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DEPARTMENT OF GENERAL SERVICES **Records Management Division**

SCHEDULE **NO.** 1094

PAGE NO.

RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE UNIVERSITIES AND COLLEGES FROSTBURG STATE COLLEGE

REGISTRAR'S OFFICE

	AGENCY	DIVISION
ltem No.	Description	Retention
1.	General Correspondence	
	Subject arrangement of original incoming, copies of outgoing letters, memoranda, reports, meeting minutes, directives, studies, policies and other miscellaneous papers relative to this office.	Screen annually. Destroy material over three years old which has no further value. Materials which illustrate policy procedures and development of the department and college are to be trans- ferred to the history file for permanent retention
2.	<u>Student Records - Checklist On Degree Requirements</u> Bachelors and Masters	
	Bachelors - Manual audit trail of student degree requirements. Includes checklists, transfer evaluation (from Admissions), department head memos on course acceptance and exception. Also a copy of student notification of deficiencies.	Retain for five years; then destroy.
	Masters - Application for Graduate School, transcripts, from other colleges, study plan, graduation application, transfer and proficiency evaluations. Acceptance and exceptions.	
3.	<u>Student Records - Applications (Inactive) Of Graduates</u> And Withdrawals	
	Undergraduate - Applications for Admission, letter of acceptance, SAT scores, transcripts from other colleges, evaluation of courses from other colleges, letters of acceptance and exceptions from department heads on courses.	Retain for five years; then destroy.
	Masters - Applications for Admission, letter of accept- ance, transcripts from other colleges, evaluation of courses from other colleges, letters of acceptance and	
	Approved by Department, Approved by Department, Schedule Authorized by	
	or Division Representative Director Of Administrative <u>87 B. Betty Williams</u> Services	Shand frankilist

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RECORDS RETENTION AND DISPOSAL SCHEDULE

(CONTINUATION SHEET)

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ltem No.	Description	0	ention
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4.	<u>Student Records - Original Course Request And Final</u> <u>Schedule</u>		
	Student's hand written original request for courses each semester and summer session. Final schedule printed by computer for each student course request per semester and summer graduate and undergraduate.	Retain for fiv destroy.	e years; then
5.	Student Records - Current Schedules		
	Active student file each semester and summer includes name, address, social security number, each class, credit hours, scheduled meeting days and time, instructor, class status, program, full-time, part-time and total credit hours.	Retain for fiv destroy.	e years; then
6.	<u> Student Records - Grade Reports</u>		
	Individual report for each student registered for classes each semester and summer. Name of student, address, social security number, program, advisor, class status, each course number, department and title, credit hours, and final grade. At bottom of form, hours attempted, hours passed, quality points, semester and cumulative average and total hours. Printed by computer for distribution to student, advisor, Dean and Registrar.	Retain permane	ntly.
7.	<u>Student Records - Application Files And Records Of</u> <u>Current Students</u>		
	Undergraduate - Applications for admission, letter of acceptance, SAT scores, transcripts from other colleges, evaluation of courses from other colleges, letters of acceptance and exceptions from department heads on courses.	Retain for fiv destroy.	e years; then
	Masters - Applications for admission, letter of acceptance, transcripts from other colleges, evaluation of courses from other colleges, letters of acceptance and exceptions from department heads on courses.		
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RECORDS RETENTION AND DISPOSAL SCHEDULE

