

UNIVERSITY OF MARYLAND
UNIVERSITY COLLEGE

GENERAL RECORDS RETENTION SCHEDULE #737

* Approved by: *Dr. Thesing* 2/16/79
Chancellor date
University of Maryland
University College

* Approved by: *Denis J. Sullivan* 2/15/79
Archivist date
University of Maryland
University College

* Approved by _____ date
State Archivist
Maryland Hall of Records

* The above signatures constitute legal approval of this
Records Retention Schedule.

(1) ITEM NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
100	<u>ADMINISTRATIVE FILES</u> These files relate to administrative and executive correspondence, instructional issuances, legal/judicial materials, minutes, agendas, records management, research, organizational charts, management controls, planning, informational/publication activities, special files, personal collections, programs/projects, electronic communications, external relations, etc.		
101	<u>ASSOCIATIONS/ORGANIZATIONS</u> (Correspondence, meetings, reports, memberships, bylaws, constitutions, and other allied data relating to associations, societies, clubs, unions, boards, committees, commissions, councils, and other organized bodies.)	Case file A-Z by name of association, agency, committee, organization, etc. Cutoff annually as needed.	Destroy after 4 years.
101-1	Federal Agencies	Case file A-Z by name of agency.	Destroy after 4 years.
101-2	Foreign Nations	Case file A-Z by name of country.	Destroy after 4 years.
101-3	Local Governments	Case file A-Z by name of agency or municipality.	Destroy after 4 years.
101-4	Private/Professional Organizations	Case file A-Z by name of organizations.	Destroy after 4 years.
101-5	State Agencies	Case file A-Z by name of agency.	Destroy after 4 years.
102	<u>AGENDAS (MEETINGS)</u>	File A-Z by source commission, committee, subcommittee, board, council, etc., within University College.	Retain permanently. Do not destroy.

(1) ITEM NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
103	<p>MORGUE FILES</p> <p>(Correspondences, clippings, photographs, other data relating to individual biographical activities associated with UC.)</p>	Case file A-Z by name of individual	Retain permanently. Do not destroy.
104	AUDIT REPORTS		
104-1	Federal Audit Reports	File A-Z by auditing agency and year date.	Destroy after 4 years.
104-2	Internal Audit Reports	File A-Z by report title and year date.	Destroy after 2 years.
104-3	State Audit Reports	File A-Z by report title and year date.	Retain permanently. Do not destroy.
105	CLIPPINGS		
105-1	Magazines/Periodicals	Conform to present filing practice	Destroy after 1 year.
105-2	Newspapers	Conform to present filing practice	Destroy after 3 years.
106	<p>CONFIDENTIAL FILES</p> <p>(Administratively confidential correspondence relating to internal affairs of the University College.)</p>	Case file A-Z by name of program.	Destroy after 5 years.
107	CORRESPONDENCE (EXECUTIVE)		
107-1	Chancellor's Correspondence	File A-Z by subject category. Divide and subdivide as volume of records increases.	Retain permanently. Do not destroy.

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107-2	Director's Correspondence	File A-Z by subject category. Divide and subdivide as volume of records increases.	Retain permanently. Do not destroy.
107-3	Dean's Correspondence	File A-Z by subject category. Divide and subdivide as volume of records increases.	Retain permanently. Do not destroy.
108	CORRESPONDENCE(GENERAL SUBJECT)	Arrange content of correspondence in to a hierarchical order. Divide primary subject groups into secondary, tertiary, quaternary, etc., categories in descending order: begin from general to specific subject categories as needed.	Destroy after 2 years!
109	DIRECTIVES FILES		
109-1	External Directives	File A-Z by name of issuing agency or organization. Segregate by federal or state issuances as needed.	Destroy when superseded or obsolete.
109-2	Handbooks/Manuals/Procedures	Do not intermingle with University College subject files. Maintain on desk tops or in bookcases for ready reference.	Retain record copy permanently. Do not destroy.
109-3	Internal Policies/Procedures	File A-Z by subject. Maintain in three-ring binder(s) apart from subject.	Retain record copy permanently. Destroy duplicate
110	DIRECTORIES/LISTINGS	File A-Z by type of directory, such as organizational, personnel, roster-book, instructor, class, mailing, etc. Maintain directories used in day-to-day operations on desk tops for ready references.	Destroy when superseded or obsolete.

