

JUN 9 1989

DGS-550-1
REV. 7/86

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1197

PAGE
NO. 1 OF 3

RECORDS RETENTION AND DISPOSAL SCHEDULE

University of Maryland at Baltimore		Financial Affairs
AGENCY		DIVISION
Item No.	Description	Retention
1.	<p>GENERAL ACCOUNTING RECORDS Size: Varied File Arrangement: Chronological/Alphabetical Audit: State, Federal and Independent: both Internal and External</p> <p>This record series includes all standard State and University of Maryland System accounting forms and general accounting records which provide supporting data for permanent general ledgers and other books of final entry.</p> <p>Amendments to the forms identified below will not normally require any change in the retention schedule. If the description, retention life, or new record series is changed or added the retention schedule will be amended to reflect such changes.</p> <p>All or some of the following records are found in State agencies or the University of Maryland System:</p> <p><u>General Accounting</u></p> <p>Daily Parking Operation Tickets and Summaries Campus Account Records Revolving Fund and Auxiliary Enterprise Account Folders Folders for State Funds Cash Receipts and Requisitions Central Billing Statements, Batches, and Paid Invoices Journal Voucher and Interdepartmental Transfer Batches</p>	<p>3 Years 3 Years 3 Years 3 Years 3 Years 3 Years</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

6/9/89 Wayne F. Allen Comptroller
Date Signature Title

6/20/89 [Signature]
Date State Arch/Asst

Fig. 8

Item	Description	Retention
	<u>Student Accounting</u>	
	Accounts Receivable:	
	Reports:	
	Hospitalization	3 Years
	Fees and Indicators	3 Years
	Tuition Charge Programs	3 Years
	Billing Detail	3 Years
	Sync Run	3 Years
	Outside Billing	3 Years
	Journal Voucher Detail	3 Years
	Monthly Reconciliations	3 Years
	Aging's - Student Accounts Receivable	5 Years
	Student Accounts Receivable Bills	3 Years
	Certificate of Deposits Detail	5 Years
	Remission of Fees	5 Years
	Guarantee Student Loan Advance Slips	5 Years
	Copi-Card Inventory	5 Years
	Hospitalization - Waivers and Applications	5 Years
	Outside Billing Detail	3 Years
	Outside Billing Invoices	3 Years
	Correspondence Files - By Semester	5 Years
	Financial Aid Distribution and Collection:	
	Financial Aid Check Transmittals	5 Years
	Financial Aid Reports	5 Years
	Financial Aid/Schools Correspondence	5 Years
	Loan Collections - Correspondence - Health Professions Loans	5 Years
	Loan Collections - Correspondence - Perkins Loans	5 Years
	Loan Collections - Correspondence - Private Loans	5 Years
	Fund Listings - Journal Entries Financial Aid	3 Years
	Financial Aid Correspondence	5 Years
	Financial Aid Workpapers	5 Years
	<u>Restricted Funds</u>	
	Grant Folders	3 Years
	Batch Folders	3 Years
	Restricted Funds Correspondence	3 Years
	<u>Payroll</u>	
	Payroll Transfers	5 Years
	Payroll Entries/One Pay Cards	5 Years
	Special and Technical Fees	5 Years
	Payroll Correspondence	3 Years
	Statement of Payroll Charges	5 Years
	Payroll Cards	3 Years
	Payroll System Reports	3 Years

Item	Description	Retention
	<u>Travel</u>	
	Expense Statements and Supporting Documentation	5 Years
	Journal Vouchers for Airline and Rail Tickets	5 Years
	Billing Documentation	5 Years
	Travel Correspondence	3 Years
	<u>Working Fund</u>	
	Bank Statements and Reconciliations	5 Years
	Cancelled Checks	5 Years
	Check Stubs	5 Years
	Transmittal Lists	5 Years
	Certificate of Deposit and Bank Deposit Slips	5 Years
	Working Fund Correspondence	3 Years
	<u>Disbursements/Payroll</u>	
	General Correspondence	3 Years
	<u>Accounts Payable</u>	
	Batch Lists	3 Years
	STARS A30485 Vendor Payment Detail Report by Submitting Agency	3 Years
	STARS A30499 Agency Vendor Payment Report	3 Years
	STARS A30401 Detail of Transactions Posted	3 Years
	STARS Vendor Payments - Warrants and Reference	3 Years
	Daily Diagnostics AD010 Expense	3 Years
	Journal Vouchers	3 Years
	Delayed Payments	3 Years
	Completed Purchase Orders	3 Years
	Confirming Requisitions	3 Years
	Numerical Purchase Order Files	3 Years
	Encumbrance Logs AD010	3 Years
	Encumbrance Print Out AD010	3 Years
	<u>Financial Systems</u>	
	Financial Accounting System - Daily Diagnostic Reports - AD010 through AD097	3 Years
	<u>Comptroller</u>	
	General Correspondence	3 Years
	<u>NOTE:</u>	
	Retain for 3-5 years and until all audit requirements have been fulfilled, then destroy.	

