearest State records center.
2. Before putting records in cartons, screen out all nonrecord and duplicate materials.
3. Pack records in the same order as they are maintained in the office files. Keep folders upright and indexes visible. Allow at least 1" of space for interfile, accretions, or withdrawal of records.
4. Number boxes in each records transfer consecutively starting with #1.
5. Fill in all spaces of the imprinted labels, except the spaces for the accession number, and date of disposal.
6. Prepare records transmittal and receipt form in triplicate for each records series. The signed original will be returned to the transferring unit to serve as a receipt and a finding aid for future records referrals. The duplicate and triplicate copies should be returned to the Records Management Division.

For more details about this disposition schedule, the using unit may consult the Records Management Manual. Copies may be obtained from the Records Management Division, Department of General Services, Room 305, Treasury Building, Annapolis, Maryland 21401. Telephone (301) 267-5023 or 224-5023 (MARCOM). Also, this manual may be obtained from the Office of the University Archivist. Telephone 454-3035.

RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND

Library Program

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>GENERAL CORRESPONDENCE FILES:</u></p> <p>Created and maintained by all the library departments and units in the Library Program include correspondence with individuals, other State and Federal agencies, private and public libraries, college officials, publishers, book dealers, and vendors pertaining to personnel, policy directives, budgetary requests, acquisitions, manuscripts and book collections, and library systems; and other materials relating to the activities of the office.</p>	<p>Permanent. Transfer to the University Archives after five (5) years.</p>
2.	<p><u>PERSONNEL FILES:</u></p> <p>Official records maintained by the Personnel Office include correspondence with applicants and library personnel pertaining to employment applications, resignations, vacancies, and personnel training; evaluation and time sheets; work study forms; payroll entries issued by the Department of Personnel; letters of resignations; and other materials relating to the operations of the office.</p>	<p>Destroy three (3) years after termination of employment.</p>
3.	<p><u>TECHNICAL FILES:</u></p> <p>Created and maintained by the Nonprint Media include technical manuals, maintenance records, bid specifications, service contracts, and engineering drawings for library equipment; and other materials relating to the activities of the office.</p>	<p>Permanent. Transfer engineering drawings to the University Archives after replacement, or dismantling of equipment and machinery.</p>

Schedule approved by Department, Agency or Division Representative

Robert M Pierson
Signature

Associate Director of Libraries
Title

8/11/75
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

3-2-76 Edward Ropenace
Date Archivist

Date Secretary

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Item No.	Description	Retention
4.	<p><u>DIRECTOR'S POLICY FILES:</u></p> <p>Include correspondence with faculty members and administrative heads in the library administration pertaining to budget preparation and personnel; budget requests; and other materials relating to the activities of the library system.</p>	<p>Permanent. Transfer to the University Archives after five (5) years.</p>
5.	<p><u>LIBRARY STANDARDS/SPECIFICATIONS FILES:</u></p> <p>Maintained for the American Library Association and Association of Research Library include building standards and specifications; and names and addresses of other State and private libraries.</p>	<p>Permanent. Transfer to the University Archives after five (5) years.</p>
6.	<p><u>DONOR FILES:</u></p> <p>Maintained for Music, Special Questions, East Asia, and Maryland Room; contain correspondence pertaining to gifts and bequests, donor logs, and other materials relating to the operations of the office.</p>	<p>Permanent.</p>
7.	<p><u>GRANTS/GIFTS FILES:</u></p> <p>Include correspondence with State and Federal agencies, other states, foreign agricultural experiment stations, and library administrative heads pertaining to agricultural research projects, programs, and publication funds; and other materials relating to the activities of the office.</p>	<p>Destroy after three (3) years.</p>
8.	<p><u>COMPUTER PRINTOUT FILES:</u></p> <p>Maintained for inventory purposes by the technical services; include computer printouts pertaining to manuscript acquisitions and purchase orders.</p>	<p>Destroy after supersession or obsolescence.</p>
9.	<p><u>DAILY COMPUTER CIRCULATION LISTS:</u></p> <p>Contain names of books issued and loaned to patrons by the loan, public catalog, cataloging, serials, and bindery departments.</p>	<p>Destroy after supersession or obsolescence.</p>