(1) ITEM NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
111	HOTEL ACCOMODATION FILES		
111-1	Lodging Pages	File chronologically by year date. Cutoff annually as needed.	Destroy after 1 year.
111-2	Reservations(Cancelled)	File chronologically by year date. Cutoff annually as needed.	Destroy after 6 months.
111-3	Reservations(Confirmed)	File A-Z by name of event or activity and year date.	Destroy after 1 year.
111-4	Reservation Requests	File A-Z by name of individual and year date. Cutoff annually as needed.	Destroy after 1 year.
112	<u>INSTITUTIONS</u> (Correspondence, meetings, reports, and other data relating to community colleges, academic units, schools, colleges, universities, hospitals, libraries, museums, other institutions.)		
112-1	Academic Units	Case file A-Z by name of department, division, etc.	Destroy after 4 years.
112-2	Colleges/Universities	Case file A-Z by name of college or university.	Destroy after 4 years.
112-3	Commercial Schools	Case file by name of school.	Destroy after 4 years.
112-4	Community/Junior Colleges	Case file A-Z by name of community or junior college.	Destroy after 4 years.
112-5	Educational Centers	Case file A-Z by name of center.	Destroy after 4 years.
112-6	Hospitals	Case file A-Z by name of hospital.	Destroy after 4 years.

(1) ITEM NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
112-7	Libraries/Museums	Case file A-Z by name of library or museum.	Destroy after 2 years.
112-8	Private Schools	Case file A-Z by name of school.	Destroy after 4 years.
112-9	Public Schools	Case file A-Z by name of school.	Destroy after 4 years.
113	LEGAL/JUDICIAL FILES		
113-1	Decisions/Opinions	File A-Z by subject or date issued Segregate by UC-related and non UC-related legal decisions/opinions.	Destroy when superseded or obsolete.
113-2	Digests/Reports	File A-Z by report title and year date.	Destroy after 4 years.
113-3	Foreign Laws	File A-Z by name of country.	Destroy after 4 years.
113-4	Hearings/Testimonies	File A-Z by subject.	Destroy after 4 years.
113-5	House Resolutions/MD.	File A-Z by subject or numerically by resolution number.	Destroy after 2 years.
113-6	Joint Resolutions/MD.	File A-Z by subject or numerically by resolution number.	Destroy after 2 years.
113-7	Legislative Proposals	File A-Z by subject.	Destroy after 2 years.
113-8	Local Ordinances	File numerically by bill number or A-Z by subject and/or issuing jurisdiction.	Destroy after 4 years.
113-9	Other State Laws	File A-Z by source agency.	Destroy after 2 years.
113-10	U.S. Laws	File A-Z by subject or numerically by bill number.	Destroy after 2 years.

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111-4	Reservation Requests	File A-Z by name of individual and year date. Cutoff annually as needed.	Destroy after 1 year.
112	<u>INSTITUTIONS</u> (Correspondence, meetings, reports, and other data relating to community colleges, academic units, schools, colleges, universities, hospitals, libraries, museums, other institutions.)		
112-1	Academic Units	Case file A-Z by name of department division, etc.	Destroy after 4 years.
112-2	Colleges/Universities	Case file A-Z by name of college or university.	Destroy after 4 years.
112-3	Commercial Schools	Case file by name of school.	Destroy after 4 years.
112-4	Community/Junior Colleges	Case file A-Z by name of community or junior college.	Destroy after 4 years.
112-5	Educational Centers	Case file A-Z by name of center.	Destroy after 4 years.
112-6	Hospitals	Case file A-Z by name of hospital.	Destroy after 4 years.

(1) SERIAL NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
14	MAIL ROOM FILES		
14-1	Mail Control Forms(PS-3877's)	File chronologically by year date. Cutoff annually as needed.	Destroy after 1 year.
14-2	Mail Receipt Forms(PS-3800's)	File chronologically by date of receipt. Cutoff annually as needed.	Destroy after 1 year.
14-3	Mail Records(DD-434's)	File chronologically by date of receipt. Cutoff annually as needed.	Destroy after 1 year.
5	MINUTES		
5-1	Faculty Meetings	File chronologically by date of meeting.	Retain permanently. Do not destroy.
5-2	Organization Meetings	File A-Z by name of issuing commission, committee, subcommittee, board, council, etc., within University College.	Retain permanently. Do not destroy.
6	ORGANIZATIONAL CHARTS	Conform to present filing practice	Retain permanently. Do not destroy.
7	PERIODIC/NONRECURRING REPORTS	File A-Z by name of state.	Destroy when no longer needed.
7-1	Annual/Internal Reports	File A-Z by report title and year date.	Retain permanently. Do not destroy.
7-2	External Periodic Reports	File A-Z by report title and year date or source agency as needed.	Destroy after 4 years.
-3	Nonrecurring Reports	File A-Z by report title and year date or source agency as needed. Segregate by external or internal reports if necessary.	Destroy after 4 years.

