

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND Adelphi 20783		Central Administration
AGENCY		DIVISION
Item No.	Description	Retention
1.	<p><u>GENERAL FILES</u> (Alpha, Subject, Correspondence, Administrative and Chronological)</p> <p>Maintained by all departments of Central Administration, these files contain internal and external, original incoming and copies of outgoing correspondence, reports, memoranda, statistics, proposed programs, minutes, policy and procedure statements and substantive data concerning the operations of the office that maintains it.</p>	<p>Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative, legal or historical value (minutes, policy statements, standard operating procedures, annual reports, etc.), to be retained until such value ceases, then deposited in the University Archives for permanent retention.</p>
2.	<p><u>LEAVE RECORDS</u></p> <p>Individual cards which show accumulated leave for both staff and work-study students.</p>	<p>Retain for three (3) years and until audit requirements have been met, then destroy; except last card prior to termination will be kept for four (4) years, audited, then destroyed.</p>
3.	<p><u>PERSONNEL RECORDS</u></p> <p>Alphabetically arranged personnel folders maintained by each department for the convenience of the department. Documents contained in these folders are duplicates or extracts of documents filed in the official folder and may include information relating to the individual's leave, appointment, promotion, reclassification, and travel.</p>	<p>Retain for five (5) years after termination of employment, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Vice Pres.
for
Gen. Admin.

Schedule Authorized by
Hall of Records Commission

Date

Signature

Title

Date

State Archivist

Warren W. Brandt

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4.	<p><u>ACCOUNTING RECORDS</u></p> <p>This series includes all standard State accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.</p> <p>Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes.</p> <p>Each agency will use all or some of the following records which are governed by the indicated retention period:</p> <p><u>A. General Accounting Records</u></p> <p>Certificate of Deposit and Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Report of State Funds Collected and Deposited</p> <p><u>B. Special Accounting Records</u></p> <p>Reports of audits conducted by the Legislative Auditors.</p> <p>Reports of audits conducted by persons or agencies other than the Legislative Auditors.</p> <p>Books of Final Entry - General Ledgers</p> <p><u>C. Budget and Fiscal Planning Records</u></p> <p>Budget Estimates Budget Schedule Amendment Materials and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies Request for Position Action</p> <p><u>D. Payroll Accounting Records</u></p> <p>Employee Roster Card File Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals Payroll Warrants</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for ten (10) years, then destroy.</p> <p>Retain permanently.</p> <p>Retain permanently.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

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	<p><u>ACCOUNTING RECORDS (cont'd)</u></p> <p><u>E. Miscellaneous Accounting Records</u></p> <p>Bank Books, Statements, and Deposit Receipts Budget Papers and Work Sheets Cancelled Checks, Check Copies and Check Stubs Delivery Orders and Receipts Gas Withdrawal Tickets and Mileage Reports Memorandum Receipt and Property Condemnation Reports Paid Bills and Invoices Paid Bonds and Coupons Periodic Financial Reports to Local/State Agencies Receipt Copies and Stubs Receiving Reports Reconciliation and Trial Balance Sheets Renewable Licenses Requisitions and Purchase Orders Stock Record Cards Time Sheets Withholding Tax Forms and Statements (Local, State and Federal)</p> <p><u>F. Purchasing Records</u></p> <p>Actual Emergency and Repairs Report Copy of Contract Awarded Credit Memorandum Notice of Award of Contract Out-of-Schedule Requisition for Supplies Purchase Order Report of Partial Delivery Requisition for Supplies (also Agency Interoffice Requisitions)</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
5.	<p><u>PLANT RECORDS</u></p> <p>This series of records document the financial and historical information on the purchase, construction, additions and destruction of buildings, the improvement of roadways, utilities, and related activities on all university campuses, generally involving a capital budget expenditure.</p>	<p>Retain for two (2) years after completion of project, then deposit in the University Archives for permanent retention.</p>
6.	<p><u>ENDOWMENT FUND RECORDS</u></p> <p>Ledgers, journals, vouchers, bank statements, reports to the Regents and dividend reports which document endowment fund transactions.</p>	<p>Retain permanently; deposit in the University Archives.</p>