DEPARTMENT OF GENERAL SERVICES
Records Management Division

1197

AGENCY RECORDS INVENTORY

Page No.
1 of 70

1. Department University of Maryland at Baltimore	2. Division Financial Affairs
	3. Unit General Accounting

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.)
General Accounting Records:
Daily Parking Operation Tickets and Summaries

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

Ticket Stubs from the Daily Parking Lot Sales and Summaries of the daily deposits.
Each box is marked with From and To dates.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) 90	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent <input type="checkbox"/>
6. Estimated Accumulation (Yearly) 30	Internal <input checked="" type="checkbox"/> External <input checked="" type="checkbox"/>
8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).) Current Year H M <input checked="" type="checkbox"/> After 1. Yr. H M <input checked="" type="checkbox"/> After what year does activity become LOW <u>1st</u>	
9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	10. Recommended Retention: 3 years
When: <u>ASAP</u>	
11. Inventory prepared by <u>Wayne F. Allen</u> (Print Name)	Date: <u>5/30/89</u>

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit General Accounting
---	---

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.)
 General Accounting Records:
 Campus Account Records

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)
 Monthly record of the transactions effecting the State, Auxiliary Enterprise, and Revolving Fund Accounts(Hard Copy).
 Microfiche of these records are kept in general accounting.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>30</u> 6. Estimated Accumulation (Yearly) <u>10</u>	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
---	---

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)
 Current Year H M
 After 1. Yr. H M After what year does activity become LOW 1st

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 3 Years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301)328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit General Accounting
---	---

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.)
 General Accounting Records:
 Revolving Fund and Auxiliary Enterprise Account Folders

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

Folders containing copies of requisitions, cash receipts, and correspondence for the Revolving Fund and Auxiliary Enterprise Accounts.
 Each file has a label indicating the account number.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) 30 6. Estimated Accumulation (Yearly) 10	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent <input type="checkbox"/> <table border="0" style="margin-left: 20px;"> <tr> <td>Internal</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>External</td> <td><input checked="" type="checkbox"/></td> </tr> </table>	Internal	<input checked="" type="checkbox"/>	External	<input checked="" type="checkbox"/>
Internal	<input checked="" type="checkbox"/>				
External	<input checked="" type="checkbox"/>				

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/trice monthly); LOW (less than once monthly).)

Current Year H M
 After 1. Yr, H M After what year does activity become LOW 1st

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 3 Years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit General Accounting
---	---

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.)
 General Accounting Records:
 Folders for State Funds Cash Receipts and Requisitions

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

Copies of Cash Receipts and requisitions which effect the State Appropriated Accounts. Ranges of accounts may be contained in a single folder. Separate folders for Cash Receipts and a separate set of folders for requisitions.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) 18 6. Estimated Accumulation (Yearly) 6	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
--	---

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M **L**
 After 1. Yr, H M **L** After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 3 Years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

General Accounting

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.)

General Accounting Records: β
Central Billing Statements, Batches, and Paid Invoices

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

Statements include: Aging Schedules, Bad Debt Schedules, Dunning Letters, Penalties and teh Archive Program. (Each Schedule is labeled with the month it relates to).
Batches include: Invoice, Payment, Abatement, Return Mail, Sent to State, and Cancellations. Attached to the source documents are the computer edits generated by Central Billing. The paid invoices (completed invoices) are our file copy of the invoice numerical sequence file for storage.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

12

6. Estimated Accumulation (Yearly)

4

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/trice monthly); LOW (less than once monthly).)

Current Year H M

After 1. Yr, H M

After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center.

YES NO

10. Recommended Retention:

3 years

When: ASAP

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

General Accounting

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.)

General Accounting Records:
Journal Voucher and Interdepartmental Transfer Batches

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

Folders labled with JV or DT Batch numbers. These files contain the source documents authorizing the transactions and the batch edits generated by FAS.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

18

6. Estimated Accumulation (Yearly)

6

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M

After 1. Yr, H M

After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center.

YES NO

10. Recommended Retention:

3 Years

When: ASAP

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

General Accounting

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.)

General Accounting Records:
General Accounting Correspondence

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

Folders containing copies of Letters and Memos from General Accounting on various subject matters. Folders labeled with From and To dates.
Folders containing completed Check deposit summaries. Folders labeled with From and To dates.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

6

6. Estimated Accumulation (Yearly)

2

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M

After 1. Yr, H M

After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center.