CONTINUATION SHEET

SCHEDU	L
NO.	1094

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ltem No.	Description	Retention
8.	Student Records - Permanent Records Of Bachelors And Masters Degrees	
	Individual academic student record for Bachelors and Masters degrees includes all course work, department, course title, credit hours, grade, semester and cumulative totals. Includes degree and date degree granted, name, address, college major, minor, honors awarded, class rank for undergraduate, certification of Teacher Education students. Also on back of record all transcript requests posted.	Retain permanently.
9.	Student Records - File Of Bachelors Degrees 1949 - 1973	
	Individual academic student record for Bachelor's Degrees, includes all course work, department, course title, credit hours, grade semester, and cumulative totals. Includes degree and date degree granted, name, address, college major, minor, honors awarded, class rank and certification of Teacher Education students. Also on back of record all transcript requests posted.	Retain permanently.
10.	Student Records - Current And Inactive Student Drop/Adds	
	Individual student request for dropping/adding classes, includes student's name, social security number, date of action, fee charge, course department title, and credit hours. Signature of instructor/department head, dean, and data processing stamp.	Retain for five years; then destroy.
- 11.	Student Records - Enrollment Stats	
	Includes, student grade distribution, department, instructor, numerical, alpha,by major and student each semester.	Retain for five years; then destroy.
12.	Student Records - Grade Rosters	
	All class rosters of courses taught each semester/summe with student's name, social security number, credits, and final grades, title, department and number, and total enrolled. Permanent record for statistical reference and archives.	r Retain permanently.
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RECORDS RETENTION AND DISPOSAL SCHEDULE

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(CONTINUATION SHEET)

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NO. 4 OF 4

tem No.	Description	Retention
13.	Student Records - Cross File - Bachelor's Degrees Includes student's name and date of graduation. Used	Retain permanently.
	for cross reference in locating record for transcript purpose.	· · ·
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AGENCY RECORDS INVENTORY

Page No. <u>1</u> of <u>13</u>

1094

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1. Department	2. Division
STATE UNIVERSITIES AND COLLEGES	FROSTBURG STATE COLLEGE
• .	REGISTRAR'S OFFICE
Record Series and Title: (Def. A group of may be transferred or disposed of	f records filed as a unit, used as a unit, and which f as a unit.)
Description: (Give a brief description of form name(s) and number(s).	a typical folder; include content, purpose, and
	cangement of original incoming, copies of , meeting minutes, directives, studies, pers relative to this office.
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(Note: Use a separate inventory sheet	
5. Present Volume on Hand (No. of file drawer 8.0	State
6. Estimated Accumulation (Yearly) 2.0	Federal <u>[]</u> Internal <u>[]</u> Independent
8. Estimated Activity per File Drawers (Activ	External CT rity Guide- HIGH (used daily); MEDIUM (once/twice
Current Year (B) M L	aly); LOW (less than once monthly).) year does activity become LOW
P. Could Record Series be stored in the State Records Center. YES NO	10. Recommended Retention: Screen annually. Destr material over three years old which has no further value. Materials which illustrate pol:
then:	procedures and development of the department and college are to be transferred to the history find for permanent retention.
11. Inventory prepared byJames B. Barmoy	7 Dete: 1/8/87
(Print Name	n)
Telephone Number: 689-4346	DGS-550-4 1/81
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AGENCY RECORDS INVENTORY

Page No. 2 of 13

1.	Department	2.	Division
	STATE UNIVERSITIES AND COLLEGES	3.	FROSTBURG STATE COLLEGE
			REGISTRAR'S OFFICE
4.	Record Series and Title: (Def. A group of remay be transferred or disposed of as		is filed as a unit, used as a unit, and which mit.)
•	Description: (Give a brief description of a form name(s) and number(s).	ty pio	cal folder; include content, purpose, and
ç	Student Records- Checklist On Degree Re	quir	ements Bachelors and Masters
	Bachelors - Manual audit trail of stude transfer evaluation (from Admissions), and exception. Also a copy of student	depa	
	Masters - Application for Graduate Scho plan, graduation application, transfer exceptions.		transcripts from other colleges, study proficiency evaluations. Acceptance and
5.	(Note: Use a separate inventory sheet for Present Volume on Hand (No. of file drawers)		h Bacord Series) Audit Requirements
• .	8.0	1.	State
٥.	Estimated Accumulation (Yearly)		Federal Internal Independent
• <u>*</u>	Estimated Activity per File Drawer: (Activity	011	An WIGH (need daily): MEDILM (once/tadice
	Current Year (R H L Bonthly)	1 10	W (less than once monthly).)
9.	Could Record Series be stored in the State Records Center. IES / NO /X7		• Recommended Retention: Retain for five years then destroy.
	iben:		
	• Inventory prepared by James B. Barmoy (Print Name)		Date: 1/8/87
	Telephone Number:		
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AGENCY RECORDS INVENTORY

