9 <b>98-33</b> HEV. 7	•••	DEPARTMENT OF G Records Manage		1	SCHEDULE NO. 1197
• · •		RECORDS RETENTION AN	D DISPOSAL SCHEDULI		PAGE NO. 10F3
Un	iversit	y of Maryland at Baltimore		Financial Af	fairs
ltem No.		Description		Reter	ntion
1.	Size:	L ACCOUNTING RECORDS Varied rrangement: Chronological/ State, Federal both Internal	and Independent:		
	Univer genera	ecord series includes all stand sity of Maryland System account L accounting records which prov or permanent general ledgers an entry.	ing forms and ide supporting		
	normal: If the series	ents to the forms identified be y require any change in the re description, retention life, or is changed or added the retent aded to reflect such changes.	tention schedule. new record		
	All or agencie	some of the following records a s or the University of Maryland	are found in State d System:		
	General	Accounting			
	Campus Revolvi Folders Central	Parking Operation Tickets and Su Account Records ng Fund and Auxiliary Enterpris for State Funds Cash Receipts Billing Statements, Batches, a Voucher and Interdepartmental	se Account Folders and Requisitions and Paid Invoices	3 Ye 3 Ye 3 Ye 3 Ye 3 Ye 3 Ye	ars ars ars ars
					,
		y Depörtment, Representetlive	Schedule Authorized by		• • <u>•</u> ••••• <u>•</u> •••••
6/9	189 1	Taymo Faller Comptroller	6/26/31_	<u>Shrach</u>	

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### RECORDS RETENTION AND DISPOSAL SCHEDULE

(CONTINUATION SHEET)

SCHEDULE NO. 1197

PAGE NO. 7 OF 3

		NO. 2 OF 3
tem	Description	Retention
	Student Accounting	
	Accounts Receivable:	
	Reports:	
	Hospitalization	3 Years
- 1	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
	YAging's - Student Accounts Receivable	5 Years
ļ	Student Accounts Receivable Bills	3 Years
İ	Certificate of Deposits Detail Remission of Fees	5 Years 5 Years
I		5 Years
	Guarantee Student Loan Advance Slips 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:	J ICUIS
	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
	Restricted Funds	
	Grant Folders	3 Years
	Batch Folders	3 Years
	Restricted Funds Correspondence	3 Years
	Payroll	
		-
	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
i	Payroll System Reports	3 Years
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## RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. 1197

(CONTINUATION SHEET)

PAGE NO. 3 OF 3

.

			NO. 3 OF 3
item	Description	Ret	intion
	Travel		
i	Expense Statements and Supporting Documentation Journal Vouchers for Airline and Rail Tickets Billing Documentation Travel Correspondence	5	lears lears lears lears
ł : ł	Working Fund		
	Bank Statements and Reconciliations Cancelled Checks Check Stubs Transmittal Lists Certificate of Deposit and Bank Deposit Slips Working Fund Correspondence	5 5 5 5	Years Years Years Years Years Years
	Disbursements/Payroll		
	General Correspondence	3	Years
	Accounts Payable		
	Batch Lists STARS A30485 Vendor Payment Detail Report by Submitting Agency STARS A30499 Agency Vendor: Payment Report STARS A30401 Detail of Transactions Posted STARS Vendor Payments - Warrants and Reference Daily Diagnostics AD010 Expense Journal Vouchers Delayed Payments Completed Purchase Orders Confirming Requisitions Numerical Purchase Order Files Encumbrance Logs AD010 Encumbrance Print Out AD010	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Years Years Years Years Years Years Years Years Years Years Years Years
:	Financial Systems		
	Financial Accounting System - Daily Diagnostic Reports - AD010 through AD097	3	Years
1	Comptroller		
!	General Correspondence	3	Years
	NOTE:		
$\bullet$	Retain for 3-5 years and until all audit requirements have been fulfilled, then destroy.		

#### DEPARTMENT OF GENERAL SERVICES Records Management Division

#### -AGENCY RECORDS INVENTORI

Page No.

1197

#### 1. Department

\$

University of Maryland at Baltimore

 Division Financial Affairs
 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 f 5. Present Volume on Hand (No. of file drawers 90	
6. Estimated Accumulation (Yearly) 30	Independent
Current Year H M D	ty Guide- HIGH (used daily); MEDIUM (once/twice by); LOW (less than once monthly). )
9. Could Record Series be stored in the State Records Center. INS NO	10. Recommended Retention: 3 years
When: ASAP	·.
Ll. Inventory prepared by <u>Wavne F. Allen</u> (Print Mane)	Dete: <u>5/30/89</u>

	ODVERAL BERVICES
Records Nam	agement Division
	Page No Page No
1. Department Iniversity of Maryland at Baltimore	<ol> <li>Division         Financial Affairs         </li> <li>Unit             General Accounting</li> </ol>
L. Record Series and Title: (Def. A group of may be transferred or disposed of General Accounting Records: Campus Account Records	f records filed as a unit, used as a unit, and whit as a unit.)
Description: (Give a brief description of form name(s) and number(s).	a typical folder; include content, purpose, and
Nonthly record of the transactions effecting Fund Accounts(Hard Copy). Microfiche of these records are kept in gener	the State, Auxiliary Enterprise, and Revolving
	•
g se mu	
	•
(Note: Use a separate inventory sheet 5. Present Volume on Hand (No. of file drawer	
30	State [X]
6. Estimated Accumulation (Tearly)	Federal [ Internal [] Independent
8. Rutimated Activity new Dile Deserve /A-Ad-	ity Guide- HIGH (used daily); MEDIUM (once/twice
month	ly); LOW (less than once monthly). )
Current Year H M (L) After 1. Yr, H M (L) After what y	ear does activity become LOW
9. Could Record Series be stored in the State Records Center. TES (A7) 10 (7)	10. Recommended Retention:
	2 1/2
When: ASAP	3 Years

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	ENERAL SERVICES
AGENCY RECOR	DS INVENTORI Page No Of ZO
1. Department University of Maryland at Baltimore	<ul> <li>2. Division         Financial Affairs         </li> <li>3. Unit         General Accounting     </li> </ul>
4. Record Series and Title: (Def. A group of may be transferred or disposed of General Accounting Records:	records filed as a unit, used as a unit, and whice as a unit.)
Revolving Fund and Auxiliary Enterprise Accourt	nt Folders
form name(s) and number(s). Folders containing copies of requistions, cash	a typical folder; include content, purpose, and h receipts, and correspondence for the Revolving
Fund and Auxiliary Enterprise Accounts. Each file has a label indicating the account a	number.
	•
	•
(Note: Use a separate inventory sheet f	or each Record Series)
5. Present Volume on Hand (No. of file drawers	
6. Estimated Accumulation (Yearly)	Independent External (
Current Year H M (L)	ty Guide- HIGH (used daily); MEDIUM (once/twice y); LOW (less than once monthly). ) ar does activity become LOW
9. Could Record Series be stored in the State	10. Recommended Retention:
Records Center. TES NO	3 Years
When:ASAP	·.
11. Inventory prepared by Wayne F. Allen (Print Mane)	Dete: 5/30/89
Telephone Number: (301) 328-7295	DGS-550-4 1/81

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	GENERAL SERVICES
Records Har	nagement Division
AGENCY REC	DRDS INVENTORY Page No. 4 of 70
1. Department	2. Division Financial Affairs
University of Maryland at Baltimore .	3. Unit General Accounting
4. Record Series and Title: (Def. A group of may be transferred or disposed of General Accounting Records: Folders for State Funds Cash Receipts and Re	
Description: (Give a brief description of form name(s) and number(s).	f a typical folder; include content, purpose, and
Copies of Cash Receipts and requisitions whic Ranges of accounts may be contained in a sig Receipts and a separate set of folders for r	glé folder. Separate folders for Cash
	· · ·
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	· •
(Note: Dae a separate inventory sheet	
5. Present Volume on Hand (No. of file drawe 18	ers) 7. Audit Requirements State [X]
6. Estimated Accumulation (Yearly)	Federal <u>[]</u> Internal <u>[]</u> Independent
	External CT
5. Estimated Activity per File Draver: (Acti	vity Guide- HIGH (used daily); MEDIUM (once/twice hly); LOW (less than once monthly). )
Current Year H M (L)	year does activity become LOW
9. Could Record Series be stored in the Stat Records Center. YES HO	e 10. Recommended Retention:
When: ASAP	3 Years
11. Inventory prepared by Wayne F. Allen	Date: <u>5/30/89</u>
(Print Nam	

	ARDENT OF GENERAL BERVIO Docords Managument Divisio		
	AGENCI RECORDE INVERTORI	ى	Page No.
1. Department	2. Divis	<b>lon</b> Financial Affairs	
University of Maryland at Baltimo	ore . 3. Unit	General Accounting	
L. Record Series and Title: (Def. may be transferred or General Accounting Records: Central Billing Statements, Batche	disposed of as a unit.)	d as a unit, used as	a unit, and
• • • • • • • • • • • • • • • • • • •			
Description: (Give a brief desc form name(s) and number(s).	cription of a typical fol	der; include content,	purpose, a
and teh Archive Program. (Each sen Batches include: Invoice, Payment, Attached to the source documents a The paid invoices (completed invoi file for storage.	ra tha computer entry ye	neraleu Dy Gentrar D	L
	•		
		·	
	tory sheet for each Recor	ri Series)	
(Note: Dae a separate inven		Requirements	
(Note: Dae a separate inven 5. Present Volume on Hand (No. of 12	file drawers) 7. Audit State		
5. Present Volume on Hand (No. of	file drawers) 7. Audit Btate Peders	Internal ,	
5. Present Volume on Hand (No. of 12	file drawers) 7. Audit State Pedere Indepa	E (used daily); MEDI	xy M (once/tarl
5. Present Volume on Hand (No. of 12 6. Estimated Accumulation (Yearly) 4 8. Estimated Activity per File Dra	file drawers) 7. Audit State Pedere Indepe wer: (Activity Ouide- HIC monthly); LOW (less	E (used daily); MEDIC than once monthly).	NY N (once/tari )
5. Present Volume on Hand (No. of 12 6. Estimated Accumulation (Yearly) 4 8. Estimated Activity per File Dra Current Year H M C After 1. Yr, H M C	file drawers) 7. Audit State Peders Indepe wer: (Activity Ouide- HIC monthly); LOW (less fier what yeer does activ	Internal ( Internal ( External (	NY N (once/tari )
<ul> <li>5. Present Volume on Hand (No. of 12</li> <li>6. Estimated Accumulation (Yearly) 4</li> <li>8. Estimated Activity per File Dre Current Year H M L After 1. Yr, H M L After 1. Yr, H M L After 2. Second Series be stored 1 Records Center.</li> </ul>	file drawers) 7. Audit State Peders Indepe wer: (Activity Ouide- HIC monthly); LOW (less fier what year does activ n the State 10. Recom	E (used daily); MEDIC than once monthly).	NY N (once/tari )
<ul> <li>5. Present Volume on Hand (No. of 12</li> <li>6. Estimated Accumulation (Tearly) 4</li> <li>8. Estimated Activity per File Dre Current Year H M L After 1. Yr, H M L After 1. Yr, H M L After 5. Could Record Series be stored i Records Center.</li> </ul>	file drawers) 7. Audit State Peders Indepe wer: (Activity Ouide- HIC monthly); LOW (less fier what yeer does activ	Internal ( Internal ( External (	XX M (once/tari )

	DEPARTMENT OF GERE Booords Nanagement		
	AGENCT RECORDS ]	IN THE REAL PROPERTY OF T	Page No.
1. Department		2. Division Financ	ial Affairs
University of Maryland at 1	Baltimore	Genera	1 Accounting
L. Record Series and Title: may be transfer General Accounting Records:	(Def. A group of record of as a		nit, used as a unit, and
Journal Voucher and Interde	partmental Transfer Ba	tches	
Description: (Give a bri form name(s) and numb	er(3).		
Folders labled with JV or D authorizing the transaction			
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		<i>.</i>	
			ς.
5. Present Volume on Hand ()	inventory sheet for e	7. Audit Requirem	•
(Note: Use a separate 5. Present Volume on Hand () 18 6. Estimated Accumulation ()	No. of file drawers)		•
5. Present Volume on Hand () 18	No. of file drawers)	7. Audit Requirem State [X]	Internal
5. Present Volume on Hand () 18 6. Estimated Accumulation ()	No. of file drawers) Tearly) ile Drawer: (Activity G	7. Audit Requirem State [X] Federal [] Independent wide- EIOH (used	Internal IN External IN deily); MIDIUM (once/tario
5. Present Volume on Hand () 18 6. Estimated Accumulation () 6	No. of file drawers) Tearly) ile Drawer: (Activity G	7. Audit Requirem State [2] Federal [1] Independent Nide- EIOH (used LOW (less than on	ents Internal (ST External (ST daily); MEDIUM (once/tailonce monthly). )
5. Present Volume on Hand () 18 6. Estimated Accumulation () 6 8. Estimated Activity per P. Current Year H M () 9. Could Record Series be st Records Center.	No. of file drawers) Tearly) ile Drewer: (Activity G monthly); After what year d tored in the State	7. Audit Requirem State [2] Federal [1] Independent Nide- EIOH (used LOW (less than on	ents Internal (27 External (27 deily); MEDIUM (once/twick be monthly). ) me LOW lst.
5. Present Volume on Hand () 18 6. Estimated Accumulation () 6 8. Estimated Activity per P. Current Year H M (1) After 1. Yr, H M (2) 9. Could Record Series be st	No. of file drawers) Tearly) ile Drewer: (Activity G monthly); After what year d tored in the State	7. Audit Requirem State [2] Pederal [1] Independent wide- EIGH (used LOW (less than on bes activity bees	ents Internal (27 External (27 deily); MEDIUM (once/twick be monthly). ) me LOW lst.

			GENERAL BERVICES agement Division	
		AGENCY REC	RDS DIVENTORY	Page No.
1.	Department		2. Division Financial	Affairs
Ur	niversity of Maryland a	at Baltimore .	3. Unit General A	ccounting
4.		le: (Def. A group of ferred or disposed of	f records filed as a unit,	used as a unit, and
Ger Ger	neral Accounting Record neral Accounting Corres	ds:		
_		-		
	Description: (Give a form name(s) and n		a typical folder; include	content, purpose, a
Fo.	lders containing copie	s of Letters and Memo	os from General Accounting	; on various subject
Fo	tters. Folders labeled lders containing compl tes.	eted Check deposit s	ummaries. Folderslabeled	with From and To
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5.	Fresent Volume on Hand			
		d (No. of file drawer	To Audit Requirements State CXT Pederal CY 7	nteral 🖂
6.	Present Volume on Hand 6 Betimsted Accumulation 2	d (No. of file drawer n (Tearly)	The period of the second state of the second state of the second	internal 🖾
6.	Present Volume on Hand 6 Betimsted Accumulation 2	d (No. of file drawer n (Tearly) r File Drawer: (Activ	Tity Guide- EIGH (used dail	internal (27 External (27 y); MEDIUM (once/tari
6.	Fresent Volume on Hand Betimeted Accumulation 2 Ketimeted Activity per Current Year E M (E)	d (No. of file drawer n (Tearly) r File Drawer: (Activ month	rs) 7. Audit Requirements State [2] Pederal [] Independent rity Guide- HIGH (used dail Ly); LOW (less than once s	internal (XY y); MEDIUM (once/tario worthly). )
6. 5.	Fresent Volume on Hand 6 Betimated Accumulation 2 Ketimated Activity per Current Year H H (L After 1, Yr, H H (L	d (No. of file drawer n (Tearly) r File Drawer: (Activ month After what y	7. Audit Requirements State CT Pederal Independent rity Ouide- HICH (used dail Ly); LOW (less than once a mear does activity become 1	internal CN ixternal (X) y); MEDIUM (once/tario bonthly). ) OW lst.
6. 5.	Fresent Volume on Han 6 Betimeted Accumulation 2 Ketimeted Activity per Current Year H M (L After 1, Yr, H M (L Could Record Series be Records Center.	d (No. of file drawer n (Tearly) r File Drawer: (Activ month After what y e stored in the State	7. Audit Requirements State CT Pederal Independent rity Ouide- HIGH (used dail Ly); LOW (less than once a rear does activity become 1	internal (X) (xternal (X) y); MEDIUM (once/tarion bonthly). ) OV lst. stion:
6. 5.	Fresent Volume on Han 6 Betimeted Accumulation 2 Estimated Activity per Current Year H H ( After 1, Yr, H H ( Could Record Series be Records Center. YES (	d (No. of file drawer n (Tearly) r File Drawer: (Activ month After what y e stored in the State	7. Audit Requirements State CT Pederal Independent rity Ouide- HICH (used dail Ly); LOW (less than once a mear does activity become 1	internal CN ixternal (X) y); MEDIUM (once/tario bonthly). ) OW lst.
6. 5.	Fresent Volume on Han 6 Betimeted Accumulation 2 Ketimeted Activity per Current Year H M (L After 1, Yr, H M (L Could Record Series be Records Center.	d (No. of file drawer n (Tearly) r File Drawer: (Activ month After what y e stored in the State	7. Audit Requirements State CT Pederal Independent rity Ouide- HICH (used dail Ly); LOW (less than once a mear does activity become 1	internal (XY xternal (XY y); MEDIUM (once/twi bonthly). ) OV _lst stion:

		DEPARTMENT OF G			
		AGENCT RECORD	S THVENTORY		Page No.
1.	Department	· · · · · · · · · · · · · · · · · · ·	2. Divisio	a Financial Aff	airs
Ur	niversity of Maryland at	Baltimore	3. Unit	Student Accou	nting
Gen	Record Series and Title may be transferred eral Accounting Records counts Receivable - Repo	erred or disposed of a	records filed as a wnit.)	as a unit, use	d as a unit, and
Con 1).	Description: (Give a by form name(s) and mu nputer generated reports Detail of students (a spring semesters. Detail of students (b spring semesters.	mber(s). s lphabetically) who ha	ave student he	ealth insurance	e for fall and
Ţ		ite inventory sheet fo			
	(Note: Use a separa Present Volume on Hand Estimated Accumulation	(No. of file drawers)		equirements	mal 🖾
6.	Present Volume on Hand Retineted Accumulation Retineted Activity per Current Year H (H) 1	(No. of file drawers) (Tearly) File Drawer: (Activit monthly	7. Audit R State 2 Federal Indepen y Ouide- HIGH ); LOW (less	equirements	mal (DJ MEDIUM (once/twice mly). )
6. 8.	Present Volume on Hand Estimated Accumulation Estimated Activity per	(No. of file drawers) (Tearly) File Drawer: (Activit monthly After what yes	7. Audit R State 2 Pederal Indepen y Guide- HIGH ); LOW (less r does activi	equirements X/ Inte dent (used daily); than once monti ty become LOW ended Retention	MEDIUM (once/twichly). )
6. 8.	Present Volume on Hand Retineted Accumulation Estimated Activity per Current Tear H (H) 1 After 1. Yr, B H (L) Could Record Series be	(No. of file drawers) (Tearly) File Drawer: (Activit monthly After what yes stored in the State	7. Audit R State 2 Pederal Indepen y Guide- HIGH ); LOW (less r does activi	equirements X/ Inte dent (used daily); than once mont ty become LOW	MEDIUM (once/twichly). )