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Item No.	Description	Retention
7.	<p><u>ACCOUNTS PAYABLE RECORDS</u> Computer produced reports which show vendor name, reference number, agency code, program, fund, object source and project. Reports also show new and closed accounts.</p>	<p>Retain for three (3) years and until audit, then destroy</p>
8.	<p><u>PROGRAM LIBRARY</u> This series includes documentation for computer programs used in the University's Management Information Systems. Included are: flow charts, narratives, machine requirements, reports, descriptions, distribution lists, operating instructions and supporting correspondence.</p>	<p>Retain for that period of time which the computer program remains in use, then destroy.</p>
9.	<p><u>SPECIAL PAYMENTS FILE</u> Consist of documents which show the honorarium payments to non-employees. The file also includes the request form and a weekly list of payments.</p>	<p>Retain for three (3) years and until audit, then destroy.</p>
10.	<p><u>PROJECT FILES</u> Consist of records which document grants received by the university, including applications, proposals, agreements, controlling rules and regulations, copies of periodic reports, correspondence and memoranda.</p>	<p>Retain for two (2) years after the close of the fiscal year in which expenditure was made or for that period of time specified in the grant agreement, and until all audit requirement have been fulfilled, then destroy.</p>
11.	<p><u>CORPORATIONS/FOUNDATIONS FILES</u> Contain records of grants awarded the university by various corporations and foundations. Records include grant proposals, research reports, publicity notices, acknowledgements and transfer of funds records.</p>	<p>Retain for two (2) years after the close of the fiscal year in which the funds are expended, then transfer to the University Archives for permanent retention.</p>

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Item No.	Description	Retention
12.	<p><u>DONOR (Gifts) FILES</u></p> <p>These are records which show name, date, amount, receipt and account number, and related data, on all gifts donated to the university by friends, alumni, corporations, associations, or foundations. Files may also include the gift envelope and gift receipt.</p>	<p>A. <u>Office of Development:</u> Retain gift envelope until audit is completed, then destroy. Transfer remaining material to the University Archives for permanent retention.</p> <p>B. All other offices merge with "A" above.</p>
13.	<p><u>ALUMNI FILES</u></p> <p>Consist of biographies, newspaper clippings, correspondence, chapter records, council meeting minutes, and general information which relate to former university students and alumni chapter activities.</p>	<p>Periodically transfer to the University Archives for permanent retention.</p>
14.	<p><u>SUSTAINING FUND RECORDS</u></p> <p>Records of deposit to the fund by members of the Alumni Association. Records show name, date, amount, account number, name of bank, and include the deposit slip.</p>	<p>Retain for three (3) years and until audit requirements have been fulfilled, then destroy.</p>
15.	<p><u>REVOLVING FUND RECORDS</u></p> <p>Computer produced reports which show a listing of funds deposited and withdrawn from the revolving fund.</p>	<p>Retain for three (3) years and until audit requirements have been fulfilled, then destroy.</p>
16.	<p><u>ALUMNI CHECKBOOK/STUBS</u></p> <p>Maintained by the Alumni Association to verify the payment of certain bills and accounts.</p>	<p>Retain permanently.</p>
17.	<p><u>BOARD OF REGENTS FILES</u></p> <p>These files include the original as well as copies of meeting minutes, committee reports, correspondence, memoranda, notes, agendas and general background material which accumulate as a result of meetings and related activities of the Board of Regents.</p>	<p>A. Files maintained by the Secretary of the Board (1972, thereafter) are considered the official record copies and are to be periodically deposited in the University Archives for permanent retention.</p> <p>B. Files maintained by the Office of the President for years prior to 1972 may be merged with "A" above to effect</p>

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Item No.	Description	Retention
17.	<u>BOARD OF REGENTS FILES (cont'd)</u>	record continuity. Files accumulating in the President's Office since 1972, as well as those in other offices, are considered duplicate, non-record copies and may be destroyed when no longer needed
18.	<u>CAMPUS FILES</u> These files, arranged by the name of the campus, contain correspondence, memoranda, budget information, reports, program plans, and general informational data relating to the four campuses of the university.	Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative value to be retained until such value ceases, then deposited in the University Archives for permanent retention.
19.	<u>BUILDING PROJECT FILES</u> Contain planning information relating to the utilization of newly constructed or leased buildings on all university campuses. Files may include space classifications, facilities utilization, leases, progress reports, revised programs and projections, and correspondence with various departments of State Government and the campus involved.	Retain until project is completed; screen to remove that material for which no further reference is required. Remaining material having continuing reference value to be retained until such value ceases, then deposited in the University Archives for permanent retention.
20.	<u>GRIEVANCE FILES</u> Contain the steps three to five process for official grievances from complainants on all campuses, and related information on grievance hearings. This file is largely duplicated in the personnel subdivision of the campus from which the grievance was submitted.	Retain until grievance has been completely adjudicated, then transfer to the appropriate personnel subdivision for merge or further disposition in accordance with standard regulatory procedures.