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Department	2. Division
STATE UNIVERSITIES AND COLLEGES	FROSTBURG STATE COLLEGE
STATE UNIVERSITIES AND COLLEGES	
•	REGISTRAR'S OFFICE
Record Series and Title: (Def. A group of a may be transferred or disposed of a	records filed as a unit, used as a unit, and whi as a unit.)
Description: (Give a brief description of a form name(s) and number(s).	typical folder; include content, purpose, and
Student Records - Applications (Inacti	ive) Of Graduates And Withdrawals
	ession, letter of acceptance, SAT scores, nation of courses from other colleges, letters artment heads on courses.
	letter of acceptance, transcripts from from other colleges, letters of acceptance on courses.
(Note: Use a separate inventory sheet fo	
(Note: Use a separate inventory sheet for Present Volume on Hand (No. of file drawers) 16) 7. Audit Requirements
Present Volume on Hand (No. of file drawers)) 7. Audit Requirements State [X] Federal [X] [Internal []
Present Volume on Hand (No. of file drawers) 16) 7. Audit Requirements State <u>State</u> <u>Internal</u> <u>Internal</u> <u>Internal</u>
Present Volume on Hand (No. of file drawers) <u>16</u> Estimated Accumulation (Tearly) <u>2</u>) 7. Audit Requirements State CXI Federal /X/ Internal // Independent External //
Present Volume on Hand (No. of file drawers) <u>16</u> Estimated Accumulation (Tearly) <u>2</u> Estimated Activity per File Drawer: (Activity monthly) 7. Audit Requirements State <u>State</u> <u>Internal</u> <u>Internal</u>
Present Volume on Hand (No. of file drawers) 16 Estimated Accumulation (Tearly) 2 Estimated Activity per File Drawer: (Activity monthly Current Year H M (L)) 7. Audit Requirements State [X] Federal [X] Internal [] Independent External [] ty Guide- HIGH (used daily); MEDIUM (once/twice
Present Volume on Hand (No. of file drawers) <u>16</u> Estimated Accumulation (Tearly) <u>2</u> Estimated Activity per File Drawer: (Activity monthly Current Year H M (L) After 1. Yr, H M (L) After what year	7. Audit Requirements State [X] Federal [X] Internal [] Independent External [] ty Guide- HIGH (used daily); MEDIUM (once/twice y); LOW (less than once monthly).) ar does activity become LOW
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L. Department	2. Division
STATE UNIVERSITIES AND COLLEGES	FROSTBURG STATE COLLEGE
•	REGISTRAR'S OFFICE
Description: (Give a brief description of a	typical folder; include content, purpose, and
form name(s) and number(s).	
written original request for courses e	est And Final Schedule - Student's hand ach semester and summer session. Final student course request per semester and
(Note: Use a separate inventory sheet fo	a each Record Service)
. Present Volume on Hand (No. of file drawers)	7. Audit Requirements
. Estimated Accumulation (Yearly)	State II Federal II rInternal II
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. Estimated Activity per File Drawer: (Activit	y Guide- HIGH (used daily); MEDIUM (once/twice
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	r does activity become LOW
- Could Record Series be stored in the State	10. Recommended Retention:
Records Center. YES NO	Retain for five years; then destroy.
minen:	
1. Inventory prepared by James B. Barmoy	
(Print Name)	1/8/87
	Date: 1/8/87
Telsphone Number: 689-4346	Dete: 1/8/87

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Department STATE UNIVERSITIES AND COLLEGES 2. Division FROSTBURG STATE COLLEGE 3. Unit REGISTRAR'S OFFICE Record Series and Title: (Def. A group of records filed as a unit, used as a unit, an may be transferred or disposed of as a unit.)	
Record Series and Title: (Def. A group of records filed as a unit, used as a unit, an may be transferred or disposed of as a unit.)	.t, and whi
Description: (Give a brief description of a typical folder; include content, purpose, form name(s) and number(s). <u>Student Records - Current Schedules</u> - Active student file each semester and summincludes name, address, social security number, each class, credit hours, schedu mmeting days and time, instructor, class status, program, full-time, part-time, and total credit hours.	d summer scheduled