<b>-</b> -		Carrenal Services
	AGENCY REA	CORDS INVENTORI Page No.
1.	Department	2. Division Financial Affairs
Un	niversity of Maryland at Baltimore .	3. Unit Student Accounting
4.		of records filed as a unit, used as a unit, and
Ger	may be transferred or disposed ( neral Accounting Records:	
Aço	counts Receivable - Report- Fees and India	Calors
	Departmentions (Rive a hwist Association a	f a typical folder; include content, purpose, a
	form name(s) and number(s).	r a abroar rorner? mornee convensi barboaci a
Со	mputer Generated Reports	
1)	. Fees - Listing by semester, by ID or T	uition and Fees
	·	
2)	. Indicators - Listing by semester, by I etc.	D OI UNE IALES,
	(Note: Use a separate inventory sheet	
5.	Present Volume on Hand (No. of file drawe 1/2	rs) 7. Audit Requirements State 27
6.	Retinated Accumulation (Yearly)	Poderal [X] pInternal [X]
	1/2	Independent
8.	Estimated Activity per File Drever: (Acti	vity Onide- HICH (used daily); MEDIUM (once/tari
	Current Year H (K) L	hly); LOW (less than once monthly). )
		year does activity become LOV
<u> </u>	Could Record Series be stored in the Stat	
7.	Could Record Series be stored in the Stat Records Center.	
	YIS Z IN Z	3 Years
	Men: ASAP	
		•
	· Inventory prepared by Wavne F. Allen	Date: 5/30/89

		eneral Bervices general Division	
		RDS DIVERTORI	Page No.
1.	Department	2. Division Financial Af	fairs
Ur	niversity of Maryland at Baltimore	3. Onit Student Acco	unting
Ger	Record Series and Title: (Def. A group of may be transferred or disposed of heral Accounting Records: counts Receivable - Report - Tuition Charge	as a whit.)	sed as a unit, and
	Description: (Give a brief description of form name(s) and number(s).	a typical folder; include o	ontent, purpose, a
Cor	nputer 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: Dae a separate inventory sheet i	for each Record Series)	
	Present Volume on Hand (No. of file drawers <u>1/2</u> Estimated Accumulation (Yearly) <u>1/2</u>	Btate III Pederal III Int Independent	ernel 🖾
8.	Current Year H (N) L		; MEDIUM (ence/tar thly). )
	Could Record Series be stored in the State Records Center.	10. Recommended Retenti	OD:
9.	YES ASAP	3 Years	

AGENCY RECORDS INTERTORI       Face Model         1. Department       2. Division         University of Maryland at Baltimore       Financial Affairs         J. Becord Series and Title: (Def. A group of records filed as a unit, used as a unit, and may be transferred or disposed of as a unit.)       Student Accounting         General Accounting Records:       Accounts Records:       Accounts Records:         Accounts Records:       Records of description of a typical folder; include content, purpose, or form mare(s) and manber(s).         Computer Generated Reports       1). Listing by semester, by ID, Alphabetically of bills generated with bill number         5. Present Volume on Eard (No. of file drawers)       7. Addit Requirements         8. Extinated Activity per File Drever: (Artivity Oxide: Diff. (used delly); NOTIN (cone/ter mothy); 100 (lass than once mothy).)         6. Estimated Activity per File Drever: (Artivity Codde: Diff. (used delly); NOTINE (cone/ter mothy); 100 (lass than once mothy).)         6. Latimated Activity per File Drever: (Artivity Dece State Code			DEPARTMENT OF GE				
Iniversity of Maryland at Baltimore       3. Unit       Financial Affairs         Student Accounting       Student Accounting         Image: Student Accounting Student Accounting Student Accounting Receivable - Report - Billing Detail       Student Accounting receivable - Report - Billing Detail         Description:       (Give a brief description of a typical folder; include content, purpose, of form name(s) and number(s).         Computer Generated Reports       1).         Listing by Semester, by ID, Alphabetically of bills generated with bill number         5.       Fresent Volume on Band (No. of file drawere)         6.       Recumulation (Tearly)         1/2       Poired Comparison         1/2       The state account of the state sta			AGENCY RECORD	s <b>Inventori</b>			
University of Maryland at Baltimore       J. Unit       Student Accounting         L. Becord Series and Title: (Def. & group of records filed as a unit, used as a unit, an may be transferred of disposed of as a unit.)       Student Accounting         General Accounting Records:       Accounting Records:       Accounting Records:         Accounting Records:       Student Accounting Records:         Accounting Records:       Student Accounting Records:         Accounting Records:       Student Accounting Records:         Computer Generated Reports       Student Accounting by semester, by ID, Alphabetically of bills generated with bill number         1). Listing by semester, by ID, Alphabetically of bills generated with bill number         5. Fresent Volume on Band (No. of file dravers)       7. Audit Requirements         6. Betimated Accoundition (Tearly)       The description of a string by Record Series)         7. Estimated Activity per File Drever: (Activity Ocide EICE (used daily); RECORD (conce/br mothly); IDV (Less than once mathly).         6. Letimated Activity per File Drever: (Activity Ocide EICE (used daily); RECORD (conce/br mothly); IDV (Less than once mathly).         7. Active test per does active between activ	1.	Department		2. Divisio	D Financial /	ffairs	
By be transferred or disposed of as a unit.)         General Accounts Receivable - Report - Billing Detail         Description: (Give a brief description of a typical folder; include content, purpose, of form name(s) and number(s).         Computer Generated Reports         1). Listing by semester, by ID, Alphabetically of bills generated with bill number         7. Mote: Use a separate intrantory sheet for each Bacord Series)         7. Fresent Volume on Hand (No. of file drawers)         1/2         6. Betimated Accumulation (Tearly)         1/2         6. Estimated Activity per File Drever; (Activity Onide- EIGE (used detly); MCDIM (once/tar monthy); IOV (less than once monthy).)         6. Estimated Activity per File Drever; (Activity Onide- EIGE (used detly); MCDIM (once/tar monthy); IOV (less than once monthy).)         7. Could Record Series be stored in the State Record Secies LOV lst.         8. Could Record Series be stored in the State         10. Records Center, IES (S) RD (C)         8. When: ASAP         11. Inventory prepared by Wayne F. Allen	Ur	niversity of Maryland at	Baltimore .	3. Unit			
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<ul> <li>Estimated Activity per File Drewer: (Activity Guide- HIGH (used daily); MEDIUM (once/tar monthly); LOW (less than once monthly).)</li> <li>Current Year H H After that year does activity become LOW lst.</li> <li>S. Could Record Series be stored in the State Records Center.</li> <li>MEN: ASAP</li> <li>Inventory prepared by Wayne F. Allen</li> <li>Date: 5/30/89</li> </ul>		PETTINE MOG ACCOMPLETION	(Tearly)				
Current Year H After 1. Yr, H H I       After that year does activity become LOV lst.         S. Could Record Series be stored in the State       10. Recommended Retention:         Records Center.       IIIS IV III         When:       ASAP         II. Inventory prepared by Wayne F. Allen       Date: 5/30/89			(Yearly)	Pederal	ient		
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Records Center. IIS VID 3 Years When: ASAP I. Inventory prepared by Wayne F. Allen Date: 5/30/89	6.	1/2.	Pile Drewer: (Activity	Pederal Indepen	ient	); NEDIUM (on	ce/tari
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Ll. Inventory prepared by Wayne F. Allen Date: 5/30/89 (Print Neme)	6. 5.	<u>1/2</u> Estimated Activity per 1 Current Year H H L After 1. Yr, H H L Could Record Series be a Records Center.	Pile Drewer: (Activity monthly) After what year stored in the State	Pederal Indepen Ouide- HIOH ); LOW (less r does activi	ient (used daily than once an ty become 10	ternal (ST ); MEDIUM (on nthly). ) W _lst ion;	ce/tari
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		AGENCY RECORDS	THABUTORI		Page No. 12 of 70
1.	Department		2. Divisi	<b>n</b> Financial Affa	irs
Ur	niversity of Maryland at Ba	ltimore .	3. Dnit	Student Accoun	
	Record Series and Title: ( may be transferre	Def. A group of re d or disposed of as		as a unit, use	l as a unit, and
Gen Acc	eral Accounting Records: counts Receivable - Report -	Sync Run			
	Description: (Give a brief form name(s) and number	description of a t	pical fold	er; include con	ient, purpose, ar
Соп	nputer Generated Report				
Lis	sting by semester, by ID of	errors existing be	tween SAR&	Sólars	
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		· •			
	(Note: Use a separate	inventory sheet for	each Record	Series)	
5.	Present Volume on Hand (No. 1/2	. of file drawers)	7. Audit H State	equirements	
6.	Betimeted Accumulation (Yes	erly)	Pederal Indepen	IXI gInter	nal 🖂
8.	Estimated Activity per File	a Draway. (Activity		Exter	nal (XY
	Current Year H H L After 1. Yr, H H L	anthly)	; LOW (less	than once month	17). )
9.	Could Record Series be sto:	red in the State	10. Recom	ended Retention	\$
_	Records Center.			3	Years
	then: ASAP			•.	
	. Inventory prepared by			Date: 5/30/89	وينافي المحاوي والزوارية المترافي والمراجع

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		AGENCY RECORD	S DIVERTORI		13 of 70
1. Depa	rtment		2. Divisi	on Financial Affair	S
Univers	ity of Maryland at	Baltimore .	3. Unit	Student Accounti	ng
	may be transfer	: (Def. A group of r rred or disposed of a		as a unit, used a	s a unit, and
General Accounts	Accounting Records: <u>Receivable - Repor</u>	t – Outside Billing	·		
1	iption: (Give a brand orm name(s) and number Generated Reports	ief description of a ber(s).	typical fold	er; include conten	t, parpose, ar
Listing	by school, by outsi	ide agency of outside	billings		
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		e inventory sheet for			·····
	1/2	No. of file drawers)	7. Audit H Btate	lequirements	
6. Leti	Accumulation (	Tearly)	Pederal Indeper		
5. R-+4	metad Activity par 1	ile Drewer: (Activity		External	
	nt Icar B M L r 1. Yr. H H L	Bonthly)	; LOW (less	than once monthly)	• )
	_		والمحوافات والمترج ومراجع والمحاور	ity become LOW _1	
	d Record Series be a rds Center. THS		<b>10. Recom</b> 3 Years	nended Retention:	
Man	ASAP			·.	
11. 7	entory prepared by	Wayne F. Allen	1	Date: 5/30/89	

		T OF GENERAL SERVICES Management Division	
		NECORDS INVENTORY	Page No.
1.	Department	2. Division Financia	al Affairs
Im	iversity of Maryland at Baltimore .		Accounting
	Record Series and Title: (Def. 4 gro	m of moords filed as a mu	L. used as a unit. and
	may be transferred or disponenting Records:		
	counts Receivable - Report- Journal Vo	oucher Detail	
,	Description: (Give a brief description	n of a teninal folder. Incin	ie oontent. mumore e
	form name(s) and number(s).	ou of a whicat torget? were	de convent, perpose, a
Con	nputer Generated Reports		
	sting by school, by transaction code,		{ for a specified
mor	othly period (used to update general 1	ledger)	
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	(Note: Dae a separate inventory a		
5.	(Note: Dae a separate inventory s Present Volume on Hand (No. of file d	rewers) 7. Audit Requirement	
	Present Volume on Hand (No. of file d	revers) 7. Audit Requiremen State [X]	
		rewers) 7. Audit Requirement	Internal
6.	Present Volume on Hand (No. of file d 2 Retinated Accumulation (Yearly) 2	Irswers)     7. Audit Requirement       State     XI       Pederal     /XI       Independent	Internal
6. 8.	Present Volume on Hand (No. of file d 2 Betimeted Accumulation (Tearly) 2 Estimated Activity per File Drewer: (	Activity Guide- HIGH (used da	Internal CM External (MT ily); MEDIUM (once/twi
6. 8.	Present Volume on Hand (No. of file d 2 Betimeted Accumulation (Yearly) 2 Estimated Activity per File Drawer: ( Current Year H (B) L	Activity Guide- HIGH (used da monthly); LOW (less than once	Internal (III External (III ily); MIDIUM (once/tari monthly). )
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		DEPARTMENT OF GE BOOD TO MADA SHA		5
		AGENCI RECORDE	THATHADIA	Page No.
1.	Department		2. Division	a Financial Affairs
Ur	niversity of Maryland at	Baltimore .	3. Unit	Student Accounting
		arred or disposed of a		as a unit, used as a unit, and
	counts Receivable - Repo		ations	
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	Present Volume on Hand 2	(No. of file drawers)	7. Audit Re State C	quirements
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6.	Fresent Volume on Hand 2 Betimated Accumulation 2 Ketimated Activity per	(No. of file drawers) (Yearly) File Drawer: (Activity	7. Audit Re State (2 Federal Independ	quirements <u> IXI</u> Internal <u> </u>
6.	Fresent Volume on Hand 2 Betimated Accumulation 2	(No. of file drawers) (Tearly) File Drawer: (Activity monthly)	7. Audit Re State (2 Federal Independ Ouide- ELOH ; LOW (less t	quirements
6. 5.	Fresent Volume on Hand 2 Betimeted Accumulation 2 Ketimeted Activity per Current Year H H L After 1. Yr, H H L Could Record Series be Records Center.	(No. of file drawers) (Tearly) File Drawer: (Activity monthly) After what year stored in the State	7. Audit Be State (2) Federal Independ Ouide- ELCH ; LOW (less t does activit	quirements <u>IXI</u> Internal <u>IXI</u> ent <u>External <u>IXI</u> (used daily); MEDIUM (once/twich han once monthly). ) y became IOW <u>lst.</u> mded Retention:</u>
6. 5.	Fresent Volume on Hand 2 Betimated Accumulation 2 Ketimated Activity per Current Year H H L After 1. Yr, H H L Could Record Series be	(No. of file drawers) (Tearly) File Drawer: (Activity monthly) After what year stored in the State	7. Audit Be State (2) Federal Independ Ouide- ELCH ; LOW (less t does activit	quirements // Internal // ent External // (used daily); MCDIUM (once/tailed has once monthly). ) y become LOW

			P OBSERAL SERVICE		
		AGENCT RE	CORDS DEVENTORY	Page No.	)
1.	Department		2. Divisio	D Financial Affairs	
Ur	niversity of Maryland	at Baltimore	3. Unit	Student Accounting	
	may be tran	sferred or disposed	of records filed of as a unit.)	as a unit, used as a unit, and	d 1
Ger Aço	neral Accounting Recor counts Receivable - Re	ds: port – Aging's Stud	lent Accounts Reco	eivable	
	Description: (Give a	brief description of	of a typical fold	er; include content, purpose, a	
	form name(s) and	mmber(s).			
Cor Lis	nputer Gene <b>rate</b> d Éepon sting by school, by II	rts ), alphbetically of	open balances		
)					
	(Note: Use a sept	urate inventory shee	<u>t. for sach Bacord</u>		
	Present Volume on Har 2	d (No. of file draw	ers) 7. Audit R State (	equirements	
	(Note: Use a sepa Present Volume on Har Retimeted Accusulation 2	d (No. of file draw	ers) 7. Audit R	equirements	
6.	Present Volume on Har 2 Retimeted Accumulatio	on (No. of file draw on (Tearly) or File Drawer: (Act.	ers) 7. Audit R State 2 Pederal Indepen	equirements	10
6.	Present Volume on Har 2 Retimeted Accumulatio	on (No. of file draw on (Yearly) or File Drawer: (Act. BOD	ers) 7. Audit R State 2 Pederal Indepen ivity Ouide- HICH thly); LOW (less	equirements	10
6. 8.	Present Volume on Har 2 Retimeted Accumulation 2 Ketimated Activity per Current Year H H I After 1. Yr, H H I Could Record Series H	on (No. of file draw on (Tearly) or File Drawer: (Act Mon After what	ers) 7. Audit R State 2 Pederal Indepen ivity Ouide- HIGH thly); LOW (less year does activi	equirements X/ <u>External</u> (used daily); MEDIUM (once/tar) than once monthly). )	1.0
6. 8.	Present Volume on Har 2 Betimeted Accumulation 2 Estimated Activity per Current Year H M A After 1. Yr, H H J	on (No. of file draw on (Yearly) Fr File Drawer: (Act Non After what Se stored in the Sta	ers) 7. Audit R State 2 Pederal Indepen ivity Ouide- HIGH thly); LOW (less year does activi	equirements X	10
6. 8.	Present Volume on Har 2 Retimated Accumulation 2 Ketimated Activity particulation Current Year H H J After 1. Yr, H H J Could Record Series H Records Center.	on (No. of file draw on (Yearly) Fr File Drawer: (Act Non After what Se stored in the Sta	ers) 7. Audit R State 2 Pederal Indepen ivity Ouide- HIGH thly); LOW (less year does activi	equirements X/ /X/ Internal /X/ external /X/ (used daily); MEDIUM (once/tax) than once monthly). ) ty become IOW _lst ended Retention:	10
6. 8. 9.	Present Volume on Har 2 Betimated Accumulation 2 Estimated Activity per Current Year H M A After 1. Yr, H H J Could Record Series H Records Center. THS	od (No. of file draw on (Tearly) or File Drawer: (Act. Non After what we stored in the Sta	ers) 7. Audit R State / Pederal Indepen ivity Ouide- HICH thly); LOW (less year does activi te 10. Recomm	equirements X/ /X/ Internal /X/ external /X/ (used daily); MEDIUM (once/tax) than once monthly). ) ty become IOW _lst ended Retention:	10

		BEPARDURT OF GER BOODTAS Manager		5	
		AGENCY RECORDS	5 Invintori		Page No.
1.	Department		2. Division	n Financial Affairs	
Ūr	niversity of Maryland at Bal	ltimore .	3. Unit	Student Accounting	
	-	Def. A group of red or disposed of a		as a whit, used as	a unit, and
	neral Accounting Records: udent Accounts Receivable B	ills			ويوملون والمتعادي ويروا
	Description: (Give a brief form name(s) and number Computer Generated Rep	(B). orts		r; include content	, purpose, an
	Monthly bills mailed t	o students for eac	h semester		
	•				
			•		•
5	(Note: Use a separate S Present Volume on Hand (No.		7. Audit Re		
	3		Btate D	Ω.	
<b>0</b> .	Estimated Accumulation (Im	r.r.tå.)	Federal Independ	ient	
δ.	Estimated Activity per File	Drewar: (Activity	Quide NUCH	External (nasi daily): MEDI	
-•	Current Year H (R) L	sonthly)	; LOW (less t	ben once monthly).	)
	After 1. Yr, E H 🗈		does activit	y become LOV lst	
9.	Could Record Series be stor Records Center.	red in the State	10. Recomme	anded Retartion:	,
				3 Years	
	ASAP			·.	
	• Inventory prepared byW	والمتركان والمتعاد والمراد المتعاد المتعاد والمتر		<b>bte:</b> <u>5/30/89</u>	يجمل كري كر من المراجع

		CHENT OF CHENNAL cords Management		
		Genct Neodros 2017	DITOR	Page No. 18 of 70
1.	Department	2.	<b>Division</b> Financ:	al Affairs
Ur	niversity of Maryland at Baltimor	е. 3.	Unit Student	Accounting
Ge	Record Series and Title: (Def. may be transferred or d neral Accounting Records: rtificate of Deposits Detail			it, used as a unit, and
	Description: (Give a brief descr form name(s) and number(s).	iption of a typic	cal folder; incl	ude content, purpose, a
of	Detail of all receipts and c	ertificate of de	posits generate	l by the cashier's
	•			
			•	· .
7	(Note: Use a separate invento Present Volume on Hand (No. of f:	TT sheet for and	h Record Series) Audit Requirement	
20	20		State II	
	Estimated Accumulation (Yearly)		Federal <u>IX1</u> Independent	Internal
6.				External CXY
	Estimated Activity per Pile Deces	Pr. (Activity God	de HIGH (mand a	
	Estimated Activity per File Draw	Br: (Activity Gui monthly); 10	de- HIGH (used o W (less than one	aily); MEDIUM (once/tari
	Current Year (E) K L	er: (Activity Gui monthly); 10 ter what year doe	W (less than one	aily); MEDIUM (once/tari me monthly). )
8.	Current Year (E) N & After 1. Yr, E (F) L Af	monthly); 10 ter what year doe	W (less than one s activity become	e LOW
8.	Current Year (E) H & After 1. Yr, E H L Aft Could Record Series be stored in Records Center.	monthly); 10 ter what year doe the State 10	W (less than one	tention:
8.	Current Year (E) H & After 1. Yr, E (H) L Aft Could Record Series be stored in	monthly); 10 ter what year doe the State 10	W (less than one s activity become , Recommended Re	tention:

AGENCI RECORDS DIVERTORI       Page Roy If of J         1. Department       2. Minision         University of Maryland at Baltimore       3. Duit         1. Record Series and File: (Def. A group of records filed as a wait, used as a wnit, armany be transferred or disposed of as a wait.)         General Accounting Records:         Remission of Rees         Description:       (Dive a brief description of a typical folder; include content, purpose, form many(s) and mumber(s).         Alphbetical files of remissions for each semester         S. Freeent Volume on Hand (No. of file drawers)       7. Addit Requirements         S. Freeent Volume on Hand (No. of file drawers)       7. Addit Requirements         State (ZT)       Internal (ZT)         Account Figs & State (ZT)       Internal (ZT)         Setimated Activity per File brawer: (Activity Outdes ETCF (used daily); MEDICH (once/ta mothy); LOY (loss than none mathy).)       State: (ZT)         S. Estimated Activity per File brawer: (Activity Outdes ETCF (used daily); MEDICH (once/ta mothy); LOY (loss than none mathy).)       State: (ZT)         S. Bound Series is stored in the State       10. Recommended Retention:         S. Outd Record Series is stored in the State       10. Recommended Retention:         S. Outd Record Series is stored in the State       10. Recommended Retention:         S. Outd Record Series is stored in the State       10. Recommended Retention:			Agenert Division	
Iniversity of Maryland at Baltimore       3. Dait       Financial Affairs         1. Record Series and File: (Def. A group of records filed as a unit, used as a unit, ar may be transferred or disposed of as a unit.)       General Accounting Records:         Ceneral Accounting Counting Keerders:       Remission of Fees         Description: (Give a brief description of a typical folder; include content, purpose, form name(s) and number(s).       Alphbetical files of remissions for each Benord Saries)         . Alphbetical files of remissions for each Semester       . Alphbetical files of file drawers)       7. Audit Requirements         5. Fresent Volume on Hand (No. of file drawers)       . Audit Requirements       . Estimated Accumulation (farly)         . Betimated Accumulation (farly)		AGENCI REC	ords investori	Page No. 19 of 70
University of Maryland at Baltimore       3. Unit       Student Accounting         b. Becord Series and Title: (Def. & group of records filed as a unit, used as a unit, and may be transferred or disposed of as a unit.)       General Accounting Records:         General Accounting Records:       Remission of Fees	1. Department		2. Division Financial	Affairs
Several Accounting Records:         Remission of Rees         Dercription: (Give a brief description of a typical folder; include content, purpose, form name(s) and number(s).         Alphbetical files of remissions for each semester         Alphbetical files of remissions for each semester         S. Fresent Volume on Band (No, of file drawsre)         6. Betimated Accumulation (Tearly)         1/2         Betimated Accumulation (Tearly)         1/2         S. Estimated Activity per File Drawer: (Activity Oxide EICH (used daily), MZDIUK (ence/ts monthly); LOW (less than once monthly). )         After 1. Yr. B H ()         After that year does activity become LOW let.         S. Could Record Series be stored in the State EXP         S. Could Record Series be stored in the State EXP         S. Could Record Series be stored in the State Exp         S. Could Record Series be stored in the State EXP         S. Could Record Series be stored in the State Exp         S. Years         When:         ASAP         II. Inventory prepared by Wayne F. Allen	University of Marylar	nd at Baltimore .	a mint a	
form name(s) and number(s).         Alphbetical files of remissions for each semester         (Note: Use a separate inventory sheet for each Second Saries)         5. Fresent Volume on Hand (No. of file drawers)         7. Audit Requirements         8 stimated Activity per File Drawer: (Activity Oxide= Ettics Low gradent	General Accounting Re	ansferred or disposed a		used as a unit, and
(Note: Dae & separate inventory sheet for each Becord Series)         5. Present Volume on Hand (No. of file dravers)         7. Audit Requirements         8. Betimated Accumulation (Tearly)         1/2         1/			a typical folder; include	content, purpose, a
5. Present Volume on Hand (No. of file drawars)       7. Audit Requirements         6. Betimeted Accumulation (Iearly)       7. Audit Requirements         1/2       Pederal [X]       Internal [X]         8. Estimated Activity per File Drawer: (Activity Ouide- HICH (used daily); MEDIUM (once/ta monthly); LOW (less than once monthly). )       Current Year (E) K L         After 1. Yr, B H (I)       After what year does activity become LOW lst.         9. Could Record Series be stored in the State       10. Recommended Retention:         8. Estimated Y Wayne F. Allen       Date: 5/30/89	Alphbetical fi	les of remissions for	each semester	
5. Present Volume on Hand (No. of file drawers)       7. Audit Requirements         6. Betimeted Accumulation (Ieerly)       1/2         1/2       Pederal [X]         8. Estimated Activity per File Drawer: (Activity Ouide- HICH (used daily); MEDIUM (once/ta monthly); LOW (less than once monthly). )         Current Year (B) N L         After 1. Yr, H H (I)         After what year does activity become LOW lst.         9. Could Record Series be stored in the State         Records Center.         INS         INS         When:         ASAP         II. Inventory prepared by Wavne F. Allen				
5. Present Volume on Hand (No. of file drawers)       7. Audit Requirements         6. Betimeted Accumulation (Ieerly)       1/2         1/2       Pederal [X]         8. Estimated Activity per File Drawer: (Activity Ouide- HICH (used daily); MEDIUM (once/ta monthly); LOW (less than once monthly). )         Current Year (B) N L         After 1. Yr, H H (I)         After what year does activity become LOW lst.         9. Could Record Series be stored in the State         Records Center.         INS         INS         When:         ASAP         II. Inventory prepared by Wavne F. Allen	•			
5. Present Volume on Hand (No. of file drawers)       7. Audit Requirements         6. Betimeted Accumulation (Ieerly)       1/2         1/2       Pederal [X]         8. Estimated Activity per File Drawer: (Activity Ouide- HICH (used daily); MEDIUM (once/ta monthly); LOW (less than once monthly). )         Current Year (B) N L         After 1. Yr, H H (I)         After what year does activity become LOW lst.         9. Could Record Series be stored in the State         Records Center.         INS         INS         When:         ASAP         II. Inventory prepared by Wavne F. Allen				
5. Present Volume on Hand (No. of file drawers)       7. Audit Requirements         6. Betimeted Accumulation (Ieerly)       1/2         1/2       Pederal [X]         8. Estimated Activity per File Drawer: (Activity Ouide- HICH (used daily); MEDIUM (once/ta monthly); LOW (less than once monthly). )         Current Year (B) N L         After 1. Yr, H H (I)         After what year does activity become LOW lst.         9. Could Record Series be stored in the State         Records Center.         INS         INS         When:         ASAP         II. Inventory prepared by Wavne F. Allen				
5. Present Volume on Hand (No. of file drawers)       7. Audit Requirements         6. Betimeted Accumulation (Ieerly)       1/2         1/2       Pederal [X]         8. Estimated Activity per File Drawer: (Activity Ouide- HICH (used daily); MEDIUM (once/ta monthly); LOW (less than once monthly). )         Current Year (B) N L         After 1. Yr, H H (I)         After what year does activity become LOW lst.         9. Could Record Series be stored in the State         Records Center.         INS         INS         When:         ASAP         II. Inventory prepared by Wavne F. Allen			,	
5. Present Volume on Hand (No. of file drawers)       7. Audit Requirements         6. Betimeted Accumulation (Ieerly)       1/2         1/2       Pederal [X]         8. Estimated Activity per File Drawer: (Activity Ouide- HICH (used daily); MEDIUM (once/ta monthly); LOW (less than once monthly). )         Current Year (B) N L         After 1. Yr, H H (I)         After what year does activity become LOW lst.         9. Could Record Series be stored in the State         Records Center.         INS         INS         When:         ASAP         II. Inventory prepared by Wavne F. Allen				
5. Present Volume on Hand (No. of file drawers)       7. Audit Requirements         6. Betimeted Accumulation (Ieerly)       1/2         1/2       Pederal [X]         8. Estimated Activity per File Drawer: (Activity Ouide- HICH (used daily); MEDIUM (once/ta monthly); LOW (less than once monthly). )         Current Year (B) N L         After 1. Yr, H H (I)         After what year does activity become LOW lst.         9. Could Record Series be stored in the State         Records Center.         INS         INS         When:         ASAP         II. Inventory prepared by Wavne F. Allen				
5. Present Volume on Hand (No. of file drawers)       7. Audit Requirements         6. Betimeted Accumulation (Ieerly)       1/2         1/2       Pederal [X]         8. Estimated Activity per File Drawer: (Activity Ouide- HICH (used daily); MEDIUM (once/ta monthly); LOW (less than once monthly). )         Current Year (B) N L         After 1. Yr, H H (I)         After what year does activity become LOW lst.         9. Could Record Series be stored in the State         Records Center.         INS         INS         When:         ASAP         II. Inventory prepared by Wavne F. Allen			•	
5. Present Volume on Hand (No. of file drawers)       7. Audit Requirements         6. Betimeted Accumulation (Ieerly)       1/2         1/2       Pederal [X]         8. Estimated Activity per File Drawer: (Activity Ouide- HICH (used daily); MEDIUM (once/ta monthly); LOW (less than once monthly). )         Current Year (B) N L         After 1. Yr, H H (I)         After what year does activity become LOW lst.         9. Could Record Series be stored in the State         Records Center.         INS         INS         When:         ASAP         II. Inventory prepared by Wavne F. Allen				
6. Estimated Accumulation (Iearly) 1/2  Bederal <u>F</u> Internal <u>F</u> Independent <u>Independent</u> <u>External (XY)</u> 8. Estimated Activity per File Draver: (Activity Guide- HIGH (used daily); MEDIUM (once/tamonthly); LOW (less than once monthly).) Current Year (E) N L After 1. Yr, H M (L) After that year does activity become LOW <u>lst</u> . 9. Could Record Series be stored in the State Records Center. YES <u>Y</u> NO <u>State</u> 10. Recommended Retention: 5 Years 11. Inventory prepared by <u>Wayne F. Allen</u> Date: <u>5/30/89</u>	(Note: Dae & se	marate inventory sheet	for each Record Series)	
4       Activity per Pile Drever: (Activity Guide- HIGH (used daily); MEDIUM (once/tamonthly); LOW (less than once monthly).)         Current Year (E) N L       After that year does activity become HOM lst.         S. Could Record Series be stored in the State       10. Recommended Retention:         S. Could Record Series be stored in the State       10. Recommended Retention:         Mben:       ASAP         II. Inventory prepared by Wavne F. Allen       Date: 5/30/89		Hand (No. of file draws)	rs) 7. Audit Requirement	3
wonthly); LOW (less than once monthly).)         Current Year (E) N L         After 1. Yr, E M (I)         After that year does activity become LOW lst.         9. Could Record Series be stored in the State         Records Center.         YES (Y) NO (Isss than once monthly).         When: ASAP         II. Inventory prepared by Wavne F. Allen         Date: 5/30/89	5. Present Volume on H	Hand (No. of file draws) 1/2 tion (Tearly)	rs) 7. Audit Requirement State CXT Pederal <u>IX1</u>	
Records Center. IS Y KO 5 Years When: ASAP 11. Inventory prepared by Wavne F. Allen Date: 5/30/89	5. Present Volume on H 6. Estimated Accumulat	Hand (No. of file draws: 1/2 tion (Tearly) 1/2	rs) 7. Audit Requirement State CET Pederal /X/ Independent	Internal 🖾
IE     Y     No     5 Years       When:     ASAP	5. Present Volume on H 6. Betimated Accumulat 8. Estimated Activity Current Year (E) M	Hand (No. of file draws: 1/2 tion (Tearly) 1/2 per File Drawer: (Acting monting L	rs) 7. Audit Requirement State (X) Pederal (X) Independent vity Guide- HIGH (used dai hly); LOW (less than once	Internal (IV Internal (IV Ly); MIDIUM (once/tari monthly). )
11. Inventory prepared by Wavne F. Allen Date: 5/30/89	5. Present Volume on H 6. Betimated Accumulat 8. Estimated Activity Current Year (E) M After 1. Yr. B M 9. Could Record Series	Hand (No. of file draws: 1/2 tion (Tearly) 1/2 per File Drawer: (Active montion that the team team team team team team team tea	rs) 7. Audit Requirement State CET Pederal /X/ Independent vity Guide- HICH (used dai hly); LOW (less than once year does activity become	Internal (XY External (XY Ly); MEDIUM (once/teri monthly). ) WOW lst.
11. Inventory prepared by Wavne F. Allen Date: 5/30/89	5. Present Volume on H 6. Betimated Accumulat 8. Estimated Activity Current Year (E) M After 1. Mr. H 9. Could Record Series Records Center.	Hand (No. of file draws: 1/2 tion (Tearly) 1/2 per File Drawer: (Acting month L After what : s be stored in the State	rs) 7. Audit Requirement State CT Pederal /X/ Independent vity Guide- HICH (used dai hly); LOW (less than once year does activity become e 10. Recommended Rete	Internal (XY External (XY Ly); MEDIUM (once/teri monthly). ) WOW lst.
	<ul> <li>5. Present Volume on B</li> <li>6. Estimated Accumulat</li> <li>8. Estimated Activity</li> <li>Current Year (E) M</li> <li>After 1. Yr, B M</li> <li>9. Could Record Series</li> <li>Records Center.</li> </ul>	Hand (No. of file draws: 1/2 tion (Tearly) 1/2 per File Drawer: (Acting month L After what : s be stored in the State	rs) 7. Audit Requirement State CT Pederal /X/ Independent vity Guide- HICH (used dai hly); LOW (less than once year does activity become e 10. Recommended Rete	Internal (XY External (XY Ly); MEDIUM (once/teri monthly). ) WOW lst.

		P (EDERAL SERVIC	-
	AGENCY N	ndr <b>ds inventori</b>	20 of 70
1.	Department	2. Divisi	or Financial Affairs
Ur	niversity of Maryland at Baltimore .	3. Unit	Student Accounting
4.	Record Series and Title: (Def. A group may be transferred or disposed	of records filed	as a unit, used as a unit, an
Gei Gui	neral Accouting Records: arantee Student Loan Advance Slips		
	Description: (Give a brief description of form name(s) and number(s). Advance slips signed by student very phabetically)		
	-		
	•		
)			
	· · · · · · · · · · · · · · · · · · ·		
	(Note: Dae a separate inventory shee		
5.	(Note: Use a separate inventory shee Present Volume on Hand (No. of file draw	ers) 7. Audit 1	Requirements
		ers) 7. Audit   State Federal	Requirements [X] 1 <u>[X]</u> [Internal [X]
	Present Volume on Hand (No. of file draw 2	ers) 7. Audit   State Federal	Requirements
6,	Present Volume on Hand (No. of file draw 2 Betimated Accumulation (Yearly) 2	ers) 7. Audit 1 State Peders Indepen	Requirements
6,	Present Volume on Hand (No. of file draw 2 Betimated Accumulation (Yearly) 2 Estimated Activity per File Drawer: (Act BOD	ivity Ouide- HIG	Requirements
6,	Present Volume on Hand (No. of file draw 2 Betimated Accumulation (Yearly) 2 Estimated Activity per File Drawer: (Act BOD Current Year (E) M L	ivity Ouide- HIG thly); IOW (less	Requirements
6. E.	Present Volume on Hand (No. of file draw 2 Betimated Accumulation (Yearly) 2 Estimated Activity per File Drawer: (Act Bon Current Year. (E) H L After 1. Yr, H H (L) After what Could Record Series be stored in the Sta Records Center.	ivity Ouide- HIG thly); KOW (less year does activ	Requirements
6. E.	Present Volume on Hand (No. of file draw 2 Betimated Accumulation (Yearly) 2 Estimated Activity per File Drawer: (Act Bon Current Year (E) H L After 1. Yr, E H (L) Could Record Series be stored in the Sta Records Center. INS (N) ED ()	ivity Ouide- HIG thly); KOW (less year does activ	Requirements
6. 8. 9.	Present Volume on Hand (No. of file draw 2 Betimated Accumulation (Yearly) 2 Estimated Activity per File Drawer: (Act Bon Current Year. (E) H L After 1. Yr, H H (L) After what Could Record Series be stored in the Sta Records Center.	rers) 7. Audit 1 State Pederal Indepen ivity Oxide- HIG thly); LOW (less year does activ	Requirements

		GENERAL BERVICES	
	· ·	ORDS INVENTORY	inge No.
1.	Department	2. Division Financial Affairs	
Un	niversity of Maryland at Baltimore .	3. Unit Student Accounting	
Ge	Record Series and Title: (Def. A group of may be transferred or disposed of meral Accounting Records: pi-Card Inventory		mit, and
	Description: (Give a brief description of form name(s) and number(s).	a typical folder; include content, pu	upose, a
	Weekly inventory of receipts of copi	cards sold.	
	•		
5.	(Note: Use a separate invantory sheet Present Volume on Hand (No. of file drawe		
6.	Estimated Accumulation (Yearly)	Btate OT Federal DT ,Internal ON	
-•	2	Independent	
8.	Retimated Activity per File Drawer: (Acti	External Car vity Guide- HIGH (used daily); MEDIUM	once/tari
	Current Year E H L	hly); LOW (less than once monthly). ) year does activity become LOW	
	Could Record Series be stored in the Stat	e 10. Recommanded Retention:	
9.			
9.	Records Center.	5 Years	
9.	Records Center. IBS 7 80 7 When: ASAP	5 Years	

			MERAL BERVICES		
		_	DS INVENTORI		Page No.
1.	Department		2. Division F	inancial Affairs	
Ur	niversity of Maryland at Ba	altimore .	3. Unit S	tudent Accountin	g
Ge	Record Series and Title: may be transferred eneral Accounting Records: popitalization - Waivers and	of or disposed of		a unit, used as	a unit, and a
	Description: (Give a brie: form name(s) and number	f description of a r(s).	a typical folder;	; include content	, purpose, and
	1). Hospitalization w	aivers by semeste	r, alphabeticall	y - used to waiv	e insurance
	2). Hospitalization a	pplications compl	eted by student	to obtain insura	nce
	(Note: Dae a separate	inventory sheet f	or each Record S	eries)	
	Present Volume on Hand (No		) 7. Audit Req	uirements 7	
	Estimated Accumulation (Is	marly)	Btate (X Pederal ( Independe	nt	
6.	1	le Drawer: (Activi month)	ty Ouide- HICE ( y); LOW (less th	nt	(DF (once/twice
6, 8.	I Betimeted Accumulation (Ye 1 Estimated Activity per Fil Current Year (E) H L	le Drewer: (Activi month) After what yo	Pederal / Independent ty Ouide- HICE ( y); LOW (less the er épes activity 10, Recommen	nt External meed daily); MED an once monthly).	(DF (once/twice
6, 8.	1 Estimated Accumulation (Te 1 Estimated Activity per Fil Current Year (E) M L After 1. Yr, H M (L) Could Record Series be sto Records Center.	le Drawer: (Activi month) After what yo pred in the State	Pederal / Independent ty Ouide- HICE ( y); LOW (less the er épes activity 10, Recommen	ntExternal nsed daily); MEDI an once monthly). become IOH ded Retention:	(DF (once/twice