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Item No.	Description	Retention
21.	<p><u>LONG RANGE PLANS, STUDIES, AND REPORTS FILE</u> Contain documents relating to the projection and implementation of changes in the academic status of individual campuses as well as the university.</p>	<p>A. <u>Office of Academic Affairs</u> Retain permanently.</p> <p>B. <u>Office of the President</u> May be merged with "A" above where practicable.</p>
22.	<p><u>APPOINTMENTS, PROMOTIONS, AND SEARCH COMMITTEE FILES</u> Consist of records which document the recruitment, appointment and promotion of top level staff members on all campuses of the university.</p>	<p>Files maintained by the Office of Academic Affairs are considered to be the official record and are to be periodically deposited in the University Archives for permanent retention. All other copies to be either merged or destroyed when no longer needed.</p>
23.	<p><u>STATE BOARD FOR HIGHER EDUCATION POLICY FILE</u> This file contains copies of board meeting minutes and related material which establish policies affecting the University Campuses.</p>	<p>Screen annually and destroy that material no longer affecting the university. Retain all other material until policy is changed or discontinued, then destroy.</p>
24.	<p><u>MIDDLE STATES ASSOCIATION/SOUTHERN REGIONAL EDUCATION BOARD</u> Consisting of records of accreditation which verify the university campuses as maintaining standards which qualify the graduates for admission to higher or more specialized institutions or for professional practice.</p>	<p>A. <u>Office of Academic Affairs</u> Retain permanently.</p> <p>B. <u>Office of the President</u> May be merged with "A" above where practicable.</p>

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25.	<p><u>SENATE/FACULTY ASSEMBLY FILES</u></p> <p>These files consist of the original as well as copies of minutes and related records of the proceedings, and reports from subcommittees of the Senate and Faculty Assembly.</p>	<p>Files maintained by the Office of Academic Affairs are considered the official record copies and are to be periodically deposited in the University Archives for permanent retention.</p> <p>Files maintained by other offices are considered duplicate, non-record copies and may be destroyed when no longer needed.</p>
26.	<p><u>PERSONNEL AND EMPLOYMENT RECORDS</u></p> <p>Maintained for the convenience of the Office of the President, these records include general information and statistics relating to personnel and employment activities at all campuses, faculty-staff folders, and minutes of the University Personnel Committee.</p>	<p>Retain faculty-staff folders and committee minutes permanently for eventual microfilm and/or transfer to the University Archives as appropriate. Retain remaining material until no further reference is required, then destroy.</p>
27.	<p><u>PROPERTY AND BUILDING RECORDS</u></p> <p>Consist of material relating to the purchase of selective property, and the construction of buildings on all campuses. Files may include correspondence, reports, memoranda, cost estimates, accounts, appraisals and negotiation agreements.</p>	<p>Retain until no longer needed by the Office of the President, then transfer to the Comptroller's Office for merge with Plant Files (Item 5), and eventual transfer to the University Archives.</p>
28.	<p><u>FINANCE AND BUSINESS RECORDS</u></p> <p>Maintained for the convenience of the Office of the President, these records generally duplicate those found in the Office of the Comptroller and include: printed financial statements, budget information, invoices, contracts and selective requisitions.</p>	<p>Retain in the Office of the President until no longer needed, then transfer to the Office of the Comptroller for merge with Item 4, except contract files will be retained permanently and transferred to the University Archives.</p>

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Item No.	Description	Retention
29.	<p><u>FILES OF FORMER PRESIDENTS</u></p> <p>These files are subject oriented to the programs and projects of former university presidents from 1917 to 1954.</p>	<p>Screen and destroy routine correspondence, duplicate and information copies, and related papers not needed to document an action. Deposit remaining files in the University Archive for permanent retention.</p>
30.	<p><u>AUDIT FILES</u></p> <p>Consist of the financial and operating audit reports, examinations and approvals for all university campuses and the overseas division. Files may also include correspondence with the various campuses and procedures for conducting the audits.</p>	<p>A. Retain permanently: procedures, reports, and approvals.</p> <p>B. Retain for ten (10) years, then destroy: correspondence and audit working papers.</p>
31.	<p><u>U. S. SAVINGS BONDS FILE</u></p> <p>Consist of records which document the purchase of U. S. Savings Bonds through the payroll savings plan. Records include copies of the initial application, and registration stubs.</p>	<p>Retain applications until employee withdraws from the program, then destroy.</p> <p>Retain registrations for three (3) years, then destroy.</p>
32.	<p><u>GRADUATE PROGRAM FILES</u></p> <p>Consist of records relating to graduate programs either proposed or adopted by the university campuses.</p>	<p>Retain permanently.</p>