YES NO

10. Recommended Retention:

3 Years

When: ASAP

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Student Accounting
---	---

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.)
 General Accounting Records:
 Accounts Receivable - Report - Hospitalization

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

- Computer generated reports^{sf}
- 1). Detail of students (alphabetically) who have student health insurance for fall and spring semesters.
 - 2). Detail of students (by school) who have student health insurance for fall and spring semesters.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>1</u> 6. Estimated Accumulation (Yearly) <u>1</u>	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
---	--

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L
 After 1. Yr. H M L After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 3 Years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Student Accounting
---	---

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.)
 General Accounting Records:
Accounts Receivable - Report- Fees and Indicators

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

Computer Generated Reports

- 1). Fees - Listing by semester, by ID or Tuition and Fees
- 2). Indicators - Listing by semester, by ID of due rates, etc.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>1/2</u> 6. Estimated Accumulation (Yearly) <u>1/2</u>	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
---	--

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)
 Current Year H M L
 After 1. Yr. H M L After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 3 Years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Student Accounting

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.)

General Accounting Records:

Accounts Receivable - Report - Tuition Charge Programs

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

Computer Generated Reports

- 1). Listing by semester, by ID of number of students for each ID
- 2). Alphabetical listing by semester, by ID of student's registered.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

1/2

6. Estimated Accumulation (Yearly)

1/2

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L

After 1. Yr. H M L

After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center.

YES NO

When: ASAP

10. Recommended Retention:

3 Years

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Student Accounting
---	---

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.)
 General Accounting Records:
 Accounts Receivable - Report - Billing Detail

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

Computer Generated Reports

- 1). Listing by semester, by ID, Alphabetically of bills generated with bill number

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>1/2</u> 6. Estimated Accumulation (Yearly) <u>1/2</u>	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
---	---

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/trice monthly); LOW (less than once monthly).)
 Current Year H M L
 After 1. Yr, H M L After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 3 Years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Student Accounting
---	---

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.)
 General Accounting Records:
 Accounts Receivable - Report - Sync Run

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

Computer Generated Report
 Listing by semester, by ID of errors existing between SAR & Solars

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>1/2</u> 6. Estimated Accumulation (Yearly) <u>1/2</u>	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
---	--

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)
 Current Year H M L
 After 1. Yr, H M L After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 3 Years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Student Accounting
---	---

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.)

General Accounting Records:
Accounts Receivable - Report - Outside Billing

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

Computer Generated Reports

Listing by school, by outside agency of outside billings

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>1/2</u> 6. Estimated Accumulation (Yearly) <u>1/2</u>	7. Audit Requirements State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
---	---

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L
After 1. Yr, H M L After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 3 Years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
(Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Student Accounting

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.)

General Accounting Records:
Accounts Receivable - Report- Journal Voucher Detail

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

Computer Generated Reports

Listing by school, by transaction code, by SS# of all entries in SAR for a specified monthly period (used to update general ledger)

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

2

6. Estimated Accumulation (Yearly)

2

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L

After 1. Yr. H M L

After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center.

YES NO

10. Recommended Retention:

3 Years

When: ASAP

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Student Accounting

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.)

General Accounting Records:
Accounts Receivable - Report- Monthly Reconciliations

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

Computer Generated Reports
Listing by school, by transaction code, by SS# of all entries in SAR on a monthly basis

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

2

6. Estimated Accumulation (Yearly)

2

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/trice monthly); LOW (less than once monthly).)

Current Year H M L

After 1. Yr, H M L

After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center.

YES NO

10. Recommended Retention:

3 Years

When: ASAP

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Student Accounting

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.)

General Accounting Records:

Accounts Receivable - Report - Aging's Student Accounts Receivable

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

Computer Generated Reports

Listing by school, by ID, alphabetically of open balances

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

2

6. Estimated Accumulation (Yearly)

2

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L

After 1. Yr, H M L

After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center.

YES NO

10. Recommended Retention:

5 Years

When: ASAP

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Student Accounting

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.)

General Accounting Records:
Student Accounts Receivable Bills

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

Computer Generated Reports
Monthly bills mailed to students for each semester

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

3

6. Estimated Accumulation (Yearly)

3

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L

After 1. Yr. H M L

After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center.

YES

NO

10. Recommended Retention:

3 Years

When: ASAP

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Student Accounting

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.)

General Accounting Records:
Certificate of Deposits Detail

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

Detail of all receipts and certificate of deposits generated by the cashier's office

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

20

6. Estimated Accumulation (Yearly)

20

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/trice monthly); LOW (less than once monthly).)

Current Year H M L

After 1. Yr, H M L

After what year does activity become LOW 2nd

9. Could Record Series be stored in the State Records Center.

YES NO

10. Recommended Retention:

5 Years

When: ASAP

11. Inventory prepared by Wayne F. Allen

(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Student Accounting
---	---

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.)
 General Accounting Records:
 Remission of Fees

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

Alphabetical files of remissions for each semester

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>1/2</u> 6. Estimated Accumulation (Yearly) <u>1/2</u>	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
---	--

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)
 Current Year H M L
 After 1. Yr. H M L After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 5 Years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Student Accounting

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.)