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	BRARDERT OF GENERAL SERVICES Becords Nanagement Division	
	AGENCY RECORDS INVENTORY	Page No. 23 of 10
L. Department	2. Division Fir	ancial Affairs
University of Maryland at Baltin	3. Unit ct.	udent Accounting
General Accounting Records: Outside Billing Detail	. A group of records filed as a disposed of as a white)	a unit, used as a unit, an
Description: (Give a brief de form name(s) and number(s)	escription of a typical folder;	include content, purpose, (
	etically of students billed to a	n outside agency
,		
(Noto, Tes a servente dame	entory sheet for each Record Ser	4 a.a. \
5. Present Volume on Hand (No. of $1/2$		
6. Retineted Accumulation (Yearly 1/2	y) Pederel <u>/X</u> Independent	
8. Estimated Activity per File Da	rewer: (Activity Ouide- HIGH (us	External (IT ed daily); MEDIUM (once/tar
Carrent Iser (E) K L	monthly); LOW (less than After what year does activity h	once monthly). )
9. Could Record Series be stored	in the State 10. Recommende	d Retention:
Records Center.	3	years
TIS 📿 🖉 🗰		
Hoen: ASAP		

			GENERAL SERVICE		
		AGENCY RECO	ords treventory		Page No. 24 of 70
1.	Department		2. Divisio	n Financial Affairs	
Ŭr	niversity of Maryland a	at Baltimore .	3. Omit	Student Accounting	2
Ger	Record Series and Tit. may be trans neral Accounting Record tside Billing Invoices	le: (Def. & group of ferred or disposed of is:	f records filed f as a whit.)	as a unit, used as	a unit, and
	Description: (Give a ) form name(s) and m	brief description of umber(s).	a typical folde	er; include content;	, purpose, ai
		r, by invoice number	of invoices to	outside agencies	
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1					
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I					
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l			•		
			•		
		Tite inventory sheet			
	Present Volume on Hand	No. of file drawer 1/2	rs) 7. Audit R State (	equirements	
		No. of file drawer 1/2	rs) 7. Audit B Btate 2 Federal	equirements	
6.	Present Volume on Hand Estimated Accumulation	1 (No. of file drawer 1/2 (Tearly) 1/2	rs) 7. Audit R State 2 Pederal Indepen	equirements	
6.	Present Volume on Hand Retinated Accumulation Estimated Activity per	1 (No. of file drawer 1/2 1/2 1/2 1/2 File Drawer: (Activ	rs) 7. Audit R State ( Pederal Indepen	equirements	AT M (once/taris
6.	Present Volume on Hand Estimated Accumulation	1 (No. of file drewer 1/2 (Tearly) 1/2 File Drewer: (Active month	rs) 7. Audit R State ( Pederal Indepen rity Ouide- HICH Ly); LOW (less	equirements X7 <u>fX7</u> Internal dent <u>External</u> (used daily); MEDI	(23 M (once/teris )
6. 5.	Present Volume on Hand Betimeted Accumulation Estimated Activity per Current Year H (H) L After 1. Yr, H H L Could Record Series be	1 (No. of file drewer 1/2 (Iearly) 1/2 File Drewer: (Active month After what y	rs) 7. Audit R State 2 Pederal Indepen rity Ouide- HICH uly); LOW (less rear does activi	equirements	(23 DH (once/tari) )
6. 5.	Present Volume on Hand Betimeted Accumulation Estimated Activity per Current Year H (H) L After 1. Yr, H H (L)	1 (No. of file drewer 1/2 (Tearly) 1/2 7 File Drewer: (Activ month After what y stored in the State	rs) 7. Audit R State 2 Pederal Indepen rity Ouide- HICH uly); LOW (less rear does activi	equirements	(23 M (once/teris )
6. 5.	Present Volume on Hand Estimated Accumulation Estimated Activity per Current Year H (E) L After 1. Yr, H H (L) Could Record Series be Records Center.	1 (No. of file drewer 1/2 (Tearly) 1/2 7 File Drewer: (Activ month After what y stored in the State	rs) 7. Audit R State 2 Pederal Indepen rity Ouide- HICH uly); LOW (less rear does activi	equirements X/ Internal dent (used daily); MEDIA than once monthly). ty become LOW <u>lst</u> ended Retention:	(23 DH (once/tari) )
6. 8. 5.	Present Volume on Hand Betimeted Accumulation Estimated Activity per Current Year H (H) L After 1. Yr, H H (L) Could Record Series be Records Center.	After what y	rs) 7. Audit R State 2 Pederal Indepen rity Ouide- HICH uly); LOW (less rear does activi 10. Recomm	equirements X/ Internal dent (used daily); MEDIA than once monthly). ty become LOW <u>lst</u> ended Retention:	(87 M (once/tari )

	DEPARTMENT OF GER		
	AGENCY RECORDS	THA BUIDEL	Page No.
1. Department		2. Division	rial Affairs
University of Maryland at Ba	ltimore .	8. Unit	t Accounting
	Def. A group of read or disposed of as		nit, used as a unit, an
General Accounting Records: Accounts Receivable - Corresp	oondence Files - By	Semester	
-			
Description: (Give a brief form name(s) and number	( description of a to r(s).	pical folder; inc	lude content, purpose,
Files by semester of a	all SAR corresponden	ce	
•	·.		
		•	
	•		
(Note: Dae a separate			
5. Present Volume on Hand (No	. of file drawers)	7. Audit Requires State 27	ents
2			Internal
6. Estimated Accumulation (Te	reità)	Pederal IXI	
2		Independent	External COT
2	e Drever: (Activity	Independent	External (X) daily); MEDIUM (once/ta
6. Betimated Accumulation (Te 2 8. Ketimated Activity per Fil	e Drever: (Activity	Independent	daily); MEDIUM (once/ta
6. Estimated Accumulation (Te 2 6. Estimated Activity per Fil Current Year (H) H L After 1. Yr, E (H) L	e Drewer: (Activity monthly); After what your	Independent Ouide- EICH (used LOW (less than or does activity been	daily); MEDIUM (once/ta see monthly). ) me LOW
<ul> <li>6. Betimated Accumulation (Tell</li> <li>8. Estimated Activity per Fil</li> <li>Current Year (E) H L</li> <li>After 1. Yr, E (H) L</li> <li>9. Could Record Series be sto</li> </ul>	e Drewer: (Activity monthly); After what your	Independent Guide- HICH (used LOW (less than of	daily); MEDIUM (once/ta see monthly). ) me LOW
6. Estimated Accumulation (Te 2 6. Estimated Activity per Fil Current Year (H) H L After 1. Yr, E (H) L	e Drewer: (Activity monthly); After what your	Independent Ouide- EICH (used LOW (less than or does activity been	deily); MEDIUM (once/ta no monthly). ) no LOW tetention:
<ul> <li>6. Betimated Accumulation (Tell</li> <li>8. Estimated Activity per Fil</li> <li>Current Year (H) H L</li> <li>After 1. Yr, E (H) L</li> <li>9. Could Record Series be sto</li> <li>Records Center.</li> </ul>	e Drawer: (Activity monthly); After what your red in the State	Independent Guide- HICH (used LOW (less than or does activity becomended F 10. Recommended F	deily); MEDIUM (once/ta no monthly). ) no LOW tetention:

		DEPARMENT OF Q Becords Hanag	MARAL SERVICES	
		AGENCY RECOR	ds invertori	Page No.
1.	Department		2. Division Fin	ancial Affairs
Ur	niversity of Maryland a	t Baltimore		ident Accounting
Ger		lerred or disposed of s:		a unit, used as a unit, and
	Description: (Give a ) form name(s) and m		typical folder;	include content, purpose, ar
of	Accounts payable b "A"	atches for Student Ac	counting, number	sequence with a prefix
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			,	
			,	
			·	
	(Note: Dae a separ	rte inventory sheet f	Dr. each Record Ser	1es)
5.	(Note: Use a separ Present Volume on Hand 3		) 7. Audit Requi	
		(No. of file drawers	) 7. Audit Requi State XI Federal XX	rements
6,	Present Volume on Hand 3 Betimeted Accumulation 3	(No. of file drawers (Tearly)	) 7. Audit Requi State (X) Federal (X) Independent	Internal CZ
6,	Present Volume on Hand 3 Betimeted Accumulation 3 Ketimated Activity per	(No. of file drawers (Tearly) Pile Drawer: (Activi	) 7. Audit Requi State (X) Federal (X) Independent	Internal CT External CT ed daily); MEDIUM (once/tario
6,	Present Volume on Hand 3 Betimeted Accumulation 3 Ketimated Activity per	(No. of file drawers (Tearly) Pile Drawer: (Activity Bonthly	) 7. Audit Requi State (X) Pedaral (X) Independent ty Ouide- HICH (us ); LOW (less than	Internal (27 External (27 ed daily); MEDIUM (once/tarlo once monthly). )
6. 5.	Present Volume on Hand Betimeted Accumulation Betimeted Accumulation Betimeted Activity per Current Year (E) M L After 1. Yr, E M L	(No. of file drawers (Tearly) File Drawer: (Activity Bonthly After what yes	) 7. Audit Requi State (X) Federal (X) Independent ty Ouide- HICH (us y); LOW (less than ar does activity b	Internal (27 External (27 ed daily); MEDIUM (once/taric once monthly). ) ecome 10W
6. 5.	Present Volume on Hand 3 Betimeted Accumulation 3 Estimated Activity per Current Year (E) M L After 1. Yr, E M L Could Record Series be Records Center.	(No. of file drawers (Tearly) File Drawer: (Activi month); After what yes stored in the State	) 7. Audit Requi State (X) Pedaral (X) Independent ty Ouide- HICH (us ); LOW (less than	Internal (27 External (27 ed daily); MEDIUM (once/taric once monthly). ) ecome 10W
6. 5.	Present Volume on Hand 3 Betimeted Accumulation 3 Estimated Activity per Current Year (E) N L After 1. Yr, E N L Could Record Series be	(No. of file drawers (Tearly) File Drawer: (Activi month); After what yes stored in the State	) 7. Audit Requi State (X) Pederal (X) Independent ty Guide- HIGH (us y); LOW (less than ar does activity b 10. Recommende	Internal (27 External (27 ed daily); MEDIUM (once/taric once monthly). ) ecome 10W

		Seneral Bertyices Seneral Division	
	AGENCY RECO	RIG INVERTORI	Page No. 27 of 70
1.	Department	2. Division Financial A	fairs
The	niversity of Maryland at Baltimore .	3. Unit Student Acc	
Ge	Record Series and Title: (Def. A group of may be transferred or disposed of neral Accounting Records: nancial Aid Reports		sed as a unit, and
	Description: (Give a brief description of form name(s) and number(s).	a typical folder; include o	ontent, purpose, a
	Computer printouts:		
	Credit balance Fund listings Sync Listing		
		•	
	(Note: Use a separate inventory sheet i	or each Record Series)	
5.	Present Volume on Hand (No. of file drawers	) 7. Audit Requirements State [X]	
6.	Retinated Accumulation (Yearly)		iernel 🖾
F	Estimated Activity per File Draver: (Activi		ernal CO
•	month	y); LOW (less than once mor	thly). )
	Current Year (B) M 1 After 1. Ir. H (R) L After that re	er does activity become LOI	BEC
9.	Could Record Series be stored in the State		میں بین میں میں ایک کر میں ایک کر میں پر میں ہیں۔ ویک ہو میٹریوں نے ورد نو میں کا کا کہ مال ہمیں ہ
	Records Center.		
	YIS (_Y K) (	5 years	
	ASAP	•	

		DEPARTMENT OF GEN Bocords Nanagen		5	
		AGENCI RECORD	INVENTORI		Page No. 28 of 70
1.	Department	· ·	2. Divisio	<b>n</b> Financial Affairs	
Ur	niversity of Maryland at Ba	altimore .	3. Onit s	Student Accounting	
Gen	Record Series and Title: may be transferme eral Accounting Records: ancial Aid/Schools Correspondence	a to besogaib to be	cords filed ( a wnit.)	as a unit, used as	a unit, and
	Description: (Give a brie: form name(s) and number		ypical folde	r; include content;	, purpose, an
	Folders of corresponde	• •	cer		
	t				
	,				
				•	
				•	
	(Note: Use a separate		each Becord	Series)	
5.	(Note: Use a separate Present Volume on Hand (No		7. Audit Re State C	quirements	
		. of file drawers)	7. Audit Re State C Federal	quirements	
6.	Present Volume on Hand (No Estimated Accumulation (Ye 1	arly)	7. Audit Re State C Foderal Independ	equirements	
6.	Present Volume on Hand (No Estimated Accumulation (Te 1 Estimated Activity per Pil	e Drewer: (Activity	7. Audit Re State C Foderal Independ	equirements	COT UM (once/taric
6.	Present Volume on Hand (No Estimated Accumulation (Ye 1	e Drawer: (Activity Bonthly)	7. Audit Re State C Poderal Independ Quide- HIGH ; LOW (less t	(used daily); MEDI	CCT UM (once/teric )
6. 6.	Present Volume on Hand (No Estimated Accumulation (Te 1 Estimated Activity per Fil Current Year (E) M L After 1. Yr, E (M) L	e Drawer: (Activity Bonthly) After that year	7. Audit Re State C Poderal Independ ; LOW (less t does activit	(used daily); NEDI than once monthly).	CCT UM (once/teric )
6. 6.	Present Volume on Hand (No Estimated Accumulation (Ye 1 Estimated Activity per Pil Current Year (B) M L After 1. Yr, B M L Could Record Series be sto Records Center.	e Drewer: (Activity Bonthly) After that year ored in the State	7. Audit Re State C Poderal Independ ; LOW (less t does activit	(used daily); MEDI than once monthly).	CCT UM (once/teric )
6. 6.	Present Volume on Hand (No Estimated Accumulation (Te 1 Estimated Activity per Fil Current Year (E) M L After 1. Yr, E M L Could Record Series be sto Records Center. YES	e Drawer: (Activity Bonthly) After that year	7. Audit Re State C Poderal Independ ; LOW (less t does activit	(used daily); MEDI than once monthly). ban once monthly). ban determined Retention:	CCT UM (once/teric )
6. 6. 9.	Present Volume on Hand (No Estimated Accumulation (Ye 1 Estimated Activity per Pil Current Year (B) M L After 1. Yr, B M L Could Record Series be sto Records Center.	e Drawer: (Activity Bonthly) After what year ored in the State	7. Audit Re State C Poderal Independ Ouide- HICH ; LOW (less t does activit 10. Recomme	(used daily); NEDI than once monthly).	CCT UM (once/teric )

			OF GENERAL BERVICES anagement Division	
		AGENCY I	BOORDS INVENTORY	Page No. 29 of 10
1.	Department		2. Division Financi	al Affairs
Un	iversity of Maryland	at Baltimore .		Accounting
4.	Record Series and Ti	tle: (Def. A group sferred or disposed	o of records filed as a un t of as a unit.)	it, used as a unit, and
Gen	neral Accounting Recon an Collections - Corre	rds -		
цU.	-			
	Description: (Give a form name(s) and	brief description	of a typical folder; incl	ude content, purpose, a
00	Folders of corre mputer printouts.(agi	spondences for Hea ng schedules)	lth Professions Loan col	lector, including misc.
CO	mputer printouts.(dgr			
)				
			•	
5.			et for each Record Series) wers) 7. Audit Requirement	
		1	State CT	
0,	Betimeted Accumulatio	1 (Iearly)	Pederal <u>IX1</u> Independent	Internal 🖾
<u>B.</u>	Futinetad Activity a	P. P.J. Promote The	tivity Quide- HIGH (used d	Anternal (27
••	-	380	nthly); LOW (less than one	e monthly). )
	Current Year (B) M I After 1. Yr, H (M) I	. Attan aha	t year does activity boos	stor 4th.
			· · · · · · · · · · · · · · · · · · ·	
9.	Could Record Series 1 Records Center.	be stored in the St	ate 10, Recommended Re	tention:
	TIS		5 yea	ars
	inten: ASAP		-	
-				
17		Wavne F. Alle	n Dete:	

			P CERENAL SERVIC		
		AGENCY BO	CORDS INVERTORI		Page No. 30 of 70
1.	Department		2. Divisi	<b>on</b> Financial Affai	rs
Un	iversity of Maryland	at Baltimore .	3. Onit	Student Account	ing
		becogeib to berrals	of as a wnit.)	as a unit, used	as a unit, and
Ger Loa	neral Accounting Recor an Collections - Corre	rds: espondence - Perkin	s Loans		
		number(s). Folders of correspo		-	
in	cluding misc. computer	r printouts.			
	•				
				·	
5.		unate inventory shee			
	Present Volume on Han	d (No. of file draw		Requirements	
		d (No. of file draw	Pers) 7. Audit 1 Btate Pederal	Requirements (XT) [X] pIntern	L 27
	Present Volume on Han	d (No. of file draw	Hers) 7. Audit 1 State	Requirements (XT) [X] pIntern	
6.	Present Volume on Han	d (No. of file draw 1 n (Yearly) 1 r File Drawer: (Act	ivity Ouide- HICE	Requirements	al <u>COF</u> DIUM (once/taric
6.	Present Volume on Han Estimated Accumulatio	d (No. of file draw 1 on (Tearly) 1 er File Drawar: (Act BOD	ivity Ouide- HICE	Requirements	al <u>COF</u> DIUM (once/taric
6.	Present Volume on Han Betimated Accumulatio	d (No. of file draw 1 on (Tearly) 1 er File Drawar: (Act BOD	ivity Guide- HICE	Requirements	al (ZIF EDIUM (once/taric y), )
6. E.	Present Volume on Han Betimated Accumulatio Estimated Activity pe Current Year (E) M 1 After 1. Yr, H (E) L	d (No. of file draw 1 n (Yearly) 1 r File Drawer: (Act mon After what	ivity Ouide- HIGE year does activity	Requirements (XT) I IXI Internation Internation Externation I (used daily); M than once monthly ity become LOW	al (ZIF EDIUM (once/taric y), )
6. E.	Present Volume on Han Betimated Accumulatio Estimated Activity pe Current Year (B) M L After 1. Yr, H (K) L Could Record Series b Records Center.	d (No. of file draw 1 n (Yearly) 1 r File Drawer: (Act mon After what re stored in the Ste	ivity Ouide- HIGE year does activity	Requirements	al (ZIF EDIUM (once/taric y), )
6. E.	Present Volume on Han Betimated Accumulatio Estimated Activity pe Current Year (B) M L After 1. Yr, H (K) L Could Record Series b	d (No. of file draw 1 n (Yearly) 1 r File Drawer: (Act mon After what re stored in the Ste	ivity Ouide- HIGE year does activity	Requirements (XT) I IXI Internation Internation Externation I (used daily); M than once monthly ity become LOW	al (ZIF EDIUM (once/taric y), )