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117-4	Short-Term Reports	File A-Z by report title and year date.	Destroy when data incorporated to annual report.
118	PERSONAL COLLECTIONS		
118-1	Benjamin Fund Files	Conform to present filing practice	Retain permanently. Do not destroy.
118-2	Prah1 Fund Files	Conform to present filing practice	Retain permanently. Do not destroy.
119	PROGRAMS/PROJECTS FILES	Case file A-Z by program, project, or grant. Segregate by type of program and/or project, such as federal, local, private aid programs, special projects-- Building alternations, graphic art projects, as needed.	Retain until completion of project, and of federal, & state site audits, then destroy.
120	PRESS RELEASES		
120-1	External Releases	File A-Z by originating agency.	Destroy when no longer needed.
120-2	Internal Releases	File chronologically by date of release.	Destroy after 1 year.
121	PUBLICATION FILES	Case file by name of publication, such as Marylander, New Dimensions etc.	Destroy, after printing of next issue.
122	PUBLISHERS' RECORDS (Correspondence, reports, other data relating to acquisition of published materials.)	Case file A-Z by name of publisher Cutoff by calendar year.	Destroy when updated or obsolete.

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123	RESEARCH/STUDIES FILES (Correspondence, reports, cooperative agreements, and other allied documents relating academic research activities.)	Case file A-Z by individual project. Arrange by type of research as needed.	Retain permanently. Do not destroy.
124	SIGHT/SOUND FILES		
124-1	Classified Advertisements	Case file A-Z by subject.	Destroy when updated or obsolete.
124-2	Radio Advertisements	Case file A-Z by radio code or program.	Destroy when updated or obsolete.
124-3	Radio Programs	Case file A-Z by radio code or program.	Destroy when updated or obsolete.
124-4	Television Programs	Case file A-Z by television station or program.	Destroy when updated or obsolete.
125	SPECIAL FILES		
125-1	Follow-up Files	Maintain in folders chronologically by day, week, month, and year as needed.	Destroy after 1 year.
125-2	Chronological Files	Maintain in folders chronologically by day, week, month, and year as needed.	Destroy after 1 month.
125-3	Reader Files	Maintain in folders chronologically by day, week, month, and year as needed.	Destroy after 1 year.

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125-4	Reference Files	Maintain technical materials apart from subject correspondence files. Keep these files current by replacing superseded materials, removing obsolete materials, and adding new materials.	(Nonrecord materials.)
125-5	Tickler Files	Maintain in folders chronologically by day, week, month, and year as needed.	Destroy after 1 month.
126	SPEECHES/ADDRESSES		
126-1	Guest Addresses	File A-Z by invited sponsored speaker.	Retain permanently. Do not destroy.
126-2	Internal Speeches	File A-Z by name of speaker.	Retain permanently. Do not destroy.
127	STUDIES/SURVEYS(ADMINISTRATIVE)	File A-Z by title and year date.	Destroy when no longer needed or obsolete.
128	WORK ORDERS(GRAPHIC ARTS)	Case file A-Z by job title and year date. Subdivide into complete work order as needed.	Destroy after 1 year.

(1) ITE: NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
200	<u>ADMISSION/REGISTRATION FILES</u> These files relate to admissions, registrations, enrollments, etc., of new and former students enrolled in University College.		
201	ADMISSION FILES		
201-1	Applications (State)	Include in the application student folder.	(Not applicable)
201-2	Applications (Overseas)	Include in the application student folder.	(Not applicable)
201-3	Denials (Letters)	File A-Z by name of applicant. Segregate by semester and year date as needed.	Destroy after 1 year.
201-4	Folders (Graduate Students)	Case file A-Z by name of student.	Microfilm originals. Destroy originals after 1 month. Retain microfilm permanently.
201-5	Folders (Undergraduate Students)	Case file A-Z by name of student.	Retain 20 years in office. Transfer to state records center for additional 30 years.
201-6	Prospective Students	Case file A-Z by name of student.	Destroy when no longer needed.
202	CLASS LISTINGS	Arrange A-Z by originating unit; the A-Z by list title with year date.	Destroy when superseded or obsolete.
203	DISCIPLINARY RECORDS	Include in the applicable student folder. (See 201-4/5)	(Not applicable.)
204	ENROLLMENTS (CLASS)		

(1) ITEM NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
204-1	European Division	File chronologically by year date.	Destroy after 3 years.
204-2	Far East Division	File chronologically by year date.	Destroy after 3 years.
205	PERMISSION LETTERS	Arrange A-Z by name of student.	Destroy after 5 years.
206	PERMANENT STUDENT RECORDS	Case file A-Z by name of student. Segregate by active and inactive files.	Retain permanently. Do not destroy.
207	REGISTRATION FILES		
207-1	Registration Forms (Mailed)	Arranged by division and semester; then file A-Z by name of registrant.	Retain until completion of internal, and State site audits, then destroy.
207-2	VA Student Folders	Case file A-Z by name of student.	Destroy after 3 years.