General Accounting Records:
Guarantee Student Loan Advance Slips

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

Advance slips signed by student verifying receipt of bank loans(by semester, alphabetically)

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

2

6. Estimated Accumulation (Yearly)

2

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year: H M L

After 1. Yr, H M L

After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center.

YES NO

10. Recommended Retention:

5 years

When: ASAP

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Student Accounting
--	---

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.)
General Accounting Records:
Copl-Card Inventory

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

Weekly inventory of receipts of copycards sold.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>2</u> 6. Estimated Accumulation (Yearly) <u>2</u>	7. Audit Requirements State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
---	--

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/trice monthly); LOW (less than once monthly).)
Current Year H M L
After 1. Yr. H M L After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 5 Years
---	---

11. Inventory prepared by Wayne F. Allen Date: 5/30/89
(Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Student Accounting

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.)

General Accounting Records:
Hospitalization - Waivers and Applications

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

- 1). Hospitalization waivers by semester, alphabetically - used to waive insurance
- 2). Hospitalization applications completed by student to obtain insurance

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

1

6. Estimated Accumulation (Yearly)

1

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/trice monthly); LOW (less than once monthly).)

Current Year H M L

After 1. Yr. H M L

After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center.

YES NO

10. Recommended Retention:

5 years

When: ASAP

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Student Accounting

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.)

General Accounting Records:
Outside Billing Detail

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

File by semester, alphabetically of students billed to an outside agency

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) 1/2

6. Estimated Accumulation (Yearly) 1/2

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L

After 1. Yr. H M L

After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center.

YES NO

10. Recommended Retention:

3 years

When: ASAP

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Student Accounting

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.)
General Accounting Records:
Outside Billing Invoices

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

Folder by semester, by invoice number of invoices to outside agencies

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

1/2

6. Estimated Accumulation (Yearly)

1/2

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L

After 1. Yr. H M L

After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center.

YES NO

When: ASAP

10. Recommended Retention:

3 years

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Student Accounting
---	---

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.)
 General Accounting Records:
 Accounts Receivable - Correspondence Files - By Semester

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

Files by semester of all SAR correspondence

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>2</u> 6. Estimated Accumulation (Yearly) <u>2</u>	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
---	--

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/trice monthly); LOW (less than once monthly).)
 Current Year H M L
 After 1. Yr, H M L After what year does activity become LOW 2nd.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 5 years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Student Accounting

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.)

General Accounting Records:
Financial Aid Check Transmittals

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

Accounts payable batches for Student Accounting, number sequence with a prefix of "A"

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

3

6. Estimated Accumulation (Yearly)

3

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L

After 1. Yr. H M L

After what year does activity become LOW Brd.

9. Could Record Series be stored in the State Records Center.

YES NO

When: ASAP

10. Recommended Retention:

5 years

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Student Accounting

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.)

General Accounting Records:
Financial Aid Reports

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

Computer printouts:

- Credit balance
- Fund listings
- Sync Listing

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

1

6. Estimated Accumulation (Yearly)

1

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L

After 1. Yr, H M L

After what year does activity become LOW 3rd.

9. Could Record Series be stored in the State Records Center.

YES NO

When: ASAP

10. Recommended Retention:

5 years

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Student Accounting

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.)
General Accounting Records:
Financial Aid/Schools Correspondence

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

Folders of correspondence for fiscal officer

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

6. Estimated Accumulation (Yearly)

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L

After 1. Yr. H M L

After what year does activity become LOW Brd.

9. Could Record Series be stored in the State Records Center.

YES NO

10. Recommended Retention:

5 years

When: ASAP

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Student Accounting

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.)

General Accounting Records

Loan Collections - Correspondence-Health Professions Loans

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

Folders of correspondences for Health Professions Loan collector, including misc. computer printouts.(aging schedules)

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

1

6. Estimated Accumulation (Yearly)

1

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L

After 1. Yr, H M L

After what year does activity become LOW 4th.

9. Could Record Series be stored in the State Records Center.

YES NO

10. Recommended Retention:

5 years

When: ASAP

11. Inventory prepared by Wayne F. Allen

(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Student Accounting
--	---

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.)
General Accounting Records:
Loan Collections - Correspondence - Perkins Loans

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

Folders of correspondences for Perkins Loans collector, including misc. computer printouts.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>1</u> 6. Estimated Accumulation (Yearly) <u>1</u>	7. Audit Requirements State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
---	--

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)
Current Year H M L
After 1. Yr, H M L After what year does activity become LOW 1/4th.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 5 years
---	---

11. Inventory prepared by Wayne F. Allen Date: 5/30/89
(Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Student Accounting

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.)

General Accounting Records:
Loan Collections - Correspondence - Private Loans

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

Folders of correspondences for private loan collector, including misc. computer printouts.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

1

6. Estimated Accumulation (Yearly)

1

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L

After 1. Yr. H M L

After what year does activity become LOW 4th.