	DEPARTMENT OF CER Boords Hanagen		
	AGENCI RECORDS	DIVENTORI	Page No. 31 of 70
1. Department		2. Division Financia	l Affairs
University of Maryland at Ba	altimore .		Accounting
4. Record Series and Title: Bay be transferred General Accounting Records: Loan Collections - Correspond	as to besodalb to be	a whit.)	, used as a unit, and
Description: (Give a bries form name(s) and number	f description of a t r(s).	ypical folder; inclu	ie content, purpose, a
Folders of correspond printouts.		oan collector, includ	ing misc. computer
		•	
	• •		
(Note: Use a separate		sach Bacord Series)	
(Note: Use a separate 5. Present Volume on Hand (No		7. Audit Requiremen	Le
	. of file drawers)		Internal 🖾
5. Present Volume on Hand (No 6. Estimated Accumulation (Ye 1	o. of file drawers) Marly)	7. Audit Requiremen State [X] Federal [X] Independent	Internal [2] External [2]
5. Present Volume on Hand (No 6. Estimated Accumulation (Te 1 6. Estimated Activity per Fil	e Drawer: (Activity	7. Audit Requiremen State [X] Federal [X] Independent	Internal CM External CM Lly); MEDIUM (once/tari
5. Present Volume on Hand (No 6. Estimated Accumulation (Ye 1	e Drawer: (Activity monthly)	7. Audit Requiremen State (X7 Federal (X7) Independent Guide- EICH (used da	Internal (2) External (2) Ly); MEDIUM (once/tarl monthly). )
5. Present Volume on Hand (No 6. Estimated Accumulation (Ie 1 6. Estimated Activity per Fil Current Iear (E) M L After 1. Ir, E (E) L	arly) le Drawer: (Activity monthly) After what year	7. Audit Requiremen State CXT Federal <u>IXT</u> Independent Guide- EICH (used da LOW (less than once does activity become	Internal [3] External [3] Hy); MEDIUM (once/twi monthly). ) LOW 4th.
<ul> <li>5. Present Volume on Hand (No. 1</li> <li>6. Estimated Accumulation (Te. 1</li> <li>6. Estimated Activity per Fill Current Year (E) M L After 1. Yr, E (E) L</li> <li>9. Could Record Series be stor Records Center.</li> </ul>	arly) arly) a Drawer: (Activity monthly) After what year ored in the State	7. Audit Requiremen State (X) Pederal (X) Independent Guide- HICH (used da LOW (less than once does activity become 10. Recommended Ret	Internal [27 External [27 ily); MEDIUM (once/tari monthly). ) LOW _4th
5. Present Volume on Hand (No 6. Estimated Accumulation (Ye 1 5. Estimated Activity per Fil Current Year (E) M L After 1. Yr, H (H) L 9. Could Record Series be sto	arly) le Drawer: (Activity monthly) After what year	7. Audit Requiremen State CXT Federal <u>IXT</u> Independent Guide- EICH (used da LOW (less than once does activity become	Internal [27 External [27 ily); MEDIUM (once/tari monthly). ) LOW _4th
<ul> <li>5. Present Volume on Hand (No. 1</li> <li>6. Estimated Accumulation (Te. 1</li> <li>6. Estimated Activity per Fill Current Year (E) M L After 1. Yr, E (E) L</li> <li>9. Could Record Series be stor Records Center.</li> </ul>	arly) arly) a Drawer: (Activity monthly) After what year ored in the State	7. Audit Requiremen State (X) Pederal (X) Independent Guide- HICH (used da LOW (less than once does activity become 10. Recommended Ret	Internal [27 External [27 ily); MEDIUM (once/tari monthly). ) LOW _4th

			OF GENERAL SERVICES	
			BOORDS ENVENTORI	Page No. 32 of 70
	Department		la miss	al Affairs
Un	iversity of Maryland	at Baltimore .	Student	Accounting
C	Record Series and Til By be trans eral Accounting Record d Listings - Journal	sferred or disposed		it, used as a unit, and
1	Description: (Give a form name(s) and m		of a typical folder; inclu	nde content, purpose, au
	Monthly computer	printouts of Finar	ncial Aid transactions.	
	,			
			•	
5.	(Note: Dae a sepa Present Volume on Han		et for each Record Series) Wers) 7. Audit Requirement	a <b>ts</b>
	Betimeted Accumulatio	1	Btate I	Internal
		1	Independent	External COT
8.	Estimated Activity pe		tivity Guide- HICH (used du athly); LOW (less than one	aily); MEDIUM (once/twi
	Current Year H H L After 1. Yr, H H L	\$	t year does activity becom	-
۶.	Could Record Series b Records Center.		ate 10. Recommended Re-	tention:
	then: ASAP		3 yea	rs

			GENERAL SERVI		
		AGENCY REC	ords inventori		Page No.
1.	Department		2. Divis	Financial Aff	
Ur	viversity of Maryland at B	altimore .	3. Unit	Student Accour	nting
Gei	Record Series and Title: my be transferr neral Accounting Records: nancial Aid Correspondence	red or disposed o	f records file f as a unit.)	d as a unit, use	d as a unit, and
	Description: (Give a brie form name(s) and numbe		a typical fol	der; include cor	itent, purpose, an
	Correspondénces to :		os, folders io	r private donor	scholarships
				•	
	(Note: Dae a separate Present Volume on Hand (No				
	Betimeted Accumulation (To		- State Peders		mal 🖾
8.	Estimated Activity per Pi	le Drever: (Activ	rity Guide- HIC	H (used daily);	MEDIUM (once/teric
	Current Iser B H L After 1. Yr, H H L			s than once monti vity become LOV	
5.	Could Record Series be st Records Center.		10. Recon	mended Retention	Gt .
	TIS ASAP			5 years ·	
	· Inventory prepared by			Dute: 5/30/89	يبريد الأثري محيد فيردان والمتراب المتحاف

	Agenent Division	
AGENCY REC	ORDS DEVENTORI	Page No. 34 of 70
1. Department	2. Division Financial Af	Faire
University of Maryland at Baltimore .	3. Unit Student Accourt	
4. Record Series and Title: (Def. & group of may be transferred or disposed of		ed as a unit, and
General Accounting Records: Financial Aid	Workpapers	
form name(s) and number(s). Workpaper for various reports complet 1). default rates 2). Maryland State S 3). Dept. of Education	Scholarship Board	
(Note: Dec a separate inventory sheet	for each Record Carles	
5. Present Volume on Hand (No. of file drawe		
6. Estimated Accumulation (Yearly)	Federal // Inte	
Current Year (E) K L	والأماد والمتنا الألفان المتحال المتعاد والمترجمين فتتحد والمتحد فتتحد والمتحد والمتحد والمتحد والمتحد والمتحد	
After 1. Ir. H (H) L After what	year does activity become LOW	میں بین کے بین کی پیش کر ہے۔ میں اس میں کر ایک پیش کر ایک کار کا ایک کار میں کر ایک کر کا ایک کر کا ایک کر کا ایک کار کا ایک کا ایک کا ایک ک
9. Could Record Series be stored in the Stat Records Center. NBS (X) 10 (7)	e 10. Recommended Retentio	
When: ASAP	5 years	

	GENERAL BERVICES
	agement Division
AGENCY REC	DRDS INVERTORY Page No.,
1. Department	2. Division Financial Affairs
	3. Dait Restricted Funds
University of Maryland at Baltimore .	Restlicted runas
	of records filed as a unit, used as a unit, an
<b>BAY be transferred or disposed o</b> General Accounting Records:	
Grant Folders	
Description: (Give a brief description of form name(s) and number(s).	a typical folder; include content, purpose,
	coll cards, budget information and general
The folders include requisitions, pays correspondence,	orr carub, succes
correspondence,	
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	. •
(Note: Use a separate inventory abeet	for each Record Series)
(Note: Use a separate inventory abeet. 5. Present Volume on Hand (No. of file drawe)	for each Record Series)
5. Present Volume on Hand (No. of file drawer	rs) 7. Audit Requirements
5. Present Volume on Hand (No. of file drawe) 225	rs) 7. Audit Requirements State [X]
5. Present Volume on Hand (No. of file drawer 225 6. Estimated Accumulation (Tearly)	rs) 7. Audit Requirements State CX7 Federal <u>IX1</u> Finternal <u>CX</u>
5. Present Volume on Hand (No. of file drawe) 225	rs) 7. Audit Requirements State <u>X</u> Federal <u>X</u> Independent <u> </u>
5. Present Volume on Hand (No. of file drawer 225 6. Estimated Accumulation (Yearly) 35	rs) 7. Audit Requirements State [X] Federal [X] Internal [X] Independent External [X]
5. Present Volume on Hand (No. of file drawer 225 6. Estimated Accumulation (Yearly) 35	rs) 7. Audit Requirements State [X] Federal [X] Internal [X] Independent External [X]
5. Present Volume on Hand (No. of file draws) 225 6. Estimated Accumulation (Yearly) 35 5. Estimated Activity per File Drawer: (Activity month)	rs) 7. Audit Requirements State [X] Federal [X] Internal [2] Independent External [2] vity Ouida- HIGH (used daily); MEDIUM (once/ta
5. Present Volume on Hand (No. of file draws) 225 6. Betimeted Accumulation (Yearly) 35 5. Ketimated Activity per File Drawer: (Activity month)	rs) 7. Audit Requirements State [X] Federal [X] Internal [X] Independent External [X]
5. Present Volume on Hand (No. of file draws) 225 6. Betimeted Accumulation (Yearly) 35 5. Ketimated Activity per File Drawer: (Activity month)	rs) 7. Audit Requirements State <u>X</u> Federal <u>X</u> Independent <u>External <u>X</u> vity Ouide- HIGH (used daily); MEDIUM (once/ta hly); LOW (less than once monthly). )</u>
5. Present Volume on Hand (No. of file drawer 225 6. Estimated Accumulation (Tearly) 35 5. Estimated Activity per File Drawer: (Activity Current Tear (E) H L	rs) 7. Audit Requirements State [X] Federal [X] Independent External [X] vity Ouida- HIGH (used daily); MEDIUM (once/ta
5. Fresent Volume on Hand (No. of file draws) 225 6. Betimeted Accumulation (Tearly) 35 6. Estimated Activity per File Drawer: (Activity Current Tear (B) H & After 1. Yr, H H (L) After what y	rs) 7. Audit Requirements State [X] Federal [X] Internal [X] Independent External [X] vity Ouide- HICH (used daily); MEDIUM (once/ta hly); IOW (less than once monthly). ) year does activity become IOW
5. Present Volume on Hand (No. of file drawer 225 6. Estimated Accumulation (Yearly) 35 5. Estimated Activity per File Drawer: (Activity Current Year (B) M L After 1. Yr, B M L 9. Could Record Series be stored in the State	rs) 7. Audit Requirements State [X] Federal [X] Internal [X] Independent External [X] vity Ouide- HICH (used daily); MEDIUM (once/ta hly); IOW (less than once monthly). ) year does activity become IOW
5. Present Volume on Hand (No. of file drawer 225 6. Estimated Accumulation (Yearly) 35 5. Estimated Activity per File Drawer: (Activity Current Year (E) M L After 1. Yr, H M L 9. Could Record Series be stored in the State Records Center.	rs) 7. Audit Requirements State [X] Federal [X] Internal [X] Independent External [X] vity Ouide- HICH (used daily); MEDIUM (once/ta hly); LOW (less than once monthly). ) year does activity become LOW e 10. Recommended Retention:
5. Present Volume on Hand (No. of file drawer 225 6. Estimated Accumulation (Yearly) 35 5. Estimated Activity per File Drawer: (Activity Current Year (E) M L After 1. Yr, H M L 9. Could Record Series be stored in the State Records Center.	rs) 7. Audit Requirements State [X] Federal [X] Internal [X] Independent External [X] vity Ouide- HICH (used daily); MEDIUM (once/ta hly); IOW (less than once monthly). ) year does activity become IOW
<ul> <li>5. Present Volume on Hand (No. of file drawer 225</li> <li>6. Estimated Accumulation (Tearly)</li></ul>	rs) 7. Audit Requirements State [X] Federal [X] Internal [X] Independent External [X] vity Ouide- HICH (used daily); MEDIUM (once/ta hly); LOW (less than once monthly). ) year does activity become LOW e 10. Recommended Retention:
5. Present Volume on Hand (No. of file drawer 225 6. Estimated Accumulation (Yearly) 35 5. Estimated Activity per File Drawer: (Activity Current Year (E) M L After 1. Yr, H M L 9. Could Record Series be stored in the State Records Center.	rs) 7. Audit Requirements State [X] Federal [X] Internal [X] Independent External [X] vity Ouide- HICH (used daily); MEDIUM (once/ta hly); LOW (less than once monthly). ) year does activity become LOW e 10. Recommended Retention:

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	DEPARTMENT OF G Becords Manag	EXERAL BERVICES	
	AGENCY RECOR	DS DEVENTORI	So of TO
1. Department		2. Division Financial	
University of Maryland at	Baltimore .	3. Unit Restricted	Funds
L. Record Series and Title may be transfe General Accounting Records Batch Folders	rred or disposed of		used as a unit, and
form name(s) and mus	ber(s).	typical folder; include	
The folders contai printouts.	ning encoding sheets	s, backup documentation a	nd daily computer
•			
· · ·			
		or each Record Series)	
5. Present Volume on Hand 42	·	Btete	
6. Estimated Accumulation 6	(Yearly)	Independent	nternal 🖾
8. Estimated Activity per 1	Mile Drever: (Activit		); MEDIUM (once/tario
Current Year (E) H L After 1. Yr, H H (L)		ar doos activity become M	
9. Could Record Series be	stored in the State	10. Recommended Reter	tion:
Records Center.	7 10 /	3 years	
When: ASAP			
		E Contraction of the second se	

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		RIMERT OF GENER		5		
		Gency Records 2	THOTHER W		Page 1	<b>10</b>
1.	Department	2	. Divisio	<b>c</b> Financial A	ffairs	
Ur	niversity of Maryland at Baltimor	re . 3	. Unit	Restricted		
Ger	Record Series and Title: (Def. Bay be transferred or d heral Accounting Records: stricted Funds Correspondence			as a unit, y	nsed as a unit,	and
	Description: (Give a brief description: form name(s) and number(s).	ription of a typ	ical folde	r; include (	content, purpos	¢, L
	The folders contain miscella	aneous letters a	nd other c	orresponden	ce.	
			•			
				•		
5.	(Note: Use a separate invent Present Volume on Hand (No. of f		7. Audit Re	quirements		
6.	Estimated Accumulation (Yearly)		State [] Federal Independ	IXI ,In	ternal 🗖	
8.	Estimated Activity per File Draw	er: (Activity G		427	ternal CT	/tari
	Current Year (B) M L	monthly); ] ter what year di	LOW (less t	ban once no	nthly), )	
9.	Could Record Series be stored in	the State	LO. Recomme	nded Retent	ion:	
	Records Center.			3 years		
	Mben: ASAP			·.		
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	Agenent Division	
AGENCY REC	ords Invertori	Page No.
1. Department	2. Division Financial Af	fairs
University of Maryland at Baltimore .	3. Unit Payroll	
L. Record Series and Title: (Def. A group of may be transferred or disposed of General Accounting Records: Payroll Transfer	of records filed as a unit, us of as a unit.)	ed as a unit, and
Description: (Give a brief description of form name(s) and number(s).	l a typical folder; include co	ntent, purpose, a
<ul> <li>(A) Letter size folder</li> <li>(B) Copies of journal voucher and support</li> <li>(C) Transfer of funds for appropriateness</li> <li>(D) Transfer of payroll charges</li> <li>(E) 08.00027</li> </ul>	ting documentation s	
	•	
(Note: Use a separate inventory sheet	for each Record Series)	
5. Present Volume on Hand (No. of file drawe	rs) 7. Audit Requirements State CX7	
6. Estimated Accumulation (Yearly)	Independent	rnel 🖾
8. Estimated Activity per File Drewer: (Acti Bont Current Tear E (K) L		MEDIUM (once/tari
	year does activity become 10%	15th.
9. Could Record Series be stored in the Stat Records Center.	e 10. Recommended Retentio	Dt .
TES ASAP	5 years	
11. Inventory prepared by Wayne F. Allen	<b>Date:</b> 5/30/8	9

	BEPARDURT OF GENERAL S Becords Nanagement Di		
	AGENCY RECORDS THVER	TORI	Page No. 39 of 70
1. Department	3. 0	Financial A Mit Payroll	ffairs
University of Maryland at Balt	imore .		
L. Record Series and Title: (De may be transferred General Accounting Records: Payroll Entries/One Pay Cards	or disposed of as a whi	filed as a unit, s	ased as a unit, and
Description: (Give a brief d form name(s) and number(s		folder; include	content, purpose, an
<ul> <li>(A) Letter size folder</li> <li>(B) Approx 100 documents, su time, or reflection of contents</li> </ul>	changes in pay	authorizing pay (	of stated period of
<ul><li>(C) Back up and supporting (D) University of Maryland -</li></ul>	locumentation		
		•	
		•	
(Note: Use a separate in			
5. Present Volume on Hand (No. 6		udit Requirements tate (XI)	
6. Estimated Accumulation (Year,	• · · · · · · · · · · · · · · · · · · ·	ederal <u>(X/</u> II	ternal 🖾
		48.2	ternal 20
5. Retimeted Activity per File	monthly); LOW	(less than once mo	nthly). )
Current Icer (E) K L After 1. Ir, H (H) L	After what your door	activity become 10	V Sitst.
$\sim$	-		
9. Could Record Series be store Records Center.		Recommended Retent	
		5 years	
then: <u>ASAP</u>			
11. Inventory prepared by Way	كماليد معنى أألبين مترافعتناه فليستخبص فالهما ببسالة يفاد ومتكوب كبب	Dete: 5/30	100

		DEPARDURT OF GE Booords Nabage			
		AGENCY RECORD	s inventori		Page No.
	Department		2. Divisio 3. Unit	Financial Af	fairs
Ur	niversity of Maryland at Balt	THOLE .		Payroll	
Ge	Record Series and Title: (De may be transferred eneral Accounting Records: becial and Technical Fees			as a unit, u	sed as a unit, and
	Description: (Give a brief d form name(s) and number(a		typical folde	er; include o	ontent, purpose, an
	Letter size folder Supporting documentation Backup documentation fo University of Maryland FAS-U-011	r payments expen	ded		
			•		
				•	
	(Note: Use a separate in				
	Present Volume on Hand (No.		Btate (		
0,	Setimeted Accumulation (Year	17)	Federal Indepen	dent	ernal
	Vetimeted Latimian an Mile			and the second se	internal (2) (once/tario
δ.	TRATMENON ACCEATES DEL 2376	Drever: (Activity			
ξ.	Current Ieer (E) K L After 1. Yr, E (K) L		; LOW (less	than once non ty become LOW	· -
		sonthly) After what you	); LOW (less r does activi		5缺
	Current Year (E) & L After 1. Yr, E (K) L Could Record Series be store Records Center.	sonthly) After what you	); LOW (less r does activi	ty become LOV	5缺
	Current Year (E) & L After 1. Yr, E (K) L Could Record Series be store Records Center.	Bonthly) After that you d in the State	); LOW (less r does activi	ty become LOW	5缺

			of GENERAL SERVICES	
		AGENCY R	CORDS THVENTORI	Al of 70
1.	Department			al Affairs
Un	iversity of Maryland	at Baltimore .	3. Unit Payroll	
Ger	Record Series and Ti may be trans- neral Accounting Record proll Correspondence	tle: (Def. & group sferred or disposed rds:	of records filed as a uni of as a unit.)	t, used as a unit, and
:	Description: (Give a form name(s) and :	brief description ( number(s).	of a typical folder; inclu	de content, purpose, a
	departments and	documentation and	backup for payroll operat payroll support	ion to and from
				<i>,</i>
			t for each Record Series)	
	Present Volume on Har	1	Btate CT	
0.	Betimeted Accumulatio	1	Independent	Internal
8.	Estimated Activity p	er Pile Drewer: (Act	ivity Onide- HIGH (used de	Lily); MEDIUM (once/teri
	Current Year (E) H I After 1. Yr, H (H) I	nde L After what	thly); LOW (less than once , year does activity become	-
9.	Could Record Series 1	be stored in the Sta	te 10. Recommended Re	ention:
	Records Center.		3 year	S
	shen: <u>ASAP</u>			
-	Inventory prepared 1			/30/89