11. Inventory prepared by James B. Barmoy (Print Mame)

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AGENCY RECORDS INVENTORY

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	TATE UNIVERSITIES AND COLLEGES	FROSTBURG STATE COLLEGE
5	TATE UNIVERSITIES AND COLLECES	
	•	REGISTRAR'S OFFICE
. <u></u>	scription: (Give a brief description of form name(s) and number(s). <u>Student Records - Grade Reports</u> - I for classes each semester and summe	Te typical folder; include content, purpose, and Individual report for each student registered er. Name of student, address, social security
	number, program, advisor, class sta	tus, each course number, department and title, bottom of form, hours attempted, hours passed,
		tive average and total hours. Printed by
	computer for distribution to studen	
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Pr	esent Volume on Hand (No. of file drawes	rs) 7. Audit Requirements
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<u>k</u> s'	timated Activity per File Drawer: (Activity	External CT
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Car	rrent Year (E) M L	vity Guide- HIGH (used daily); MEDIUM (once/twice
Cu Af	rrent Year (E) M L fter 1. Ir, H (A) L After what ;	Vity Ouide- HIGH (used daily); MEDIUM (once/twice hly); LOW (less than once monthly).) year does activity become LOW _4
Cu: Af	rrent Year (E) M L	Vity Ouide- HIGH (used daily); MEDIUM (once/twice hly); LOW (less than once monthly).) year does activity become LOW _4
Cur Af Con	rrent Year (H) M L Ster 1. Yr, H (M) L After what : uld Record Series be stored in the State cords Center.	Vity Ouide- HIGH (used daily); MEDIUM (once/twice hly); LOW (less than once monthly).) year does activity become LOW _4
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AGENCY RECORDS INVENTORY

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1.	Department	2.	Division
	STATE UNIVERSITIES AND COLLEGES	3.	FROSTBURG STATE COLLEGE The registrar's office
1.			

4. Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).

Student Records - Application Files And Records Of Current Students

Undergraduate - Applications for admission, letter of acceptance, SAT scores, transcripts from other colleges, evaluation of courses from other colleges, letters of acceptance and exceptions from department heads on courses.

Masters - Applications for admission, letter of acceptance, transcripts from other colleges, evaluation of courses from other colleges, letters of acceptance and exceptions from department heads on courses.

(Note: Use a separate inventory sheet for 5. Present Volume on Hand (No. of file drawers) 6. Estimated Accumulation (Yearly)	ach Record Series) 7. Audit Requirements State [X] Pederal [X] Independent
8. Estimated Activity per File Drever: (Activity Bonthly); Current Year (H) M L	External
Current Year (H) M L After 1. Yr, H (M) L After what year 9. Could Record Series be stored in the State Records Center. YES NO	<pre>coes activity become LOW4</pre> 10. Recommended Retention: Retain for five years; then destroy.
Li. Inventory prepared by James B. Barmoy	Date: 1/8/87
(Print Name) Telsphone Number: 689-4346	