9. Could Record Series be stored in the State Records Center.

YES NO

10. Recommended Retention:

5 years

When: ASAP

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Student Accounting

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.)

General Accounting Records:
Fund Listings - Journal Entries Financial Aid

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

Monthly computer printouts of Financial Aid transactions.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

1

6. Estimated Accumulation (Yearly)

1

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L

After 1. Yr. H M L After what year does activity become LOW Brd.

9. Could Record Series be stored in the State Records Center.

YES NO

When: ASAP

10. Recommended Retention:

3 years

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Student Accounting
--	---

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.)
 General Accounting Records:
 Financial Aid Correspondence

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

Correspondences to : Schools
 Transmittals for Fall, Spring and Summer
 Remittance slips, folders for private donor scholarships
 Maryland State scholarship Roster

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) 6. Estimated Accumulation (Yearly)	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
---	---

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/trice monthly); LOW (less than once monthly).)

Current Year H M L
 After 1. Yr. H M L After what year does activity become LOW Brd.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 5 years
---	---

11. Inventory prepared by Wayne F. Allen Date: 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Student Accounting
---	--

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.)
 General Accounting Records: Financial Aid Workpapers

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

Workpaper for various reports completed by Fiscal Officer

- 1). default rates
- 2). Maryland State Scholarship Board
- 3). Dept. of Education

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) 1 6. Estimated Accumulation (Yearly) 1	7. Audit Requirements State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
---	---

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L
 After 1. Yr. H M L After what year does activity become LOW 5yrs.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 5 years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Restricted Funds
---	---

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.)
 General Accounting Records:
 Grant Folders

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

The folders include requisitions, payroll cards, budget information and general correspondence.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>225</u> 6. Estimated Accumulation (Yearly) <u>35</u>	7. Audit Requirements State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
--	---

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L
 After 1. Yr. H M L After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 3 years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Restricted Funds

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.)

General Accounting Records:
Batch Folders

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

The folders containing encoding sheets, backup documentation and daily computer printouts.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

42

6. Estimated Accumulation (Yearly)

6

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L

After 1. Yr. H M L

After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center.

YES NO

10. Recommended Retention:

3 years

When: ASAP

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Restricted Funds
---	---

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.)
 General Accounting Records:
 Restricted Funds Correspondence

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

The folders contain miscellaneous letters and other correspondence.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>14</u> 6. Estimated Accumulation (Yearly) <u>2</u>	7. Audit Requirements State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
--	---

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L
 After 1. Yr, H M L After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 3 years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Payroll
---	--

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.)
 General Accounting Records:
 Payroll Transfer

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

- (A) Letter size folder
- (B) Copies of journal voucher and supporting documentation
- (C) Transfer of funds for appropriateness
- (D) Transfer of payroll charges
- (E) 08.00027

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>2</u> 6. Estimated Accumulation (Yearly) <u>2</u>	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
---	--

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/trice monthly); LOW (less than once monthly).)
 Current Year H M L
 After 1. Yr, H M L After what year does activity become LOW 15th.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 5 years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Payroll

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.)

General Accounting Records:
Payroll Entries/One Pay Cards

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

- (A) Letter size folder
- (B) Approx 100 documents, supporting documentation authorizing pay of stated period of time, or reflection of changes in pay
- (C) Back up and supporting documentation
- (D) University of Maryland - Payroll Entry

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

5

6. Estimated Accumulation (Yearly)

3

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L

After 1. Yr, H M L

After what year does activity become LOW Sixt.

9. Could Record Series be stored in the State Records Center.

YES

NO

10. Recommended Retention:

5 years

When: ASAP

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Payroll

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.)

General Accounting Records:
Special and Technical Fees

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

Letter size folder
Supporting documentation for seminar speaker's and lecturer's
Backup documentation for payments expended
University of Maryland - Technical and Special Fees
FAS-U-011

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

2

6. Estimated Accumulation (Yearly)

1

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/trice monthly); LOW (less than once monthly).)

Current Year H M L

After 1. Yr, H M L

After what year does activity become LOW 5th.

9. Could Record Series be stored in the State Records Center.

YES NO

10. Recommended Retention:

5 years

When: ASAP

11. Inventory prepared by Wayne E. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Payroll
--	--

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.)
 General Accounting Records:
 Payroll Correspondence

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

Legal size folders
 Misc. supporting documentation and backup for payroll operation to and from departments and schools
 Document actions taken on special payroll support

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) 1	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
6. Estimated Accumulation (Yearly) 1	8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).) Current Year <input checked="" type="radio"/> H <input type="radio"/> M <input type="radio"/> L After 1. Yr, <input type="radio"/> H <input checked="" type="radio"/> M <input type="radio"/> L After what year does activity become LOW <u>3rd.</u>
9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 3 years

11. Inventory prepared by Wayne F. Allen Date: 5/30/89
(Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Payroll

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.)