(1) ITEM NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
300	<u>COURSE/CURRICULUM FILES</u> These files relate to courses, curriculums, lecture notes, examinations, special educational programs, etc.		
301	CLASS LISTS	File A-Z by semester and year date.	Destroy after 2 years.
302	CLASS SCHEDULE CHANGE SHEETS	File by semester and year date.	Destroy after 1 year.
303	CLASS SCHEDULE REVISIONS	Arrange A-Z by division; then file A-Z by semester and year date.	Destroy after revision of schedule.
304	COURSE ADDITIONS/WITHDRAWALS	File A-Z by semester with year date	Retain until completion of internal, and state site audits, then destroy.
305	COURSE CARDS (REGISTERED STUDENTS)	Arrange by Semester, A-Z by name of instructor, and year date.	Destroy when no longer needed.
306	COURSES/CURRICULUMS		
306-1	Course Evaluations	Case file A-Z by course title.	Destroy after 4 years.
306-2	Curriculum Evaluations	Case file A-Z by name of curriculum	Destroy after 4 years.
306-3	Curriculum Proposals	Case file A-Z by name of curriculum	Destroy after 4 years.
307	COURSE PROPOSALS	Case file A-Z by course title.	Destroy after disapproval.
308	COURSE SCHEDULES	Arrange A-Z by division; then file A-Z by semester and year date.	Destroy when superseded or obsolete.
309	COURSE SYLLABI	Case file A-Z by course title and semester or with year date.	Destroy when updated or obsolete.
310	COURSES OFFERED	Case file A-Z by Course title.	Retain until amended, superseded, or discontinued, then destroy.

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11	COURSE TESTS (FACULTY)	File A-Z by name of instructor.	Destroy when updated or obsolete.
12	COURSE WORK MATERIALS (Research notes, subject outline, etc., used in course preparation.)	Arrange by academic division then case file A-Z by course title.	Destroy when no longer needed.
13	GRADES (COURSE)		
13-1	Adjustment Forms	Conform to present filing practice.	Destroy after 1 year.
13-2	Rolls (Grades)	Maintain by semester and year date; then by class title.	Microfilm. Retain microfilm permanently. Destroy hard copy after 1 month.
13-3	Reports (Grade)	Conform to present filing practice.	Destroy when no longer needed.
14	LECTURE NOTES	Case file A-Z by course title or subject as needed.	Destroy when superseded or obsolete.
15	PROGRAM INFORMATION FORMS	File chronologically by year date.	Destroy after 2 years.
	SPECIAL EDUCATIONAL PROGRAMS		
1-1	Conferences	Case file A-Z by name of program or sponsor. Segregate completed or pending programs.	Destroy when updated or obsolete.
1-2	Institutes	Case file A-Z by name of program or sponsor.	Destroy when updated or obsolete.
1-3	Lecture Series	Case file A-Z by name of program or sponsor.	Destroy when updated or obsolete.
1-4	Program Proposals	Case file A-Z by name of program.	Destroy when updated or obsolete.

(1) ITEM NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
316-5	Workshops	Case file A-Z by name of program or sponsor.	Destroy when updated or obsolete.
317	TRANSCRIPT REQUESTS	File A-Z by name of requesting individual. Cutoff by month and year date.	Destroy 3 months after processing of request.

(1) ITEM NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
400	<u>FISCAL FILES</u> These files relate to payments, disbursements, bank transactions, budgets, honorariums, remittances, reimbursements grants, fees, subsidies, revenues, expenditures, contractual arrangements, procurement, inventories, property/space, accounts-keeping, collections, etc.		
401	ACCOUNTS (FISCAL)		
401-1	Student Accounts	Case file A-Z by name of student. Cutoff by fiscal year as needed. Segregate by power of attorney, internal, external, writeoff accounts, etc., as needed.	Retain until payment and completion of federal, internal, and state site audits then destroy.
401-2	Student Accounts/Credit Cards	File A-Z by name of student and/or numerically by number.	Retain until completion of internal, and state site audits, then destroy.
401-3	Travel Expenses (Employee)	File numerically by payroll number; then A-Z by name of employee. Cutoff by fiscal year as needed.	Retain until completion of internal, and state site audits, then destroy.
402	AUDIO-VISUAL REQUESTS (EQUIPMENT)	Case file A-Z by semester and year date.	Destroy after 1 year.
403	AUTHORIZATIONS (MONETARY)	File chronologically by fiscal year. Cutoff by fiscal year.	Retain until completion of state site audit, then destroy.
403-1	Campus police payments	File chronologically by fiscal year. Cutoff by fiscal year.	Retain until completion of state site audit, then destroy.