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Item No.	Description	Retention
10.	<p><u>ACCOUNTING RECORDS:</u></p> <p>Generated by all State agencies and used to support data for permanent general ledgers and other books of final entry.</p> <p>a. <u>Special Accounting Records</u></p> <p>Books of Final Entry/General Ledgers Audit Reports</p> <p>b. <u>General Accounting Records</u></p> <p>1. <u>Comptroller of the Treasury Records</u> Memorandum of Adjustments Distribution of Charges Certificates of Deposit and Deposit Slips Monthly Reports of State Funds Collected and Deposited Distribution of Unexpended and Obligated Balances Monthly Statement of Balances Transmittals Warrants, Paying and Receiving</p> <p>2. <u>Purchasing Bureau Records</u> Requisitions for Supplies Agency Interoffice Requisitions Purchase Orders Out-of-Schedule Requisitions for Supplies Stores Requisitions Copies of Contracts Awarded Actual Emergency and Repairs Reports Notices of Award of Contracts Reports of Partial Delivery Credit Memoranda</p> <p>3. <u>Budget and Fiscal Planning Records</u> Budget Schedule Amendments Reports of Fixed Assets Reports of Materials and Supplies Materials and Supplies Physical Inventory Reports Budget Estimates Requests for Position Action</p>	<p>Permanent.</p> <p>Retain for three (3) years and until all audit requirements are met, then destroy.</p>

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Item No.	Description	Retention
	<p>4. Payroll Accounting Records Payroll and Check Registers Payroll Exceptions Time Reports Payroll Warrants Payroll Transmittals Employee Roster Card Files</p> <p>5. Miscellaneous Accounting Records Paid Bonds and Coupons Paid Bills and Invoices Receipt Copies and Stubs Bank Books, Statements, and Deposit Receipts Cancelled Checks, Check Copies, and Check Stubs Reconciliation and Trial Balance Sheets Budget Papers and Work Sheets Requisitions and Purchase Orders Delivery Orders and Receipts Receiving Reports Daily and Monthly Time Sheets Gas Withdrawal Tickets and Mileage Reports Stock Record Cards Memorandum Receipts and Property Condemnation Reports Delivery Orders and Receipts Periodic Financial Reports to Local and State Agencies Withholding Tax Forms and Statements (Local, State, and Federal) Renewable Licenses</p>	

PV - *Plan file*



GEORGE R. LEWIS
SECRETARY

STATE OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
HALL OF RECORDS
RECORDS MANAGEMENT DIVISION
TREASURY BUILDING, ROOM 305
ANNAPOLIS, MARYLAND 21401
TELEPHONE 267-8023

PHILIP F. SCHNEIDER
RECORDS ADMINISTRATOR

January 4, 1977

Ms. Mary Boccaccio
University Archivist
University of Maryland
McKeldin Library
College Park, Maryland 20742



Dear Ms. Boccaccio:

In accordance with Article 54, Section 10(a) of the Annotated Code of Maryland, Records Retention Schedule No. 615-1 is revised to insure an orderly disposal of records created and maintained by all the organizational units in the Library Program. In particular, remove all auditing requirements for the following records listed below:

Item No. 10.b.1-5.

The scheduled records for item 10.b.1-5 are not subject to State site audits. The accounting records of the Library Units are audited in the Central Business Office, University of Maryland, College Park.

Please attach this amendment to all distributed records retention schedules as approved by the Associate Director of Libraries, State Archivist, and Secretary of Board of Public Works.

Sincerely,

Philip F. Schneider
Philip F. Schneider
Records Administrator

PFS/mb

cc: Dr. Edward Papenfuse ✓
Andrew Heubeck, Jr.