General Accounting Records:
Statement of Payroll Charges

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

Printout material 8½ x 11"
Supporting documentation of payroll charges

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

50

6. Estimated Accumulation (Yearly)

10

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/trice monthly); LOW (less than once monthly).)

Current Year H L

After 1. Yr, H L

After what year does activity become LOW 5th.

9. Could Record Series be stored in the State Records Center.

YES NO

10. Recommended Retention:

5 years

When: ASAP

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Payroll
---	--

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.)
 General Accounting Records:
 Payroll Cards

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

Index Cards
 Line item supporting documentation of charges made
 08.00031

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) _____ 6. Estimated Accumulation (Yearly) $\frac{2}{1}$	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent _____ External <input checked="" type="checkbox"/>
---	---

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)
 Current Year H M L
 After 1. Yr. H M L After what year does activity become LOW 3rd.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 3 years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Payroll
---	--

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.)
 General Accounting Records:
 Payroll System Reports

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

Printout material 8½" x 11"
 Supporting documents for various departments and school (payroll tracking and reporting system)
 Various

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) _____ 12 6. Estimated Accumulation (Yearly) _____ 6	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent _____ External <input checked="" type="checkbox"/>
--	---

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/trice monthly); LOW (less than once monthly).)

Current Year H L
 After 1. Yr, H L After what year does activity become LOW Brd.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 3 years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Travel
---	---

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.)
 General Accounting Records:
 Expense statements and supporting documentation

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

letter size folders
expense statements completed and attachments
supporting documentation for travel reimbursement
University of Maryland - Expense statement
08.00033

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) _____ 6. Estimated Accumulation (Yearly) _____ 18 _____ 12	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent _____ External <input checked="" type="checkbox"/>
--	---

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L
 After 1. Yr, H M L After what year does activity become LOW 3rd.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 5 years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Travel
---	--

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.)
 General Accounting Records:
 Journal Vouchers for airline and rail tickets

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

letter size folders
 copies of journal vouchers and documents of authorization
 backup for charges for purchased airline tickets etc.
 University of Maryland - Journal Voucher other than compound
 08.00024

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>2</u>	7. Audit Requirements State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
6. Estimated Accumulation (Yearly) <u>1</u>	

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H L
 After 1. Yr, H L After what year does activity become LOW 3rd.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	10. Recommended Retention: 5 years
---	--

When: ASAP

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Travel
---	---

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.)
 General Accounting Records:
 Billing Documentation

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

letter size folders
documentation from travel agencies
backup for monthly charges received and paid

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) 1	7. Audit Requirements State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
6. Estimated Accumulation (Yearly) 1	

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H L
 After 1. Yr. H L After what year does activity become LOW 3rd.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	10. Recommended Retention: 5 years
---	--

When: ASAP

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Travel
---	---

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.)
 General Accounting Records:
Travel Correspondence

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

Letter size folder
supporting documentation backup for operation to and from departments for travel
authorization and expenditures

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>1</u>	7. Audit Requirements State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
6. Estimated Accumulation (Yearly) <u>1</u>	

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L
 After 1. Yr. H M L After what year does activity become LOW 3rd.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 3 years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Working Fund
---	---

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.)
 General Accounting Records:
 Bank Statements and Reconciliations

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

Legal folder size
 bank statements and supporting documentation for reporting purpose (bank reconciliations)

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>3</u> 6. Estimated Accumulation (Yearly) <u>1</u>	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
---	--

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/trice monthly); LOW (less than once monthly).)
 Current Year H M L
 After 1. Yr, H M L After what year does activity become LOW 3rd.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 5 years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Working Fund
---	---

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.)
 General Accounting Records:
 Cancelled Checks

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

Cancelled checks returned monthly
should fit in box 15 x 12 x 10

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) 20	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
6. Estimated Accumulation (Yearly) 10	

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/trice monthly); LOW (less than once monthly).)

Current Year H M L
 After 1. Yr, H M L After what year does activity become LOW 3rd.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	10. Recommended Retention: 5 years
---	--

When: ASAP

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Working Fund
---	---

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.)
 General Accounting Records:
 Check Stubs

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

Monthly check stubs about 3" x 9"
Supporting documentation of file data on Working Fund system

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>6</u> 6. Estimated Accumulation (Yearly) <u>2</u>	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
---	--

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L
 After 1. Yr, H M L After what year does activity become LOW 3rd.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 5 years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Working Fund
---	---

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.)
 General Accounting Records:
Transmittal Lists

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

Letter size folders
 Backup detail for charges made to working fund system
 Support request and disbursements of funds

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) _____ 20 6. Estimated Accumulation (Yearly) _____ 10	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent _____ External <input checked="" type="checkbox"/>
---	---

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/trice monthly); LOW (less than once monthly).)
 Current Year H M L
 After 1. Yr, H M L After what year does activity become LOW 3rd.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 5 years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Working Fund
--	---