(1) ITEM NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
403-2	Payroll Deductions	File chronologically by year date. Cutoff annually as needed.	Retain until completion of state site audit, then destroy.
403-3	Refunds (Cash)	File chronologically by year date. Cutoff by fiscal year as needed.	Retain until completion of state site audit, then destroy.
404	AWARDS		
404-1	Financial Aids	Case file A-Z by name of student. Cutoff by fiscal year as needed.	Retain 5 years and until completion of Federal expense report, then destroy.
404-2	Scholarships	File A-Z by semester and year date	Retain until completion of internal, and state site audits, then destroy.
405	BANK DEPOSITS/SLIPS	File A-Z by name of bank and year date. Cutoff by fiscal year.	Retain until completion of internal, federal, and state site audits, then destroy.
405-1	Bank Statements	File chronologically by month and year date. Cutoff by fiscal year as needed.	Retain until completion of state site audit, then destroy.
405-2	Cash Deposit Batches	File chronologically by year date. Cutoff by fiscal year.	Retain until completion of internal, federal, and state site audits, then destroy.
405-3	Cash Deposit Receipts	File numerically by number. Cutoff by fiscal year.	Retain until completion of state site audit, then destroy.
405-4	Deposit Cover Sheets	File chronologically by month and year; then numerically by deposit number. Cutoff by fiscal year as needed.	Retain until completion of state site audit, then destroy.

(1) ITEM NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
405-5	Monthly Pay Deposits	File chronologically by month and year date. Cutoff by fiscal year.	Retain until completion of state site audit, then destroy.
406	BID INVITATIONS/PROPOSALS	Case file A-Z by bidder. Segregate successful and unsuccessful bids as needed.	Destroy after disapproval bid proposal. Retain approved bid proposal for 3 years, then destroy.
407	BILLS/INVOICES	Segregate by paid, unpaid, etc., invoices as needed.	Retain until completion of internal, federal, and state audits, then destroy.
407-1	Contracts (Invoices)	File chronologically by year date and then, numerically by number. Cutoff annually as needed.	Retain until completion of internal, federal, and state site audits, then destroy.
407-2	Post Office Bills (3883's)	File chronologically by bill number and year date. Cutoff by fiscal year as needed.	Retain until federal site audit, then destroy.
408	BUDGET		
408-1	Estimates	Maintain chronologically by fiscal year in loose-leaf binder(s).	Retain until next budget cycle, then destroy.
408-2	Statements (PO)	Maintain in special storage equipment and supplies designed for printouts.	Destroy when superseded or obsolete.
409	CAPITAL FUNDS REQUISITIONS	Case file chronologically by fiscal year. Cutoff by fiscal year as needed.	Retain until completion of state site audit, then destroy.

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410	CARDS (PAY)		
410-1	Consultants/Instructors	File A-Z by name of consultant or instructor.	Retain until completion of federal, internal, and state site audits, then destroy.
410-2	Payments (Cards)	File chronologically by pay period.	Retain until completion of internal site audit, then destroy.
411	CHECKS (PAYROLL)		
411-1	Cancelled	File numerically by check number and year date. Cutoff by fiscal year.	Retain until completion of state site audit, then destroy.
411-2	Cashed/Endorsed	File numerically by check number and year date. Cutoff by fiscal year as needed.	Retain until completion of state site audit, then destroy.
411-3	Check Lists	File chronologically by month and year date. Cutoff annually as needed.	Retain until completion of state site audit, then destroy.
411-4	Sales Checks (Restaurant)	File numerically by sales check number and year date, Cutoff by fiscal year as needed. Segregate by creating and using unit, such as constellation room, coffee shop etc.	Retain until completion of internal site audit, then destroy.
411-5	Working Fund Requests	File chronologically by fiscal year. Cutoff by fiscal year.	Retain until completion of state site audit, then destroy.
412	CONFERENCE FOLIOS (HOTEL)	Conform to present filing practice	Destroy 1 year after completion of site audits.

(1) ITEM NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
413	CONSIGNMENT SLIPS/TALLY SHEETS	File numerically by receipt number and year date. Cutoff by fiscal year.	Retain until completion of federal, internal, and state site audits, then destroy
414	CONTRACTS (FACULTY/STUDENTS)		
414-1	Appointment Contracts	Case file A-Z by name of appointee. Segregate by active or inactive contracts as needed.	Retain until expiration of contracts, and completion of state site audit, then destroy.
414-2	Faculty Contracts	Maintain by semester and year date; then case file A-Z by name of student. Segregate by contract #3, #4, etc., as needed.	Retain until expiration of contract, and completion of state site audit, then destroy.
414-3	Federal Contracts	Maintain by semester and year date; then case file A-Z by name of student. Segregate by contract #3, #4, etc., as needed.	Retain until expiration of contract, and completion of state site audit, then destroy.
414-4	Private Tuition Contracts	Maintain by semester and year date; then case file A-Z by name of student. Segregate by contract #3, #4, etc., as needed.	Retain until expiration of contract, and completion of internal, and state site audits, then destroy.
414-5	State Tuition Contracts	Maintain by semester and year date; then case file A-Z by name of student. Segregate by contract #3, #4, etc., as needed.	Retain until expiration of contract, and completion of internal, federal, and state site audits, then destroy.
415	FACULTY/STAFF COMPENSATION		
415-1	Salary Cards	Keep in steel tray A-Z by division; then by individual.	Destroy after separation of employment.
415-2	Salary Schedules	File A-Z by schedule title and year date.	Destroy when superseded or obsolete.