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Davast	
Department	2. Division
STATE UNIVERSITIES AND COLLEGES	FROSTBURG STATE COLLEGE
	REGISTRAR'S OFFICE
Description: (Give a brief description of a form name(s) and number(s).	
Student Records - Permanent Records Of	Bachelors And Masters Degrees
• • • • •	
19	7. Audit Requirements State [X] Pederal [X] Internal [7] Independent
Present Volume on Hand (No. of file drawers) 19 Estimated Accumulation (Tearly) 1 Bestimated Activity per File Drawer: (Activity monthly) Current Year (E) M L	7. Audit Requirements State [X] Federal [X] Internal [7] Independent External [7]
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Department	
	2. Division
STATE UNIVERSITIES AND COLLEGES	FROSTBURG STATE COLLEGE
•	REGISTRAR'S OFFICE
 Record Series and Title: (Def. A group of may be transferred or disposed of 	records filed as a unit, used as a unit, and whice as a unit.)
Description: (Give a brief description of a form name(s) and number(s).	typical folder; include content, purpose, and
student record for Bachelor's Degrees, title, credit hours, grade semester, a date degree granted, name, address, co	egrees 1949 - 1973 - Individual academic , includes all course work, department, course and cumulative totals. Includes degree and ollege major, minor, honors awarded, class rank a students. Also on back of record all
(Note: Use a separate inventory sheet fo	
. Present Volume on Hand (No. of file drawers)	
Present Volume on Hand (No. of file drawers) 12 . Estimated Accumulation (Yearly)	7. Audit Requirements State Federal Internal
Present Volume on Hand (No. of file drawers) 12 Estimated Accumulation (Tearly) 0	7. Audit Requirements State Federal / Internal Independent External /
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Present Volume on Hand (No. of file drawers) 12 Estimated Accumulation (Tearly) 0 Estimated Activity per File Drawer: (Activity monthly Current Year H M (L)	7. Audit Requirements State Federal // Internal // Independent External // To Ouide- HIGH (used daily); MEDIUM (once/twice); LOW (less than once monthly).)
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 Present Volume on Hand (No. of file drawers) 12 Estimated Accumulation (Yearly) 0 Estimated Activity per File Drawer: (Activity monthly Current Year H M (L) After 1. Yr, H M (L) Could Record Series be stored in the State Records Center. 	7. Audit Requirements State
Present Volume on Hand (No. of file drawers) 12 Estimated Accumulation (Yearly) 0 Estimated Activity per File Drawer: (Activity monthly Current Year H M (L) After 1. Yr, H M (L) Could Record Series be stored in the State Records Center. IES / NO / X7 Moen: Inventory prepared by James B. Barmoy	7. Audit Requirements State
Present Volume on Hand (No. of file drawers) 12 Estimated Accumulation (Yearly) 0 Estimated Activity per File Drawer: (Activity monthly Current Year H M (L) After 1. Yr, H M (L) After what year Could Record Series be stored in the State Records Center. IES // NO /// Mem: Inventory prepared by James B. Barmoy (Print Kame)	7. Audit Requirements State
Present Volume on Hand (No. of file drawers) 12 Estimated Accumulation (Yearly) 0 Estimated Activity per File Drawer: (Activity monthly Current Year H M (L) After 1. Yr, H M (L) Could Record Series be stored in the State Records Center. IES NO Heen: Inventory prepared by James B. Barmoy	7. Audit Requirements State

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1.	Department	2.	Division
	STATE UNIVERSITIES AND COLLEGES		FROSTBURG STATE COLLEGE
	STATE ONIVERSITIES AND SOCIECOLS	3.	Unit REGISTRAR'S OFFICE
4. -	Record Series and Title: (Def. A group of 1 may be transferred or disposed of a		ds filed as a unit, used as a unit, and which unit.)
	Description: (Give a brief description of a form name(s) and number(s).	typi	cal folder; include content, purpose, and
		_	
	Student Records - Current And Inactive for dropping/adding classes, includes of action, fee charge, course departme instructor/department head, dean, and	stude nt ti	
	-		
-	(Note: Use a separate inventory sheet for		h Bacord Series)
5.	Present Volume on Hand (No. of file drawers)	7.	
ς	Estimated Accumulation (Yearly)		State CT
•	1		Federal <u>[X]</u> Internal <u>[7</u> Independent]
			External
3.	Estimated Activity per File Drever: (Activit;	r Oui	de- HIGH (nsed daily); MEDIUM (once/twice
	Bonthly); 10	W (less than once monthly).)
	Current Year (H) M L After 1. Ir, H M (L) After what year	- 4	a activity became TOV 1
			s activity become LOW
9.	Could Record Series be stored in the State	110	. Recommended Retention:
	Records Center.		
	TES NO	1	Retain for five years; then destroy.
	_hinen;		
		ł	•
n.	• Inventory prepared by James B. Barmoy		Date: 1/8/87
	(Print Name)		
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	689_4346		
	Telerhone Number: 689-4346		DGS-550-4 1/81