	DEPARTMENT OF GENERAL SERV Boosrie Hanagement Divis		
	AGENCY RECORDS INVENTOR	Ω	Page No.
1. Department	2. Divi	Financial Affair	rs
University of Maryland at B	altimore . 3. Unit	Payroll	
4. Record Series and Title: may be transferr General Accounting Records: Statement of Payroll Charges	ed or disposed of as a unit.		as a unit, and
Description: (Give a brie form name(s) and numbe	ef description of a typical for (s).	older; include conte	nt, purpose, an
Printout material 8½ Supporting documenta	x 11" tion of payroll charges		
			`
5. Present Volume on Hand (No		t Requirements	
6. Estimated Accumulation (To	eerly) Pede	e (XI) rel <u>/X/</u> finterna	1 🖾
10		pendent	
Current Year H (L) L		ss than once monthly	·)• )
After 1. Ir, H (H) L	After what year does act		
9. Could Record Series be st Records Center.		ommended Retention:	
TIS ZY		5 years	i
When; ASAP		<b>Date:</b> 5/30/89	

		IFT OF CENERAL REAVICES As Management Division	
		TI RECORDS DEVENTOR	Page No.
	Department niversity of Maryland at Baltimore	2. Division Financial 3. Dnit Payroll	Affairs
Gen Pay	Record Series and Title: (Def. A gr may be transferred or disponent heral Accounting Records: yroll Cards Description: (Give a brief descript: form name(s) and number(s).	osed of as a unit.)	
	Index Cards Line item supporting documentat: 08.00031 ,	ion of charges made	
		·	
5.	(Note: Use a separate inventory Present Volume on Hand (No. of file	sheet for each Record Series) drawers) 7. Audit Requirements State (X)	
	Retinated Accumulation (Yearly)	Federal <u>[X]</u> Independent	nternal 🖾
		monthly); LOW (less than once m what year does activity become L	onthly). )
9.	Could Record Series be stored in the Records Center. <b>MES S E C</b>		<b>tion:</b> 3 years
ū	· Inventory prepared by Wayne F. A	ilen Date: 5/30	2/89

		DEPARTORY OF GER Boords Nabages			
		AGENCY RECORDS	S ZHVERTORI		Page No.
1.	Department		2. Divisi	on Financial Affa:	rs
Un	niversity of Maryland at Bal	timore .	3. Unit	Payroll	
Ge	Record Series and Title: (1 may be transferred neral Accounting Records: yroll System Reports	Def. A group of re d or disposed of at		as a unit, used	as a unit, and
	Description: (Give a brief form name(s) and number Printout material 8 <sup>1</sup> / <sub>2</sub> ": Supporting documents f	<b>(8).</b> x 11"			
	reporting system) Various	of various acput on		(p=)====	
	·				
			•		
				•	
	(Note: Use a separate 1		and Breem		
5.	Present Volume on Hand (No.		7. Audit 1	Requirements	
6.	Estimated Accumulation (Tea	rly)	State Federal		el 🖂
			Indepen	ndent	al <b>(27</b>
8.	Estimated Activity per File	Drewer: (Activity	Guide- HIG	H (used daily); ?	EDIUM (once/taric
	Current Year E E L After 1. Yr. E E L		-	then once monthl	
5.	Could Record Series be stor		والمتركبين والمترج ومراجع والمراجع والمراجع	nended Retention	
	Records Center.				years
			1		
	then: ASAP			•.	

		NEMENT OF GENERAL cords Management		5		
		GENCY RECORDS IN	<b>BITORY</b>			Page No.
1,	Department	2.	Division	n Financial A	ffairs	
Ur	niversity of Maryland at Baltimor	e. <b>3.</b>	Unit	Iravel		
Ge	Record Series and Title: (Def. may be transferred or d meral Accounting Records: pense statements and supporting d	isposed of as a t	ds filed ( mit.)	e e unit,	used as a	unit, and u
<u>г</u> х -		-	<u></u>			
	Description: (Give a brief descr form name(s) and number(s).	iption of a typic	cal folde:	r; include	content, p	urpose, and
	letter size folders expense statements completed supporting documentation for University of Maryland - Exp 08.00033	r travel reimburs	sement			
			•			
				•		
5.	(Note: Use a separate invento Present Volume on Hand (No. of fi			guirements		
6.	Betimeted Accumulation (Yearly)		Faderal Independ		ternal Z	
8.	Estimated Activity per File Draw	er: (Activity Out monthly); 10	de- HIGH W (less t	(used deily	); MEDIUM	
	Current Year (B) K L After 1. Yr, H (H) L Aft	ter what year doe	e activit	y become K	y <u>Isd</u> .	
9.	Could Record Series be stored in Records Center.	the State 10	, Recourse	nded Retent	ioni	·
	TE CY D			5 years		
	then: ASAP			•		

		OF GENERAL SERVICES	
	AGENCY 3	BODROS INVENTORI	Page No. 46 of 70
1.	Department	2. Division Financial Af	fairs
Ur	niversity of Maryland at Baltimore .	3. Onit Travel	
Ge	Record Series and Title: (Def. A group may be transferred or disposed meral Accounting Records: burnal Vouchers for airline and rail tick	l of as a unit.)	ed as a unit, and
•	Description: (Give a brief description form name(s) and number(s).	of a typical folder; include co	ntent, purpose, an
	letter size folders copies of journal vouchers and doc backup for charges for purchased a University of Maryland - Journal V 08.00024	irline tickets etc.	
	· · ·		
		· · · · · · · · · · · · · · · · · · ·	
5.	(Note: Use a separate invantory she Present Volume on Hand (No. of file dra		
6.	Estimated Accumulation (Yearly)	State (X) Pederal (A) International Jack	mal 🖂
8.	Estimated Activity per File Drawer: (Ac		MEDIUM (once/taric http://www.aly). )
	Current Year H (B) L After 1. Yr, H (B) L After who	t year does activity become LOY	3rd.
9.	Could Record Series be stored in the St Records Center.		Di
	Viten: ASAP	5 years	
	. Inventory prepared by Wavne F. Alle	n <b>Dete:</b> 5/30/8	

		ARDERT OF GEREN				
	· ·	Agency Records 1	N PROBL		•	Page No. 47 of 70
1.	Department		2. Divis	<b>lon</b> Financia	al Affairs	
Ur	niversity of Maryland at Baltimo	pre .	3. Unit	Travel		
	Record Series and Title: (Def. may be transferred or meral Accounting Records:	A group of reo as to besogeth	ords file a wnit.)	d as s uni	t, used as	a unit, and
	11ing Documentation					
	Description: (Give a brief desc form name(s) and number(s). letter size folders documentation from travel a backup for monthly charges	agencies		der; inclu	de content,	purpose, an
	backup for monthly charges	received and be	iru			
				•		
	(Note: Use a separate inven	tom about for a	ach Bean	d Conton)		
5.	Present Volume on Hand (No. of		7. Audit	Requirement	ats	<u>ىنى ئانى سوىت ئىرتىترە براتى</u>
6.	Betimeted Accumulation (Teerly)		State <b>Fede</b> ra		"Internal	
	1		Indepe	ndent	External	
8.	Estimated Activity per File Dra	wer: (Activity O		H (peed di	ily); MEDI	M (once/taric
	Current Year H (#) L	monthly);	ION (Jess	than one	monthly).	)
	<b>M</b>	Ster what your d	bes activ	ity becom	LOV <u>3rd</u>	
9.	Could Record Series be stored 1	n the State	10. Recom	nended Re	tention:	
	Records Center.					
				5 year	.0	
	hen: ASAP			•		
	· Inventory prepared by Wavne	وأأدبيها وتواستكرك فالهاد والمتهيدين والمتعاول			/30/89	يهيد فارعنها شكر البزية السبيد ببدار

	DEPARTMENT OF GER Shoords Habager		
	AGENCY RECORDS	5 TRVERTORI	Page No. 48 of 70
1. Department		2. Division Fina 3. Unit	ancial Affairs
University of Maryland at Ba	altimore .	Trav	vel
L. Record Series and Title: may be transferred General Accounting Records: Travel Correspondence	(Def. A group of r rd or disposed of a		unit, used as a unit, and
Description: (Give a brie: form name(s) and number	f description of a f	typical folder; i	nclude content, purpose, an
Letter size folder supporting documentat authorization and exp	ion backup for oper enditures	cation to and fro	m departments for travel
٠			
	,		
(Note: Use a separate 5. Present Volume on Hand (No		7. Audit Requis	
6. Betimeted Accumulation (Ye		Btate 🖾	
	erly)	Independent	
5. Estimated Activity per Fil	e Drever: (Activity	Guide HICH (ne	External (X) ad daily); MEDIUM (once/taric
Current Year E E	sonthly)	; LOW (less than	once monthly). )
After 1. Yr. H M L	After what your	does activity b	scone LOV _3rd.
9. Could Record Series be sto	red in the State	10. Recommende	Betention:
Records Center.			years
	an ann	S	years
When: ASAP			
11. Inventory prepared by			5/30/89

		REPARTORY OF GERE Records Hanagene			
		AGENCY RECORDS	TRAFFLORI	•••	49 of 70
1.	Department	· · · · · · · · · · · · · · · · · · ·		nancial Affairs	<u> </u>
Ur	niversity of Maryland at Balt:	imore .	3. Unit Wor	rking Fund	
Ge	Record Series and Title: (De may be transferred eneral Accounting Records: ank Statements and Reconciliat	or disposed of as		a unit, used as	a unit, and
	Description: (Give a brief d form name(s) and number(s		pical folder;	include content	, purpose, an
	Legal folder size bank statements and supp	porting documentat	ion for report	ing purpose (ba	nk reconcilia
	(Note: Use a separate im				
	Present Volume on Hand (No. c		7. Audit Requi State C		
٥,	Estimated Accumulation (Year)	(J.)	Pederal <u>(X</u> Independent	t	
8.	Estimated Activity per File I Current Icar H (R) L	Drewer: (Activity monthly);	Ouide HICH (u LOV (less that	External sed daily); MEDI n once monthly).	UN (once/taric
	After 1. Ir, E E	After what year	foes activity	become LOV 3rd	
9.	Could Record Series be stored Records Center.	i in the State	10. Recommend	o years	
	YES ASAP		-		

		DERT OF CHERAL		
		ENCY MECORDS THV		Page No.
	Department	12	Division	
4 y	Debei melle		Financi.	al Affairs Fund
Ur	niversity of Maryland at Baltimore	· .		
L.	Record Series and Title: (Def. A may be transferred or di			t, used as a unit, and
	neral Accounting Records: ncelled Checks			
υa		an a	بالأليان الشاكر ومشاركي متهيين	
	Description: (Give a brief descri form name(s) and number(s).	ption of a typic	al folder; inclu	ide content, purpose, an
	Cancelled checks returned mon should fit in box 15 x 12 x 10 $\times$			
			,	
		. *		
5.	(Note: Dae a separate inventor Fresent Volume on Hand (No. of fil	r sheet for each le drawers) 7.	Audit Requirement	nte
6.	20 Betimated Accumulation (Yearly)		State XI Pederal XI	Internal
<b></b>	10		Independent	External DE
5.	Estimated Activity per File Draws:	r: (Activity Onio Bonthly); 10	de- EICH (used d H (less then ope	ily); MEDIUM (once/taric = monthly), )
	Current Year H R L After 1. Yr, H H L Afta	er what year doe	s activity becom	LOY Ind.
9.	Could Record Series be stored in t	the State 10	, Recommended Re	tention:
	Records Center. IS / N /	7	5 years	;
		l l		
	When: ASAP		•	

		PARMENT OF GEN Booords Managem		
		AGENCY RECORDS	THANKIONI	51 of 70
1.	Department		2. Division Finar	ncial Affairs
Ur	niversity of Maryland at Balti	more .	3. Unit	ing Fund
Ge	Record Series and Title: (Def may be transferred o eneral Accounting Records: neck Stubs	. A group of re r disposed of as	cords filed as a same a whit.)	unit, used as a unit, and
	Description: (Give a brief de form name(s) and number(s)		ppical folder; in	clude content, purpose, a
	Monthly check stubs about Supporting documentation	3" x 9" of file data on	Working Fund sys	tem
	•			
5.	(Note: Use a separate inv Present Volume on Hand (No. of		7. Audit Require	
6.	Betimeted Accumulation (Tearly	;)	State CX7 Pederal CX1	Jaternal
	2		Independent _	External OUT
8.	Estimated Activity per File Da	rever: (Activity	Quide HIGH (used	daily); MEDIUN (once/tari
	Current Year H H L After 1. Yr, H H L	• • •	: LOW (less than o does activity bec	
9.	Could Record Series be stored Records Center.	in the State	10. Recommended	Retention;
_			5 у	ears
	ASAP		-	
	· Inventory prepared by Wavn			5/30/89

DEPARDONT OF	OBTIRAL BERYICES	1197
	egement Division	
AGENCI NEC	DRUG INVENTORI	Se of 70
L. Department	2. Division Financial	Affairs
University of Maryland at Baltimore .	3. Unit Working Fu	nd
4. Record Series and Title: (Def. A group o		used as a unit, and
<b>my be transferred or disposed o</b> General Accounting Records: Transmittal Lists	I 48 & WD15.)	
	-	
Description: (Give a brief description of	a typical folder; include	content, purpose, an
form mame(s) and number(s).		
Letter size folders Backup detail for charges made to wor Support request and disbursements of		
Support request and disputsements of	Tulus	
	"	
	•	
(Note: Dae a separate inventory sheet	for each Record Series)	
5. Present Volume on Hand (No. of file drawer	s) 7. Audit Requirements	
6. Estimated Accumulation (Yearly)	- Btate CX7 Federal <u>FX1</u> FI	ternal
10	Independent	ternal AT
8. Estimated Activity per File Drever: (Activ		
Bont	ly); LOW (less than once m	onthly). )
Current Year (E) H L After 1. Yr, E (H) L After what y	mer does activity become M	N <u>Bød</u>
9. Could Record Series be stored in the State Records Center.		lon:
Viten: ASAP	5 years	
	·	
1. Inventory prepared byWavne F. Allen	Date: _5/30	/89
(Print Bee	B)	

		Ageneral SERVICES	
	-AGENCY NEO	ords inventori	Page No. 53 of 70
i. Department		2. Division Financi	al Affairs
University of Marylar	d at Baltimore .	3. Onit Workin	g Fund
General Accounting Re	ansferred or disposed a	f as a unit.)	it, used as a unit, and :
Description: (Give form name(s) an		a typical folder; incl	ude content, purpose, an
Approx 3" x 5" bank and retur	which are original co ned copies for working	pies of deposit slips t fund	ransmitted to bank
		•	
	parate inventory sheet land (No. of file draws		
6. Betimeted Accumulat	2 ion (Yearly)	Btate [X] Poderal [X] Independent	Internal
8. Estimated Activity	per File Drewer: (Acti	vity Ouide- HIGH (used o	AExternal (27 Maily); MEDIUM (once/twic
Current Year (E) M After 1. Yr, E (M)	L	hly); LOW (less than one year does activity become	
	be stored in the Stat	e 10. Recommended Re	itention:
Records Center. IE		5 yea	rs
then: ASAP			
		<b>2</b>	

		DEPARDENT OF GEN BOOTS HADAGEN			
		AGENCY RECORDS	THVERTORI		Page No. 54 of 70
1.	Department		2. Divisi	n Financial A	ffairs
Ur	niversity of Maryland at Balt	imore .	3. Unit	Working Fun	
4.	Record Series and Title: (De	f. A group of re	cords filed	as a unit.	ased as a unit, and
Ge	neral Accounting Records: rking Fund Correspondence				
	Description: (Give a brief d	escription of a t	voical fold	er: include (	content. purpose, a
	form name(s) and number(s		Al sorg		, , , , , , , , , , , , , , , , , , , ,
	Letter Size File Supporting Misc. Corres	pondence Files		. demonstrant	and schools
	Document action taken of	n working fund ope	erations for	c departments	and schools
			•		
				•	
	(Note: Dae a separate in	ventory sheet for	each Record	Series)	
	Present Volume on Hand (No.		7. Audit H	equirements	
5.			8 State		
	2	17)			
	Estimated Accumulation (Year)	Ly)	Federal Indsper	dent	ternal
6.	Estimated Accumulation (Year		Paderal Indeper	dent	ternel OF
6.	Estimated Accumulation (Year 1 Estimated Activity per File :	Drewer: (Activity	Pederal Indepen	dent	ternal (IF ); MEDIUK (once/tar
6.	2 Retinated Accumulation (Year 1 Estimated Activity per File : Current Year H (M) L	Drawer: (Activity monthly);	Pederal Indepen Ouide- MICE LOW (less	dentEx (used daily than once so	ternal (III ); MEDIUK (once/tw athly). )
6.	Estimated Accumulation (Year 1 Estimated Activity per File :	Drewer: (Activity	Pederal Indepen Ouide- MICE LOW (less	dentEx (used daily than once so	ternal (III ); MEDIUK (once/tw athly). )
6. 8.	2 Retinated Accumulation (Tear 1 Estimated Activity per File : Current Year H (H) L After 1. Yr, H (H) L Could Record Series be store	Drewer: (Activity monthly); After what year	Pederal Indepen Ouide- HICE IOW (less does activi	dentEx (used daily than once so	ternal (IF ); MEDIUK (once/tar nthly). ) M <u>3md.</u>
6. 8.	2 Retinated Accumulation (Tear 1 Estimated Activity per File Current Year H (H) L After 1. Yr, H (H) L Could Record Series be store Records Center.	Drewer: (Activity monthly); After what year d in the State	Pederal Indepen Ouide- HICE IOW (less does activi	dentEx (used daily than once mo ty become LO mended Retent	ternal (IF ); MEDIUK (once/tar nthly). ) M <u>3md.</u>
6. 8.	2 Retinated Accumulation (Tear 1 Estimated Activity per File : Current Year H (M) L After 1. Yr, H (M) L Could Record Series be store Records Center. INS	Drewer: (Activity monthly); After what year	Pederal Indepen Ouide- HICE IOW (less does activi	dentEx (used daily than once so ty become LO	ternal (IF ); MEDIUK (once/tar nthly). ) M <u>3md.</u>
6. 8.	2 Retinated Accumulation (Tear 1 Estimated Activity per File Current Year H (H) L After 1. Yr, H (H) L Could Record Series be store Records Center.	Drewer: (Activity monthly); After what year d in the State	Pederal Indepen Ouide- HICE IOW (less does activi	dentEx (used daily than once mo ty become LO mended Retent	ternal (IF ); MEDIUK (once/tar nthly). ) M <u>3md.</u>