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.)
General Accounting Records:
Certificate of Deposit and Bank Deposit Slips

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

Approx 3" x 5" which are original copies of deposit slips transmitted to bank bank and returned copies for working fund

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) 2	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
6. Estimated Accumulation (Yearly) 1	

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)
Current Year H M L
After 1. Yr. H M L After what year does activity become LOW 1brd.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 5 years
---	---

11. Inventory prepared by Wayne F. Allen Date: 5/30/89
(Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Working Fund
---	---

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.)
 General Accounting Records:
 Working Fund Correspondence

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

Letter Size File
 Supporting Misc. Correspondence Files
 Document action taken on working fund operations for departments and schools

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>2</u>	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
6. Estimated Accumulation (Yearly) <u>1</u>	

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L
 After 1. Yr. H M L After what year does activity become LOW 3rd.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	10. Recommended Retention: 3 years
---	--

When: ASAP

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Disbursements/Payroll
---	--

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.)
 General Accounting Records:
 General Correspondence

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

Legal size folder
 Supporting memorandum's, backup documentation for operations from and to departments and schools etc. For administration of payroll, travel and working fund
 Document actions taken on operations within our controls

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>2</u> 6. Estimated Accumulation (Yearly) <u>1</u>	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
---	--

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)
 Current Year H L
 After 1. Yr. H L After what year does activity become LOW 2nd.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 3 years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Accounts Payable
---	---

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.)
 General Accounting Records:
 Batch Lists

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

Contained in 8 x 11 letter size drop in folders.
 Contents - duplicate copies of processed invoices and white colored remittance forms for each vendor
 Purpose - auditing - to retain a record of each batch (invoices) sent to Central Administration.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>60</u>	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
6. Estimated Accumulation (Yearly) <u>30</u>	

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/trice monthly); LOW (less than once monthly).)
 Current Year H M
 After 1. Yr. H M After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 3 years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Accounts Payable

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.)

General Accounting Records:

STARS A30485 Vendor Payment Detail Report by Submitting Agency

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

Contained in a 12" x 15" hanging folders
Content - Approx. 600 pages in alphabetical order with daily listing of vendors paid and the associated check number.
Purpose - record in alphabetical order invoices processed for payment in Annapolis.
Form Name - State of Maryland - Vendor Payment Detail Report
Form Number - STAR A30485

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

13

6. Estimated Accumulation (Yearly)

13

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/trice monthly); LOW (less than once monthly).)

Current Year H M L

After 1. Yr, H M L

After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center.

YES NO

10. Recommended Retention:

3 years

When: ASAP

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Accounts Payable

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.)

General Accounting Records:
STARS A30499 Agency Vendor Payment Report

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

Contained in a hanging folder approx. 12" x 15"
Content- approx 500 pages. Monthly listing in vendor Number Order of all invoices paid to all Vendors within the run month
Form Name - State of Maryland - Agency Vendor Payment Report
Form Number - STARS A30499

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

13

6. Estimated Accumulation (Yearly)

12

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/trice monthly); LOW (less than once monthly).)

Current Year H M L

After 1. Yr. H M L

After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center.

YES NO

10. Recommended Retention:

3 years

When: ASAP

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Accounts Payable

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.)

General Accounting Records:
STARS A30401 Detail of Transactions Posted

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

Contained in a hanging folder approx 12" x 15" 3"D
Content - approx 600 pages - Vendor Name , FID, Invoice Amount, Warrant#
Purpose - record of invoices processed for payment in Annapolis
Form Name - State of Maryland Detail of Transaction Posted
Form Number - STARS A30401

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

36

6. Estimated Accumulation (Yearly)

12

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year E M

After 1. Yr, E M

After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center.

YES NO

10. Recommended Retention:

3 years

When: ASAP

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Accounts Payable
---	---

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.)
 General Accounting Records:
 STARS Vendor Payments - Warrants and Reference

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

Computer printout (usually several pages are received each week) listing warrant and reference numbers to be used in tracking check numbers, etc.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>6</u>	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
6. Estimated Accumulation (Yearly) <u>2</u>	

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)
 Current Year H M **L**
 After 1. Yr. H M **L** After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 3 years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Accounts Payable

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.)

General Accounting Records:
Daily diagnostics ADO10 Expense

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

Folder - approx 13" x 15"
Content - computerized print out of daily transaction (keyed invoice batches)
Form Name - Daily Diagnostics
Form Number - ADO10

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

20

6. Estimated Accumulation (Yearly)

12

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M

After 1. Yr, H M

After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center.

YES NO

10. Recommended Retention:

3 years

When: ASAP

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Accounts Payable
---	---

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.)
 General Accounting Records:
 Journal Vouchers

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

Folder - letter size - containing journal entries and supporting documentation
 Form Name - JVXXXX

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>2</u> 6. Estimated Accumulation (Yearly) <u>1</u>	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
---	--

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/trice monthly); LOW (less than once monthly).)