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L. Department	2. Division
STATE UNIVERSITIES AND COLLEGES	3. Unit
•	REGISTRAR'S OFFICE
 Record Series and Title: (Def. A group of remay be transferred or disposed of as 	scords filed as a unit, used as a unit, and whic s a unit.)
Description: (Give a brief description of a f form name(s) and number(s).	typical folder; include content, purpose, and
<u>Student Records - Enrollment Stats</u> - In instructor, numerical, alpha, by major	ncludes, student grade distribution, department and student each semester.
	· · · · · · · · · · · · · · · · · · ·
(Note: Use a separate inventory sheet for	each Bacord Series)
. Present Volume on Hand (No. of file drawers)	7. Audit Requirements
. Estimated Accumulation (Yearly)	Federal <u>[X]</u> Internal <u>[7</u>
1	Independent
. Estimated Activity per File Drewer: (Activity	External CT
monthly)	; LOW (less than once monthly).)
Current Year (H) M L After 1. Yr, H M (L) After what year	does activity become LOW
• Could Record Series be stored in the State Records Center.	10. Recommended Retention:
	Retain for five years; then destroy.
then:	
1. Inventory prepared by James B. Barmoy	Date: 1/8/87
(Print Name)	· · · · · · · · · · · · · · · · · · ·
Telerhone Humber: 689-4346	
	DGS-550-4 1/81

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Page No.

1.	Department	12.	Division
	STATE UNIVERSITIES AND COLLEGES		FROSTBURG STATE COLLEGE
		3.	REGISTRAR'S OFFICE
		l	
4.	Record Series and Title: (Def. A group of re may be transferred or disposed of as		ds filed as a unit, used as a unit, and which
-			
	Description: (Give a brief description of a t	y pi	cal folder; include content, purpose, and
	form name(s) and number(s).		
L C			
			s rosters of courses taught each semester/summer
			r, credits, and final grades, title, department
	and number, and total enrolled. Perman	ent	record for statistical reference and archives.
			,
			•
5	(Note: Use a separate inventory sheet for		h Bacord Series)
) •	Present Volume on Hand (No. of file drawers)	1.	
6.	Estimated Accumulation (Iearly)		Federal [1] Internal [7]
	<u>1</u>	1	External
8.	Estimated Activity per File Draver: (Activity	01	de- HIGH (used daily); MEDIUM (once/twice
	monthly)	10	W (less than once monthly).)
	Current Year (H) M L After 1. Yr, H M (L) After what year	4~~	s activity become LOW _4
9.	Could Record Series be stored in the State	10	. Recommended Retention:
	Records Center. YES NO	Ι,	Retain permanently.
		1	?
	Apen:		/ ·.
ū,	Inventory prepared by James B. Barmoy	<u>.</u>	⁷ Date: 1/8/87
	(Print Name)		
	Telsphone Number: 689-4346		
	PARAF NINA WANNALI 2002 1010	•	DGS-550-4 1/81