		DEPARDONT OF O	MOLERAL SERVIC		
		-	-	<b>B</b>	· •
			rds <b>Inventor</b> i		<u>55 of 70</u>
1.	Department		2. Divisi	on Financial Affairs	
Īŀr	riversity of Maryland at I	Baltimore	3. Unit	Disbursements/Pay	
<b>4</b> •	Record Series and Title: may be transfer neral Accounting Records:	red or disposed of	as a unit.)	as s wiit, used a	s a unit, and
	neral Correspondence				
	_	-			
	Description: (Dive a bri form name(s) and numb		a typical fold	er; include conten	, purpose, a
	Legal size folder Supporting memorandu	m's, backup documé	ntation for o	perations from and	to department
	and schools etc. For	r administration o	f payroll, tra	avel and working fu	ind
	Document actions tak	en on operations w	ithin our con		
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			•		,
	•				
				•	
5.	(Note: Use a separate Present Volume on Hand (N				
	Present Volume on Hand (N	No. of file drawers		lequirements	
		No. of file drawers	) 7. Audit 1 Btate Podera	lequirements	
	Present Volume on Hand (N	No. of file drawers	) 7. Audit 1 State	lequirements	
6.	Present Volume on Hand (N	No. of file drawers Tearly) ile Drawer: (Activi	) 7. Audit 1 State Pederal Indepen	i (used daily); HED	(20) IUM (once/tari
6.	Present Volume on Hand (N Betimated Accumulation (N 1 Ketimated Activity per Fi	No. of file drawers Tearly) ile Drawer: (Activi	) 7. Audit 1 State Pederal Indepen	lequirements	(20) IUM (once/tari
6.	Present Volume on Hand (N Betimated Accumulation (N 1 Ketimated Activity per Fi Current Year H (E) L	No. of file drawers [early] ile Drawer: (Activi month)	<ul> <li>7. Audit 1</li> <li>State</li> <li>Pederal</li> <li>Independent</li> <li>ty Guide- HIG</li> <li>y); LOW (less</li> </ul>	i (used daily); MED	(25) IUN (once/tari . )
6. 8.	Present Volume on Hand (N Betimated Accumulation (N 1 Estimated Activity per Fi Current Year H (E) & After 1. Yr, H (E) &	No. of file drawers Tearly) ile Drawer: (Activi month) After what ye	<ul> <li>7. Audit 1 Btate</li> <li>Pederal Independent</li> <li>ty Guide- HIG</li> <li>ty Guide- HIG</li> <li>ty i LOW (less</li> <li>ter does active</li> </ul>	i (used daily); MED than once Honthly)	(25) IUN (once/tari . )
6. 8.	Present Volume on Hand (N Betimated Accumulation (N 1 Estimated Activity per Fi Current Year H (E) & After 1. Yr. H (E) & Could Record Series be st	No. of file drawers Tearly) ile Drawer: (Activi month) After what ye	<ul> <li>7. Audit 1 Btate</li> <li>Pederal Independent</li> <li>ty Guide- HIG</li> <li>ty Guide- HIG</li> <li>ty i LOW (less</li> <li>ter does active</li> </ul>	i (used daily); MED	(25) IUN (once/tari . )
6. 8.	Present Volume on Hand (N 2 Betimated Accumulation (1 1 Ketimated Activity per Fi Current Year H (1) L After 1. Yr. H (1) L Could Record Series be st Records Center.	No. of file drawers Tearly) ile Drawer: (Activi month) After what ye tored in the State	<ul> <li>7. Audit 1 Btate</li> <li>Pederal Independent</li> <li>ty Guide- HIG</li> <li>ty Guide- HIG</li> <li>ty i LOW (less</li> <li>ter does active</li> </ul>	i (used daily); MED than once Honthly)	(25) IUN (once/tari . )
6. 8.	Present Volume on Hand (N 2 Betimated Accumulation (1 1 Ketimated Activity per Fi Current Year H (1) L After 1. Yr. H (1) L Could Record Series be st Records Center.	No. of file drawers Tearly) ile Drawer: (Activi month) After what ye	<ul> <li>7. Audit 1 Btate</li> <li>Pederal Independent</li> <li>ty Guide- HIG</li> <li>ty Guide- HIG</li> <li>ty i LOW (less</li> <li>ter does active</li> </ul>	i (used daily); MED than once monthly) ity become LOW mended Retention:	(25) IUN (once/tari . )
6. 8.	Present Volume on Hand (N 2 Betimated Accumulation (1 1 Ketimated Activity per Fi Current Year H (1) L After 1. Yr. H (1) L Could Record Series be st Records Center.	No. of file drawers Tearly) ile Drawer: (Activi month) After what ye tored in the State	<ul> <li>7. Audit 1 Btate</li> <li>Pederal Independent</li> <li>ty Guide- HIG</li> <li>ty Guide- HIG</li> <li>ty i LOW (less</li> <li>ter does active</li> </ul>	i (used daily); MED than once Honthly)	(25) IUN (once/tari . )

		ABRENAL BERVICES	
		DRDS ZHVENTORI	Page No.
1.	Department	2. Division Financial Af	fairs
Ur	niversity of Maryland at Baltimore .	3. Unit Accounts Pays	
Gei	Record Series and Fitle: (Def. & group on may be transferred or disposed on neral Accounting Records: tch Lists	of records filed as a unit, us of as a unit.)	led as a unit, and
	Description: (Give a brief description of form name(s) and number(s).	a typical folder; include or	ntent, purpose, ar
	Contained in 8 x 11 letter size drop Contents - duplicate copies of proces for each vendor Purpose - auditing - to retain a reco Administration.	ssed invoices and white color	
•			
5.	(Note: Use a separate inventory sheet Present Volume on Hand (No. of fils drawer 60	rs) 7. Audit Requirements	
	Betimeted Accumulation (Teerly)	Pederal <u>/X/</u> Int. Independent	ernal
8.	Estimated Activity per File Drawer: (Activity month Current Year H M		; MEDIUM (once/tario
	After 1. Ir. E M D After what ;	year does activity become LOW	and a state of the
9.	Could Record Series be stored in the State Records Center. YES X NO X		ומכ
	Men: ASAP	3 years	
	· Inventory prepared by Wavne F. Allen	a second seco	

		CHIERT OF GENERAL				
		oords Management	Division			
		Gency Records Dev	DITORY			Page No.
1.	Department	2.	Divisio	a	1 ACC	
		3.	Unit		1 Affairs	
Ur	niversity of Maryland at Baltimore	⊇ <b>,</b>		Accounts	Payable	
4.	Record Series and Title: (Def.			as a unit	, used as	a unit, and
Ge	neral Accounting Records:	•	-			
SŢ	ARS A30485 Vendor Payment Detail	Report by Submit	ting Age	ncy		
	-	-				
	Description: (Give a brief descr form name(s) and number(s).	iption of a typic	cal folde	r; includ	le content,	, purpose, an
		aina foldora				
	Contained in a 12" x 15" han Content - Approx. 600 pages	in alphabetical	order wi	th daily	listing of	f vendors
	paid and the associated chec Purpose - record in alphabet	k number				
	Form Name - State of Marylan	id - Vendor Payme	nt Detai	1 Report	paymente	
	Form Number - STAR A30485					
)						
•						·
				•		
	(Note: Dae a separate invento	The sheet for eac	h Remond	Series)		
	Present Volume on Hand (No. of fi		Audit R	quirmon	te	
5.	13	I		X		
	Retinated Accumulation (Year)		State [		Totemal	
	Retinated Accumulation (Yearly)		State ( Pederal Independent	<u>171</u> ient	Internal	
6.	13		Pederal Independ	<u>171</u> Sent	External	(XY
6.	13 Estimated Activity per Pile Drews	Br: (Activity Guil Bonthly); 10	Pederal Indepans de- HIGH	int	External	CNT IN (once/tario
6.	13 Estimated Activity per File Draw Current Year H M (1)	monthly); 10	Pederal Indepand de- HIGH W (less )	(used dat	External ily); HEDI monthly).	CBF UH (once/taric )
6. 5.	Letimated Activity per Pile Drew Current Year H N L After 1. Yr, H H L Aft	aonthly); 10 ier what year doe	Pederal Indepand de- HIGH W (less )	(used dat	External ily); HEDI monthly).	CBF UH (once/taric )
6. 5.	13 Estimated Activity per File Draw Current Year H N L After 1. Yr, E H Aft Could Record Series be stored in	aonthly); 10 ier what year doe	Pederal Indepan de- HIOH W (less s activi	(used dat	External ily); HEDI monthly).	CBF UH (once/taric )
6. 5.	13 Estimated Activity per File Draw Current Year H M L After 1. Yr, E H Aft Could Record Series be stored in Records Center.	monthly); 10 ter what year doe the State 10	Pederal Indepan de- HIOH W (less s activi	(used day (used day than once by become anded Ret	External ily); HEDI monthly). IOW lst	CBF UH (once/taric )
6. 5.	LIS Estimated Activity per File Drew Current Year H M L After 1. Yr, E M L Could Record Series be stored in Records Center. YES S NO L	monthly); 10 ter what year doe the State 10	Pederal Indepan de- HIOH W (less s activi	(used dat (used dat than once ty become	External ily); HEDI monthly). IOW lst	CBF UH (once/taric )
6. 5.	13 Estimated Activity per File Draw Current Year H M L After 1. Yr, E H Aft Could Record Series be stored in Records Center.	monthly); 10 ter what year doe the State 10	Pederal Indepan de- HIOH W (less s activi	(used day (used day than once by become anded Ret	External ily); HEDI monthly). IOW lst	CBF UH (once/taric )

		ATHENT OF CER				
		Agency Records		<b>-</b>		Page No.
						<u>_58</u> of <u>_70</u>
1.	Department		2. Divisi	<b>on</b> Financia	l Affairs	
Ur	niversity of Maryland at Baltimor	ce .	3. Onit	Accounts	Payable	
Ger	Record Series and Title: (Def. may be transferred or heral Accounting Records: ARS A30499 Agency Vendor Payment	disposed of as		as a uni	t, used as	a unit, and
-	Description: (Give a brief desc) form name(s) and number(s).	ription of a t	pical fold	er; inclu	ŝe content,	, purpose, an
	Contained in a hanging folde Content- approx 500 pages. paid to all Vendors within t Form Name - State of Marylar Form Number - STARS A30499	Monthly list: the run month	ng in vendo		Order of a	11 invoices
				•		
	(Note: Use a separate invent Present Volume on Hand (No. of f	ory sheet for Mis drawers)	7. Andit 1	Requiremen	ts	
5.	Estimated Accumulation (Tearly)		Btate Pederal		Internal	
	12		Indepen		External	
6.	V. Adverted Andred Avenue Mar. Rev.					
6.	Estimated Activity per File Drew Current Year H H After 1. Yr. H H L Af		LOV (lese		-	
6. 8.	Current Year H M 2 After 1. Yr, H H L Af Could Record Series be stored in	sonthly); Ner what year	LOW (lese does activ		LOV 1st	
6. 8.	Current Year H H L Af	monthly); Ner what year the State	LOW (lese does activ	ity become	IOV 1st	
6. 8.	Current Year H M 2 After 1. Yr. H H Af Could Record Series be stored in Records Center.	monthly); Ner what year the State	LOW (lese does activ	ity become mended Ret	IOV 1st	

	2. Division Financial Affairs 3. Unit Accounts Payable
Department niversity of Maryland at Baltimore Record Series and Title: (Def. A group of may be transferred or disposed of meral Accounting Records:	2. Division Financial Affairs 3. Unit Accounts Payable
Record Series and Title: (Def. A group of may be transferred or disposed of neral Accounting Records:	Financial Affairs 3. <b>Unit</b> Accounts Payable
Record Series and Title: (Def. A group of may be transferred or disposed of neral Accounting Records:	3. Unit Accounts Payable
Record Series and Title: (Def. A group of may be transferred or disposed of neral Accounting Records:	
neral Accounting Records:	
neral Accounting Records: ARS A30401 Detail of Transactions Posted	records filed as a unit, used as a unit, as a unit.)
Description: (Give a brief description of	typical folder; include content, purpose
form name(s) and number(s).	2" x 15" 3"D Number
Contained in a hanging folder approx 1 Content - approx 600 pages - Vendor Na	
Purpose - record of invoices processed Form Name - State of Maryland Detail of	IOL DAVINEIL III ALLAPOILD
Form Number - State of Maryland Detail C Form Number - STARS A30401	
(Note: Use a separate inventory sheet f Present Volume on Hand (No. of file drawers	
36	State III
Estimated Accumulation (Yearly)	Pederal T Internal T
ندان دو این می بین بین بین این می واند و بین بین این این این می این این این می این این این این این این این این می این این وی بین بین این این این این این این این این این ا	Asternal CT
Estimated Activity per File Drewer: (Activi	ty Guide- HIGH (used daily); MEDIUM (once/ y); LOW (less than once monthly). )
Current Year H K (2)	
After 1. Ir. B H (L) After that ye	ar does activity become LOV 1st.
Could Record Series be stored in the State	10. Recommended Retention:
Records Center.	3 years
YIS 🖉 ID 🗖	r J years
ASAP	

		DEPARTMENT OF G			
		AGENCY RECORD		-	Page No.
1.	Department		2. Divisi	on Financial Affairs	
Ur	viversity of Maryland at	Baltimore .	3. Unit	Accounts Payable	
Gei	Record Series and Title may be transfe neral Accounting Records ARS Vendor Payments - War	rred or disposed of (	as a whit.)	l as a unit, used as	a unit, and
	Description: (Give a br form name(s) and num	ief description of a ber(s).	typical fold	ler; include content	, purpose, an
	Computer printout ( and reference number	usually several page rs to be used in tra	s are receive cking check i	ed each week) listin numbers, etc.	ng warrant
	•			· .	
)					
				·	
				·	
		te inventory sheet fo			
	Present Volume on Hand (	(No. of file drawers)	) 7. Audit   State	Requirements	
		(No. of file drawers)	) 7. Audit   State Federal	Requirements	
6,	Present Volume on Hand ( 6 Betimated Accumulation ( 2	(No. of file drawers) (Tearly)	) 7. Audit 1 State Federal Indepart	Requirements	NOT
6,	Present Volume on Hand 6 Betimated Accumulation 2 Ketimated Activity per 1	(No. of file drawers) (Yearly) File Drawer: (Activit	) 7. Audit ) State Federal Indepart ty Ouide- HIG	Requirements	NY UN (once/taric
6,	Present Volume on Hand ( 6 Betimated Accumulation ( 2	(No. of file drawers) (Tearly) File Drawer: (Activit monthly	) 7. Audit ) State Federa Indepart ty Ouide- HIG r); LOW (less	Requirements	(DF UM (once/teric
6. E.	Present Volume on Hand 6 Betimated Accumulation 2 Estimated Activity per 1 Current Year H M L After 1. Yr, H M L	(No. of file drawers) (Tearly) File Drawer: (Activit monthly After what yes	) 7. Audit ) State Federal Indepat ty Ouide- HIG y); LOW (less ar dose activ	Requirements	(DF UM (once/teric
6. E.	Present Volume on Hand 6 Betimated Accumulation 2 Ketimated Activity per 1 Current Year H H L After 1. Yr. H H L Could Record Series be a Records Center.	(No. of file drawers) (Tearly) File Drawer: (Activit monthly After what yes stored in the State	) 7. Audit ) State Federal Indepat ty Ouide- HIG y); LOW (less ar dose activ	Requirements	(DF UM (once/teric
6. E.	Present Volume on Hand 6 Betimated Accumulation 2 Estimated Activity per 1 Current Year H M L After 1. Yr, H M L Could Record Series be a	(No. of file drawers) (Tearly) File Drawer: (Activit monthly After what yes stored in the State	) 7. Audit ) State Federal Indepat ty Ouide- HIG y); LOW (less ar dose activ	Requirements	(DF UM (once/teric
6. E.	Present Volume on Hand 6 Betimated Accumulation 2 Ketimated Activity per 1 Current Year H H L After 1. Yr. H H L Could Record Series be a Records Center.	(No. of file drawers) (Tearly) File Drawer: (Activit monthly After what yes stored in the State	) 7. Audit ) State Federal Indepat ty Ouide- HIG y); LOW (less ar dose activ	Requirements	(DF UM (once/teric

		OF GENERAL SERVICES Management Division	
		RECORDS INVENTORY	Page No. 61 of 70
1.	Department	2. Division Financial	Affairs
Ur	niversity of Maryland at Baltimore .	3. Onit Accounts F	
Ger	Record Series and Title: (Def. A grou may be transferred or dispose neral Accounting Records: ily diagnostics ADO10 Expense	p of records filed as a unit, d of as a unit.)	used as a unit, and
	Description: (Give a brief description form name(s) and number(s).	of a typical folder; include	content, purpose, a
	Folder - approx 13" x 15" Content - computerized print out o Form Name - Daily Diagnostics Form Number - AD010	of daily transaction (keyed in	nvoice batches)
)			
		·	
	(Note: Use a separate inventory shi	et for each Record Series)	
	Present Volume on Hand (No. of file dra	swers) 7. Audit Requirements State (X)	
6.	Estimated Accumulation (Yearly) 12	Independent	nternal
8.	Current Year H M (S)	ctivity Guide- HIGH (used dail onthly); LOW (less than once a	enthly). )
0	After 1. Yr, H M L After the Could Record Series be stored in the S	tate 10. Recommended Reter	
14	Records Center.	3 years	
	iben: ASAP		
		<b>Date</b> 5/2	0/80
n	• Inventory prepared by <u>Wavne F. Alle</u> (Print )	en Date: <u>5/3</u>	070)

7

		DEPARTMENT OF GE		
		Becords Manage	ment Division	
		AGENCY RECORD	5 Inventori	Page No.
د. مراجع میں میں اور				
1.	Department	:	2. Division Finar	ncial Affairs
Umi	iversity of Maryland at Ba	altimore .	J. Unit Accou	nts Payable
4.		(Def. A group of a ed or disposed of a		unit, used as a unit, and u
	eral Accounting Records:			
Jour	rnal Vouchers			ويروا المتعرية في المراجع المحالي المح
r	- Descriptions (Bire a brie	r dependention of a	Annias folder, in	clude content, purpose, and
L	form name(s) and numbe	r(s).	Which forget? The	cruse convensi purpose, and
	Folder - letter size	- containing journa	al entries and supp	porting documentation
	Form Name - JVXXXX			
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			·	
			r	·
			·	•
			r	•
			·	•
	(Note: Use a separate	inventory sheet for		
5. 1	(Note: Use a separate Present Volume on Hand (No 2	inventory sheet for	7. Audit Require	
	(Note: Use a separate Present Volume on Hand (No 2 Estimated Accumulation (Ye	. of file drawers)		
	Present Volume on Hand (No	. of file drawers)	7. Audit Require State 27	Internal
6. )	Present Volume on Hand (No 2 Retinated Accumulation (No 1	o. of file drawers) Marly)	7. Audit Require State [X] Federal [X] Independent _	Internal CX
6. )	Present Volume on Hand (No 2 Retinated Accumulation (No 1	e Drewer: (Activit;	7. Audit Require State (X) Federal (X) Independent -	Internal CM External CM daily); MEDIUM (once/twice
6. ) 8. )	Present Volume on Hand (No 2 Retinated Accumulation (To 1 Ketimated Activity per Fil Current Year H M (L)	e Drewer: (Activit; monthly	7. Audit Require State (X) Federal <u>IX</u> Independent - Y Ouide- HICH (used ); LOW (less than c	Internal (XY External (XY daily); MEDIUM (once/twice snce monthly). )
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6. 1 8. 1 9. 1	Present Volume on Hand (No 2 Retinated Accumulation (No 1 Ketimated Activity per Fil Current Year H M After 1. Yr, H M Could Record Series be sto	o. of file drawers) Marly) Le Drewer: (Activity monthly After what yes	7. Audit Require State [X] Federal [X] Independent - y Ouide- HICH (used); LOW (less than c r does activity bec 10. Recommended	Internal CX External CX daily); MEDIUM (once/trice more monthly). ) mome KOW _1st.
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	、 、	Records Manageme	nt Division		
		AGENCY RECORDS	INVENTORY		Page No. 63 of 70
1.	Department		2. Divisio	<b>n</b> Financial Aff	airs
Ur	niversity of Maryland at Balti	more .	3. Unit	Accounts Pay	able
Gei	Record Series and Title: (Def may be transferred of neral Accounting Records: layed Payments	. A group of rec or disposed of as	ords filed a wnit.)	as a unit, us	ed as a unit, and
	Description: (Give a brief de form name(s) and number(s) Folder - 12" x 15" Content- Inhouse computer Form Name - delayed payme Form Number - None	). r printout of dela	-		atent, purpose, a
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		f file drawers)		quirements	mal 🖂
6.	Present Volume on Hand (No. o	f file drawers) y) rewer: (Activity (	7. Audit Re State C Federal Independ Ruide- HICH	iquirements	mal (D) MEDIUM (once/tri
6.	Present Volume on Hand (No. o 1 Estimated Accumulation (Year) Lotimated Activity per File D Current Year H M (1)	f file drawers) y) rewer: (Activity ( monthly);	7. Audit Re State C Poderal Independ Puide- HICH LOW (less (	quirements	mel (XT MEDIUM (once/twi hly). )
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6. 8.	Present Volume on Hand (No. o 1 Retinated Accumulation (Year) 1 Ketimated Activity per File D Current Year H M (1) After 1. Yr. H M (1) Could Record Series be stored Records Center.	f file drawers) y) rewer: (Activity ( monthly); After what year ( in the State	7. Audit Re State C Pederal Independ Ruide- HIGH LOW (less 1 Soes activit	quirements	MEDIUM (once/tri hly). ) 