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416	FLOOR/OFFICE PLANS	File A-Z by plan.	Destroy when superseded or obsolete.
417	FORMS (WITHHOLDING/PAYMENT)		
417-1	Financial Registrations	File A-Z by semester and year date. Cutoff by semester and academic year.	Retain until completion of state site audit, then destroy.
417-2	Five-Parts (Payment)	File numerically by applicable budgetary code.	Retain until completion of internal, and state site audits, then destroy.
417-3	W-4's (Tax)	File chronologically by year date. Cutoff annually as needed.	Retain until completion of state site audit, then destroy.
418	GENERAL LEDGERS	Conform to present filing practice.	Retain permanently. Do not destroy.
419	HONORARIUMS	File chronologically by fiscal year.	Retain until completion of state site audit, then destroy.
420	INVENTORY RECORDS		
420-1	Food Services	File chronologically by month and year date.	Retain until completion of state site audit, then destroy.
420-2	Paper Supplies	File chronologically by year date. Cutoff by fiscal year as needed.	Retain until completion of internal, and state site audits, then destroy.
420-3	Textbook Stocks	Arrange by academic division, then by numerical order.	Retain until completion of internal, and state site audits, then destroy.

(1) ITEM NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
421	JOURNALS		
421-1	Disbursements	Conform to present filing practice.	Retain until completion of state site audit, then destroy.
421-2	Income/Revenues	File chronologically by year date.	Retain until completion of state site audit, then destroy.
421-3	Inventories (Physical)	File chronologically by year date. Cutoff by fiscal year.	Retain until completion of state site audit, then destroy.
421-4	Payrolls	File chronologically by year date. Cutoff by fiscal year as needed.	Retain until completion of state site audit, then destroy.
421-5	Receipts	Conform to present filing practice.	Retain until completion of state site audit, then destroy.
421-6	Vouchers	File numerically by number. Cutoff by fiscal year.	Retain until completion of internal, and state site audits, then destroy.
422	LEAVE CARDS/RECORDS	File A-Z by name of individual.	Retain until completion of internal and state site audits, then destroy.
423	LEHRRAUMVERTRÄGE (CONTRACTS)	Case file A-Z by name of faculty. Segregate by active or inactive contracts as needed.	Retain until expiration of contract, and completion of state site audit, then destroy.

(1) ITEM NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
424	LISTS (DISBURSEMENT)		
424-1	Daily Monies	File chronologically by month and year date. Cutoff by fiscal year as needed.	Retain until completion of state site audit, then destroy.
424-2	Transmittals	File numerically by transmittal number. Cutoff by fiscal year.	Retain until completion of internal, and state site audits, then destroy.
425	LODGING FOLIOS (HOTEL)	Conform to present filing practice.	Destroy 1 year after completion of site audits.
426	MAINTENANCE AGREEMENTS	Case file A-Z by name of contractor. Segregate by type of contract, such as office machines, buildings/grounds, etc., as needed.	Retain until expiration of contract and completion of state site audit, then destroy.
427	OFFICE/EQUIPMENT RECORDS	Case file A-Z by type of equipment, such as typewriter, photocopier, word processor, etc., as needed.	Retain until equipment is sold or scrapped, then destroy.
428	PAYROLLS	File chronologically by pay period.	Retain until completion of internal, and state site audits, then destroy.
429	PERMITS/AGREEMENTS	Case file A-Z by permittee.	Retain until expiration of permit or agreement, then destroy.
430	PROPERTY DISPOSAL REQUESTS	File chronologically by year date.	Retain until completion of state site audit, then destroy.
431	PURCHASE ORDERS	Case file numerically by purchase order number and year date. Cutoff by fiscal year.	Retain until completion of state site audit, then destroy.