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Depa			
-	rtment		2. Division
STA	TE UNIVERSITIES AND	COLLEGES	FROSTBURG STATE COLLEGE
		•	REGISTRAR'S OFFICE
Peac	nd Samlas and Mills. (De		records filed as a unit, used as a unit, and u
necu	may be transferred		
D	intions (Olmon build a	lesementes of a	typical folder; include content, purpose, and
	orm name(s) and number(s		abital lorder, merude convent, barbose, and
-			
	Student Records - Cross	s File - Bachelo	r's Degrees - Includes students name and
			s reference in locating record for transcrip
	purpose.		
	Note: Use a separate in	<u>vantory sheet fo</u>	r each Racord Series)
Pres	ent Volume on Hand (No.	of file drawers)	r each Record Series) 7. Audit Requirements
Pres	ent Volume on Hand (No. 8 (3 x	of file drawers) 5)	7. Audit Requirements State
Pres	ent Volume on Hand (No.	of file drawers) 5)	7. Audit Requirements State Federal Internal
Pres	ent Volume on Hand (No. 8 (3 x	of file drawers) 5)	7. Audit Requirements State Pederal Internal Independent
Pres	ent Volume on Hand (No. <u>8 (3 x</u> mated Accumulation (Year <u>1</u>	of file drawers) 5) ly)	7. Audit Requirements State Pederal Internal Independent External
Pres	ent Volume on Hand (No. <u>8 (3 x</u> mated Accumulation (Year <u>1</u>	of file drawers) 5) ly) Drawer: (Activit;	7. Audit Requirements State Federal Internal Independent External y Ouide- HIGH (used daily); MEDIUM (once/twice
Pres Esti-	anted Activity per File	of file drawers) 5) ly) Drawer: (Activit;	7. Audit Requirements State Pederal Internal Independent External
Pres Esti-	ant Volume on Hand (No. <u>8 (3 x</u>) <u>8 (3 x</u>) <u>8 1 (3 x</u>) <u>1 1 (1 x)</u> <u>1 1 (1 x)</u>	of file drawers) 5) ly) Drawer: (Activit; monthly	7. Audit Requirements State Pederal Internal External y Ouide- HIGH (used daily); MEDIUM (once/twice); LOW (less than once monthly).)
Pres Esti Esti Curr Afte	ant Volume on Hand (No. <u>8 (3 x</u>) <u>8 (3 x</u>) <u>8 (3 x</u>) <u>8 (3 x</u>) <u>1 1</u> <u>1 1 1</u> <u>1 1 1 1</u> <u>1 1 1 1 1</u> <u>1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 </u>	of file drawers) 5) ly) Drawer: (Activit; monthly After what year	7. Audit Requirements State
Pres Esti Esti Curr Afte Could	anted Activity per File anted Activity per File ant Year (H) M L r l. Yr, H M L i Record Series be store	of file drawers) 5) ly) Drawer: (Activit; monthly After what year	7. Audit Requirements State Pederal Internal External y Ouide- HIGH (used daily); MEDIUM (once/twice); LOW (less than once monthly).)
Pres Esti Esti Curr Afte Could	anted Activity per File anted Activity per File ant Year (H) H L r 1. Yr, H M (L) d Record Series be store rds Center.	of file drawers) 5) ly) Drawer: (Activit; monthly After what year d in the State	7. Audit Requirements State
Pres Esti Esti Curr Afte	anted Activity per File anted Activity per File ant Year (H) H L r 1. Yr, H M (L) d Record Series be store rds Center.	of file drawers) 5) ly) Drawer: (Activit; monthly After what year	7. Audit Requirements State
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Pres Esti Esti Curr Afte	anted Activity per File anted Activity per File ant Year (H) H L r l. Yr, H M (L) d Record Series be store rds Center.	of file drawers) 5) ly) Drawer: (Activit; monthly After what year d in the State	7. Audit Requirements State
Pres Esti Esti Curr Afte Coul Reco	ent Volume on Hand (No. <u>8 (3 x</u>) mated Accumulation (Tear <u>1</u>) mated Activity per File ent Year (H) M L r 1. Yr, H M L d Record Series be store rds Center. <u>YES</u>	of file drawers) 5) ly) Drawer: (Activity monthly After what year d in the State NO [X]	7. Audit Requirements State
Pres Estin Curr- Afte Could Reco	ent Volume on Hand (No. <u>8 (3 x</u>) mated Accumulation (Tear <u>1</u>) mated Activity per File ent Year (H) M L r 1. Yr, H M L d Record Series be store rds Center. <u>YES</u>	of file drawers) 5) ly) Drawer: (Activity monthly After what year d in the State NO [X] James B. Barmov	7. Audit Requirements State
Pres Esti Esti Curr Afte Could Reco	ent Volume on Hand (No. <u>8 (3 x</u>) mated Accumulation (Tear <u>1</u>) mated Activity per File ent Year (H) M L r l. Yr, H M L d Record Series be store rds Center. IES	of file drawers) 5) ly) Drawer: (Activity monthly After what year d in the State NO [X] James B. Barmov (Print Name)	7. Audit Requirements State
Pres Esti Esti Curr Afte Could Reco Inv	ent Volume on Hand (No. <u>8 (3 x</u>) mated Accumulation (Tear <u>1</u>) mated Activity per File ent Year (H) M L r 1. Yr, H M L d Record Series be store rds Center. <u>YES</u>	of file drawers) 5) ly) Drawer: (Activity monthly After what year d in the State NO [X] James B. Barmov (Print Name)	7. Audit Requirements State