Current Year H M L
 After 1. Yr, H M L After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 3 years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Accounts Payable
---	---

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.)
 General Accounting Records:
 Delayed Payments

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

Folder - 12" x 15"
 Content- Inhouse computer printout of delayed payments
 Form Name - delayed payment report
 Form Number - None

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) _____ 6. Estimated Accumulation (Yearly) _____	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent _____ External <input checked="" type="checkbox"/>
---	---

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M
 After 1. Yr, H M After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 3 years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Accounts Payable

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.)

General Accounting Records:
Complete Purchase Orders

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

Folder - 8 x 11
Content - Purchase Order, change orders, receivers, invoices, in alphabetical vendor name_order
High volume vendors are filed separately example:
A.J. Stationary, Sigma Chemical and VWR Scientific

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

12

6. Estimated Accumulation (Yearly)

5

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M L

After 1. Yr, H M L

After what year does activity become LOW 1st. _____

9. Could Record Series be stored in the State Records Center.

YES

NO

10. Recommended Retention:

3 years

When: ASAP

11. Inventory prepared by Wayne F. Allen

(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Accounts Payable
---	---

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.)
 General Accounting Records:
 Confirming Requisitions

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

Filed in 8 x 11 drop in folders
Content - confirming requisitions and invoices
Purpose - to retain a record of invoices for \$200.00 or less that have been authorized for payment.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) 6 6. Estimated Accumulation (Yearly) 4	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
---	--

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/trice monthly); LOW (less than once monthly).)
 Current Year H M L
 After 1. Yr, H M L After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	10. Recommended Retention: 3 years
---	--

When: ASAP

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

University of Maryland at Baltimore

2. Division

Financial Affairs

3. Unit

Accounts Payable

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.)

General Accountins Records:
Numerical Purchase Order Files

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

8½ x 11 letter size paper that is filed in numerical order
FY89 Purchase order begin with the Alpha letter A(effective Jan 89)
FY90 Purchase order begin with the Alpha letter B(effective July 1, 89)

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)

13

6. Estimated Accumulation (Yearly)

4

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M

After 1. Yr. H M

After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center.

YES

NO

10. Recommended Retention:

3 years

When: ASAP

11. Inventory prepared by Wayne F. Allen
(Print Name)

Date: 5/30/89

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Accounts Payable
---	---

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.)
 General Accounting Records:
 Encumbrance Logs ADO10

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

Looseleaf note book containing record of encumbrance batches sent to Data Processing to be key punched.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) 4 6. Estimated Accumulation (Yearly) 1	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
---	---

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)
 Current Year H M
 After 1. Yr. H M After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 3 years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Accounts Payable
---	---

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.)
 General Accounting Records:
 Encumbrance Print Out AD010

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

Filed in 12" x 15" drop file
 Contains Computer printout of Key Punched encumbrances from Purchase Orders and Change Orders
 UM Accounting System Report - Daily diagnostics
 Program Number - AD010

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) 3	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
6. Estimated Accumulation (Yearly) 3	

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H M
 After 1. Yr. H M After what year does activity become LOW 1st.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 3 years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Financial Systems
---	--

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.)
 General Accounting Records:
 Financial Accounting System - Daily Diagnostic Reports - AD010 through AD097

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

Printouts(computer) - 14½" x 11" - Daily cycle
 Made up of 20 different reports - which make up the daily processing information an cash posted, invoices paid and various transactions that have updated the various cost centers on campus.
 AD008 - thru - AD053 covers whats been processed and posted to the accounting system for that day.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) 100 approx.	7. Audit Requirements State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
6. Estimated Accumulation (Yearly) 25 approx.	

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)
 Current Year H M L
 After 1. Yr. H M L After what year does activity become LOW 2nd.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	10. Recommended Retention: 3 years
When: <u>ASAP</u>	

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department University of Maryland at Baltimore	2. Division Financial Affairs 3. Unit Comptroller
---	---

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.)
 General Accounts records.
 General Correspondence

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

The General Correspondence files for the Comptroller include the following information:

- General Correspondence
- Budget
- Year End Closing
- Audit Information and Reports
- Studies
- Payroll and Requisitions/Purchase Orders for the Office

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) 32 <hr/> 6. Estimated Accumulation (Yearly) 8 <hr/>	7. Audit Requirements State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input type="checkbox"/> Independent <input type="checkbox"/> External <input checked="" type="checkbox"/>
---	--

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/trice monthly); LOW (less than once monthly).)
 Current Year H M L
 After 1. Yr, H M L After what year does activity become LOW 2nd.

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>ASAP</u>	10. Recommended Retention: 3 years
--	--

11. Inventory prepared by Wayne F. Allen **Date:** 5/30/89
 (Print Name)

Telephone Number: (301) 328-7295