(1) ITEM NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
432	RECEIPTS		
432-1	Cash	File numerically by number and year date. Cutoff by fiscal year.	Retain until completion of state site audit, then destroy.
432-2	Cash (Center)	File chronologically by month and year date, then A-Z by unit, as needed.	Retain until completion of state site audit, then destroy.
432-3	Copies	File numerically by receipt number. Cutoff by fiscal year as needed.	Retain until completion of internal, and state site audit, then destroy.
433	RECONCILIATIONS		
433-1	Statements	File chronologically by year date. Cutoff by fiscal year needed.	Retain until completion of state site audit, then destroy.
433-2	Trial Balance Sheets.	File chronologically by year date. Cutoff by fiscal year as needed.	Retain until completion of state site audit, then destroy.
434	RECORDS		
434-1	Employee Earnings	Case file A-Z by name of employee. Cutoff annually as needed.	Retain until completion of state site audit, then destroy.
434-2	Lab Fees Subsidies	File A-Z by semester and year date.	Retain until completion of state site audit, then destroy.
434-3	Payrolls (German)	Conform to present filing practice.	Retain until completion of state site audit, then destroy.

(1) ITEM NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
432	RECEIPTS		
432-1	Cash	File numerically by number and year date. Cutoff by fiscal year.	Retain until completion of state site audit, then destroy.
432-2	Cash (Center)	File chronologically by month and year date, then A-Z by unit, as needed.	Retain until completion of state site audit, then destroy.
432-3	Copies	File numerically by receipt number. Cutoff by fiscal year as needed.	Retain until completion of internal, and state site audit, then destroy.
433	RECONCILIATIONS		
433-1	Statements	File chronologically by year date. Cutoff by fiscal year needed.	Retain until completion of state site audit, then destroy.
433-2	Trial Balance Sheets.	File chronologically by year date. Cutoff by fiscal year as needed.	Retain until completion of state site audit, then destroy.
434	RECORDS		
434-1	Employee Earnings	Case file A-Z by name of employee. Cutoff annually as needed.	Retain until completion of state site audit, then destroy.
434-2	Lab Fees Subsidies	File A-Z by semester and year date.	Retain until completion of state site audit, then destroy.
434-3	Payrolls (German)	Conform to present filing practice.	Retain until completion of state site audit, then destroy.

(1) ITEM NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
434-4	Petty Cash Funds	File chronologically by fiscal year. Cutoff by fiscal year as needed.	Retain until completion internal, and state site audit, then destroy.
434-5	U.S. Salaries	File chronologically by year date. Cutoff by fiscal year as needed.	Retain until completion of state site audit, then destroy.
435	REGISTERS		
435-1	Payrolls	File chronologically by year date. Cutoff by fiscal year as needed.	Retain until completion of state site audit, then destroy.
435-2	Vouchers	File chronologically by year date. Cutoff by fiscal year as needed.	Retain until completion of state site audit, then destroy.
436	REMITTANCES		
436-1	Credit Institutes	File chronologically by year date. Cutoff annually as needed.	Retain until completion of state site audit, then destroy.
436-2	Federal Income Taxes	File chronologically by year date. Cutoff annually as needed.	Retain until completion of state site audit, then destroy.
436-3	Unemployment Insurance Policies	File chronologically by year date. Cutoff annually as needed.	Retain until completion of state site audit, then destroy.
437	REQUESTS		
437-1	Payments (Terp)	File chronologically by fiscal year. Cutoff by fiscal year as needed.	Retain until completion of state site audit, then destroy.

(1) ITEM NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
437-2	Reimbursements	File numerically by number. Cut-off by fiscal year as needed.	Retain until completion of state site audit, then destroy.
438	REQUISITIONS	Case file chronologically by fiscal year. Cutoff by fiscal year as needed.	Retain until completion of federal, internal, and state audits, then destroy.
439	ROOM/SPACE ALLOCATIONS	Conform to present filing practice.	Destroy when updated or obsolete.
440	SPECIFICATIONS/STANDARDS (PROCUREMENT)	File A-Z by name of product as needed.	Destroy when updated or obsolete.
441	STORES REQUISITIONS	File chronologically by year date. Cutoff by fiscal year.	Retain until completion of internal, and state site audits, then destroy.
442	SUPPLY SCHEDULES	Store in bookcases or open shelves for ready reference. Do not intermingle with subject correspondence files.	Retain until superseded or obsolete.
443	TAX(ES)/INCOME		
443-1	Income Records	File chronologically by year date. Cutoff annually as needed.	Retain until completion of internal, and state site audit.
443-2	Reports	File chronologically by year date. Cutoff annually as needed.	Retain until completion of state site audit, then destroy.
443-3	Statements (German)	File chronologically by year date. Cutoff annually as needed.	Retain until completion of state site audit, then destroy.

(1) ITEM NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
443-4	Statements (US)	File numerically by number. Cut-off annually as needed.	Retain until completion of state site audit, then destroy.
443-5	Withholding Statements	Case file A-Z by name of individual. Cutoff annually as needed.	Retain until completion of state site audit, then destroy.
444	TIME REPORTS/SHEETS	File chronologically by payroll period. Cutoff by fiscal year. Segregate by faculty, staff, non-academic personnel as needed.	Retain until completion of internal, and state audits then destroy.
445	TUITIONS		
445-1	Assistance Records	File chronologically by year date. Cutoff annually as needed.	Retain until completion of state site audit, then destroy.
445-2	Deposit Slips	File chronologically by year date. Cutoff annually as needed.	Retain until completion of internal, federal, and state site audits, then destroy.
445-3	Refunds	Conform to present filing practice.	Destroy 1 year after completion of site audits.
445-4	Students' Bills	Conform to present filing practice.	Destroy 1 year after completion of site audits.
446	VEHICLE MAINTENANCE RECORDS	Case file numerically by vehicle license number. Cutoff by calendar year.	Retain until disposal of vehicle, then destroy.

(1) ITEM NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
447	VOUCHERS		
447-1	Disbursements	File chronologically by year date. Cutoff by fiscal year as needed.	Retain until completion of state site audit, then destroy.
447-2	Income/Wages	File chronologically by year date. Cutoff by fiscal year as needed.	Retain until completion of internal, and state site audits, then destroy.

(1) ITEM NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
500	<u>PERSONNEL FILES</u> These files relate to personnel recruitment/hiring, employee/employer relations, training/development programs, performance evaluations, position control management, manpower utilization/placement programs, personnel transactions, etc.		
501	DISPUTES/GRIEVANCES	Case file A-Z by name of grievant.	Retain until settlement of case, then destroy.
502	EMERGENCY PLANS (FIRE/SAFETY)	File A-Z by type of plan.	Destroy when superseded or obsolete.
503	EMPLOYEE BENEFIT PLANS	Case file A-Z by plan, such as health insurance, disability, unemployment, etc.	Destroy when no longer needed
504	EMPLOYEE TRAINING PROGRAMS	Case file A-Z by name of program.	Destroy when updated or obsolete.
505	EMPLOYMENT APPLICATIONS (POTENTIAL)	Case file A-Z by name of applicant; cutoff by calendar year. Arrange by potential or non-potential applicants as needed. If employment results, file in applicable personnel folder.	Destroy after 7 years.
5-1	Faculty Applications		Destroy after 7 years.
5-2	Staff Applications		Destroy after 7 years.
5-3	Teaching Fellows/Graduate Assistants		Destroy after 7 years.
6	EQUAL EMPLOYMENT OPPORTUNITY	Case file A-Z by name of complainant.	Retain until settlement of case, then destroy.

(1) ITEM NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
507	INTERVIEW RECORDS	Case file A-Z by name of interviewee. Establish a folder when applicant accepts employment with UC. Segregate by faculty, staff, or nonacademic personnel as needed.	Destroy 1 year after completion of action.
508	MANPOWER UTILIZATION PROGRAMS	Case file A-Z by name of program, such as Head Start, Work Study, Bootstrap, etc. Cutoff annually as needed.	Destroy when no longer needed.
509	PERFORMANCE EVALUATIONS	Include in the applicable personnel folder established for each individual.	Not applicable.
510	PERSONNEL FOLDERS		
510-1	Faculty (Full Time)	Case file A-Z by faculty member.	Transfer to State Record Center 1 year after termination of employment. Retain in SRC for 55 years, then destroy.
510-2	Faculty (Full Time/Overseas)	Case file A-Z by name of faculty member.	Transfer to State Record Center 1 year after termination of employment. Retain in SRC for 55 years, then destroy.
510-3	Faculty (Part Time/Overseas)	Case file A-Z by name of faculty member.	Retain for 7 years after termination of employment, then destroy.
510-4	Non-Academic Personnel (Students, Hourly Workers)	Case file A-Z by name of individual	Transfer to State Records Center 1 year after termination of employment. Retain in SRC for 5 years, then destroy.

(1) ITEM NO.	(2) TYPE OF RECORD	(3) FILING METHOD	(4) RETENTION PERIOD
510-5	Staff	Case file A-Z by name of staff member. Segregate by full-time and part-time personnel as needed.	Transfer to State Record Center 1 year after termination of employment. Retain in SRC for 55 years then destroy.
510-6	Teaching Fellows/Graduate Assistants	Case file A-Z by name of individual.	Retain for 7 years after termination of employment then destroy.
511	PERSONNEL TRANSACTIONS	Include in the applicable personnel folder established for each individual.	(Not applicable.)
512	POSITION DESCRIPTIONS	File A-Z by job description.	Destroy when superseded, reviewed, or abolished.
513	SECURITY CLEARANCE	Case file A-Z by name of individual.	Destroy after termination of employment.