<pre>may be transferred or disposed of as a unit.) General Accounting Records: Complete Purchase Orders Dercription: (Give a brief description of a typical folder; include content, form name(s) and number(s). Folder - 8 x 11 Content - Purchase Order, change orders, receivers, invoices, in alphal name.order High volume vendors are filed separately example: A.J. Stationary, Sigma Chemical and VWR Scientific  (Note: Dae a separate inventory sheet for each Bacord Series) 5. Present Volume on Hand (No. of file dravers) 6. Retinated Accumulation (Tearly) E. Letimated Activity per File Draver: (Activity Order HIGH (used deily), MZDI monthly); LOW (less than once monthly). Current Tear H (M) 1. After what year does activity become LOWlst </pre>	Part No.         2. Division         Financial Affairs         3. Drit         Accounts Payable         up of records filed as a unit, used as a unit, and         ad of as a unit.)         n of a typical folder; include content, purpose, an         orders, receivers, invoices, in alphabetical vendo         parately example:         and VWR Scientific         swers)       7. Audit Requirements         State CT         Pederal INI         Internal INI         ctivity Ouide- HICH (used daily), HEDICH (ence/tric
1. Department       2. Division         University of Maryland at Baltimore       Financial Affairs         1. Becord Series and Title: (Def. A group of records filed as a unit, used as may be transferred or disposed of as a unit.)       General Accounting Records:         Complete Purchase Orders       Complete Purchase Orders       General Accounting Records:         Dercription: (Clive a brief description of a typical folder; include content, form name(s) and number(s).       Folder - 8 x 11         Content - Purchase Order, change orders, receivers, invoices, in alphal name.order       High volume vendors are filed separately example:         A.J. Stationary, Sigma Chemical and VWR Scientific       A.J. Stationary, Sigma Chemical and VWR Scientific         5. Present Volume on Hand (No. of file dravers)       7. Audit Requirements         State CZT       Poderal ZZU	2. Division         Financial Affairs         J. Unit         Accounts Payable         up of records filed as a unit, used as a unit, and ad of as a unit.)         n of a typical folder; include content, purpose, and orders, receivers, invoices, in alphabetical vendor barately example: and VWR Scientific         avers)       7. Audit Requirements         State (XI)       Internal (X)         Pederal (X)       Internal (X)         external (X)       External (X)         ectivity Ouide- HICH (used daily), MEDIUM (ence/trice)
Iniversity of Maryland at Baltimore       3. Unit       Financial Affairs         Accounts Payable       Accounts Payable         Iniversity of Maryland at Baltimore       3. Unit       Accounts Payable         Iniversity of Maryland at Baltimore       accounts Payable       Accounts Payable         Iniversity of Maryland at Baltimore       accounts Payable       Accounts Payable         Iniversity of Maryland at Baltimore       accounting Records:       Counts Payable         General Accounting Records:       Gomplete Purchase Orders       and maber(s).         Folder - 8 x 11       Content - Purchase Order, change orders, receivers, invoices, in alphal name-order         High volume vendors are filed separately example:       A.J. Stationary, Sigma Chemical and WWR Scientific         5. Present Volume on Band No. of file dravers)       7. Audit Requirements         6. Betimated Accumulation (Keerly)       Thermal 12         6. Betimated Activity per File Draver: (Activity Ouds- EIGH (used delly), MEDI monthly); LOW (less than once monthly).         Current Year H (B) 1       After that year does activity become LOW lest	Financial Affairs Accounts Payable The of records filed as a unit, used as a unit, and an of a typical folder; include content, purpose, and orders, receivers, invoices, in alphabetical vendor warately example: and VWR Scientific The scientific The science for each Becord Series) The scientific The science for each Becord Series The science
University of Maryland at Baltimore       3. Drit         Accounts Payable         Accounts Payable         Accounts Payable         Becord Series and Title: (Def. A group of records filed as a unit, used as may be transferred or disposed of as a unit.)         General Accounting Records:         Complete Purchase Orders         Description: (Oive a brief description of a typical folder; include content, form name(s) and number(s).         Folder - 8 x 11         Content - Purchase Order, change orders, receivers, invoices, in alphal name.order         High volume vendors are filed separately example:         A.J. Stationary, Sigma Chemical and VWR Scientific         5. Present Volume on Hand (No. of file dravere)         7. Audit Requirements         State (ZZT)         Pederal ZCX         State (ZZT)         Pederal ZCX         State (ZZT)         Pederal ZCX         State (ZZT)         Pederal ZCX         State (ZXT)         Pederal ZCX         State ZXT)         Pederal	3. Unit Accounts Payable up of records filed as a unit, used as a unit, and ed of as a unit.) n of a typical folder; include content, purpose, and orders, receivers, invoices, in alphabetical vendor barately example: and VWR Scientific www.scientific two scientific revers) 7. Audit Requirements State (XX7 Pederal /X7/ Internal (XY7 external (XY7)
<pre>may be transferred or disposed of as a unit.) General Accounting Records: Complete Purchase Orders Description: (Dive a brief description of a typical folder; include content, form name(s) and number(s). Folder - 8 x 11 Content - Purchase Order, change orders, receivers, invoices, in alphal name.order High volume vendors are filed separately example: A.J. Stationary, Sigma Chemical and VWR Scientific  (Note: Dae a separate inventory sheet for each Bacord Series) 5. Present Volume on Hand (No. of file dravers) 6. Retinated Accumulation (Tearly) E. Letimated Activity per File Draver: (Activity Order HIGH (used deily), MIDI Current Tear H (M) L After what year does activity become LOW List </pre>	<pre>ed of as a wnit.) n of a typical folder; include content, purpose, ar orders, receivers, invoices, in alphabetical vendo warately example: and VWR Scientific  vers) Scientific  vers) 7. Audit Requirements State (ZT) Pederal (ZX) Internal (ZX) External (ZX) Ctivity Onide- HICH (used deily); HEDIUM (ence/twice) </pre>
General Accounting Records: Complete Purchase Orders Dercription: (Give a brief description of a typical folder; include content, form name(s) and number(s). Folder - 8 x 11 Content - Purchase Order, change orders, receivers, invoices, in alphal name_order High volume vendors are filed separately example: A.J. Stationary, Sigma Chemical and VWR Scientific . Stationary, Sigma Chemical and Science Scien	n of a typical folder; include content, purpose, ar orders, receivers, invoices, in alphabetical vendo warately example: and VWR Scientific www.scientific revers) 7. Audit Requirements State (ZT) Federal (ZY) Internal (ZY) External (ZY)
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name_order         High volume vendors are filed separately example:         A.J. Stationary, Sigma Chemical and VWR Scientific         A.J. Stationary, Sigma Chemical and VWR Scientific         (Note: Use a separate invantory sheet for each Becord Series)         5. Present Volume on Hand (No. of file dravers)         7. Audit Requirements         8 tate /227         9 deral /21         6. Betimated Accumulation (Tearly)         12         6. Letimated Activity per File Draver: (Activity Ouide- HICH (used deily); MEDI monthly); LOW (less than once monthly).         Current Year H (E) 1         After that year does activity become LOW list	<pre>parately example: and VWR Scientific evers) 7. Audit Requirements State CXT Federal CXT Independent Internal CXT External CXT External CXT</pre>
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8. Estimated Activity per File Drawer: (Activity Ouide- HIGH (used daily); MEDI monthly); LOW (less than once monthly). Current Year H H L After 1. Yr, H H L After what year does activity become LOW <u>lst</u>	ictivity Guide- HIGH (used deily); MEDIUM (once/tari
Current Year H H L After 1. Yr, H H L After what year does activity become LOW <u>1st</u>	
	at year does activity become LOW
9. Could Record Series be stored in the State 10. Recommended Retention:	itate 10, Recommended Retention:
Records Center. 3 years	3 vears
The Transformation of the second seco	J years
Minen: ASAP	
11. Inventory prepared by Wavne F. Allen Date: 5/30/89	<b></b>

		P ODIERAL MENTICES
	Becords Ha	negenent Division
	A GENCY BO	CORDS DEVENTORY Page No. 65 of 70
1.	Department	2. Division Financial Affairs
Un	niversity of Maryland at Baltimore .	3. Unit Accounts Payable
Ger	Record Series and Title: (Def. A group may be transferred or disposed neral Accounting Records: nfirming Requisitions	of records filed as a unit, used as a unit, and of as a unit.)
	form name(s) and number(s). Filed in 8 x 11 drop in folders	of a typical folder; include content, purpose, and invoices oices for \$200.00 or less that have been
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	Current Year H (8) L	thly); LOW (less than once monthly). )
9.	Could Record Series be stored in the Sta	
	Records Center.	3 years
	When: ASAP	
	ADAI	

		Sement Division
I	AGENCY RECO	ROS INVERTORI Page No. 66_ of _70_
1.	Department	2. Division Financial Affairs
Un	iversity of Maryland at Baltimore .	3. Unit Accounts Payable
Ge	Record Series and Title: (Def. A group of may be transferred or disposed of eneral Accountins Records: merical Purchase Order Files	records filed as a unit, used as a unit, and as a unit.)
:	form name(s) and number(s).	a typical folder; include content, purpose, an
	$8\frac{1}{2} \times 11$ letter size paper that is fil FY89 Purchase order begin with the AI FY90 Purchase order begin with the AI	pha letter A(effective Jan 89)
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<u> </u>	(Note: Use a separate inventory sheet ) Present Volume on Hand (No. of Cile draway	
	Present Volume on Hand (No. of file drawers	s) 7. Audit Requirements State CXI
6.	Present Volume on Hand (No. of file drawers 13 Estimated Accumulation (Tearly) 4	<ul> <li>a) 7. Audit Requirements</li> <li>Btate (X)</li> <li>Pederal (X)</li> <li>Independent</li> <li>External (X)</li> </ul>
6.	Present Volume on Hand (No. of file drawers 13 Betimated Accumulation (Tearly) 4 Estimated Activity per File Drawer: (Activity Bonthi	<ul> <li>andit Requirements</li> <li>State <u>IXI</u></li> <li>Pederal <u>IXI</u> Internal <u>IXI</u></li> <li>Independent</li> </ul>
6.	Present Volume on Hand (No. of file drawers 13 Estimated Accumulation (Tearly) 4 Katimated Activity per File Drawers (Activity Bonth Current Year H M (L)	<ul> <li>audit Requirements</li> <li>State (X)</li> <li>Pederal (X)</li> <li>Independent</li> <li>External (X)</li> <li>Lty Guide- HIGH (used daily); HEDIUK (once/tario)</li> </ul>
6. 8.	Present Volume on Hand (No. of file drawers 13 Estimated Accumulation (Tearly) 4 Estimated Activity per File Drawer: (Activ Bonthi Current Year H M L After 1. Yr, H H L Could Record Series be stored in the State	<ul> <li>and it Requirements</li> <li>State (X)</li> <li>Pederal (X)</li> <li>Independent</li> <li>External (X)</li> <li>Ity Guide- HIGH (used daily); MEDIUM (once/twide</li> <li>Ity; LOW (less than once monthly). )</li> <li>Der does activity become LOW</li> </ul>
6. 8.	Fresent Volume on Hand (No. of file drawers 13 Betimated Accumulation (Tearly) 4 Estimated Activity per File Drawer: (Activity Bonthi Current Year H M (L) After that ye	<ul> <li>and it Requirements</li> <li>State (X)</li> <li>Pederal (X)</li> <li>Independent</li> <li>External (X)</li> <li>Ity Guide- HIGH (used daily); MEDIUM (once/twide</li> <li>Ity; LOW (less than once monthly). )</li> <li>Der does activity become LOW</li> </ul>
6. 8.	Present Volume on Hand (No. of file drawers 13 Estimated Accumulation (Tearly) 4 Kstimated Activity per File Drewer: (Activ Bonth Current Year H M L After that you Could Record Series be stored in the State Records Center.	<ul> <li>a) 7. Audit Requirements State (X) Pederal (X) Independent External (X) Lty Guide- HIGH (used daily); MEDIUM (once/tric Ly); LOW (less than once monthly). ) per does activity become LOW 10. Recommended Retention:</li> </ul>

	RIMENT OF GENERAL BERVICES Cords Management Division
	GENCI BROORDS INVENTORI Page No.
1. Department University of Maryland at Baltimore	e . <b>Division</b> Financial Affairs <b>3. Unit</b> Accounts Payable
L. Record Series and Title: (Def. A may be transferred or di General Accounting Records: Encumbrance Logs ADO10	A group of records filed as a unit, used as a unit, an isposed of as a unit.)
Description: (Give a brief descri form name(s) and number(s).	iption of a typical folder; include content, purpose,
Looseleaf note book containin Processing to be key punched.	ng record of encumbrance batches sent to Data
•	
	•
	• .
	• .
· ·	•
(Note: Use a separate invento 5. Present Volume on Hand (No. of fi	
	ile dravers) 7. Audit Requirements State [X] Federal [X] [Internal [X]
5. Present Volume on Hand (No. of fi 4 6. Estimated Accumulation (Yearly) 1	ile drawers) 7. Audit Requirements State [X] Pederal [X] Internal [X] Independent External [X]
5. Present Volume on Hand (No. of fi 6. Betimated Accumulation (Tearly) 1 8. Estimated Activity per File Drawe Current Year H M (1)	ile dravers) 7. Audit Requirements State [X] Pederal [X] Internal [X] Independent
5. Fresent Volume on Hand (No. of fi 6. Betimated Accumulation (Tearly) 1 8. Estimated Activity per Pile Drawe Current Year H H L After 1. Yr, H H L	ile dravers) 7. Audit Requirements State (X) Pederal (X) Internal (X) External (X
5. Present Volume on Hand (No. of fi 6. Betimated Accumulation (Tearly) 1 8. Retimated Activity per Pile Drave Current Year H M	ile drawers)       7. Audit Requirements         State       State         Pederal       Internal         Independent       External         External       Image: State         er: (Activity Ouide- HIGH (used daily); MEDIUM (once/tall monthly); LOW (less than once monthly). )         ter what year does activity become LOW       1st.         the State       10. Recommended Retention:
5. Fresent Volume on Hand (No. of fi 4 6. Betimated Accumulation (Yearly) 1 8. Estimated Activity per Pile Draws Current Year H M After 1. Yr. H M Aft 9. Could Record Series be stored in	ile drawers)       7. Audit Requirements         State       State         Pederal       Internal         Independent       External         Er: (Activity Guide- HICH (used daily); MEDIUM (once/ta monthly); IOW (less than once monthly). )         ter what year does activity become IOW       lst.         the State       10. Recommended Retention:
5. Fresent Volume on Hand (No. of fi 4 6. Betimated Accumulation (Yearly) 1 8. Estimated Activity per Pile Drawe Current Year E M (1) After 1. Yr. E M (1) 9. Could Record Series be stored in Records Center.	ile dravers)       7. Audit Requirements         State       State         Pederal       Internal         Independent       External         External       Image: State         er: (Activity Oxide- HIGH (nsed daily); MEDIUM (once/ta monthly); LOW (less than once monthly). )         ter what year does activity become LOW         lo. Recommended Retention:         3 years

			THERAL BERVICES	
			ds invertori	Page No. 68 of 70
1.	Department		2. Division	ncial Affairs
The	iversity of Maryland at	Baltimore		ounts Payable
Gen		to besogaid or disposed of		unit, used as a unit, and
-				
	Description: (Give a br: form name(s) and much	ief description of ( ber(s).	a typical folder; i	nclude content, purpose, a
		drop filo		me Burchass Orders and
	Contains Computer pu Change Orders	rintout of Key Punc		om Purchase Orders and
	UM Accounting System Program Number - AD	m Report - Daily di 010	agnostics	
	1100-1000 10000 100			
				•
			. e . g	
	(Note: Use a separat Present Volume on Hand (			
<del>.</del>		'NO' OI ITTE GLEMELD		
	3	*	- State I	
	Betimeted Accumulation (	(Tearly)	- Btate [X] Pederal [X] Independent	
6.	Betimeted Accumulation (	Mile Drewer: (Activi	Pederal IXI Independent ty Guide- HIGH (use	Externel (XY d daily); MEDIUM (once/ter
6.	Betimeted Accumulation ( 3 Estimated Activity per F Current Year H K (1)	Pile Drewer: (Activi monthl	Pederal IX/ Independent ty Ouide- HIGH (use y); LOW (less than	Externel (22 d daily); MEDIUM (once/ter once monthly). )
6. 8.	3 Betimeted Accumulation ( 3 Estimated Activity per F Current Year H M (L) After 1. Yr, H M (L)	Mile Drewer: (Activi month) After what ye	Pederal IXI Independent ty Guide- HIGH (use	Externel (22 d daily); MEDIUM (once/ter once monthly). )
6. 8.	Betimeted Accumulation ( 3 Estimated Activity per F Current Year H K (1)	Mile Drewer: (Activi month) After what ye	Pederal IX/ Independent ty Ouide- HIGH (use y); LOW (less than	Externel (XY d daily); MEDIUM (once/ter once monthly). ) come IOW 1st.
6. 8.	3 Betimeted Accumulation ( 3 Estimated Activity per F Current Year H M (L) After 1. Yr, H M (L) Could Record Series be a Records Center.	Mile Drewer: (Activi month) After what ye	Pederal <u>IX</u> Independent ty Guide- HIGH (use y); LOW (less than er does activity be 10. Recommended	Externel (XY d daily); MEDIUM (once/ter once monthly). ) come IOW 1st.
6. 8.	3 Betimeted Accumulation ( 3 Estimated Activity per F Current Year H M (L) After 1. Yr, H M (L) Could Record Series be a Records Center.	Pile Drewer: (Activi month) After what ye stored in the State	Pederal <u>IX</u> Independent ty Guide- HIGH (use y); LOW (less than er does activity be 10. Recommended	External (XY d daily); MEDIUM (once/ter once monthly). ) come LOW <u>lst.</u> Retention:

	DEPARTNERT OF GENERAL SERVICES Becords Management Division						
		ICT RECORDS INVENTORY	<b>Page No.</b> 69 of 70				
1.	Department	2. Division Financia	l Affairs				
Ur	niversity of Maryland at Baltimore	3. Unit Financial	Systems				
Co	Record Series and Title: (Def. A g may be transferred or disp meral Accounting Records: nancial Accounting System - Daily D	posed of as a whit.)					
	Description: (Give a brief description: form name(s) and number(s).	tion of a typical folder; includ	e content, purpose, and				
	cash posted, invoices paid and	s - which make up the daily pro various transactions that have ats been processed and posted t	updated the various				
		·					
	(Note: Dae a separate inventory	chast for each Barowi Sarlas)					
5.	Fresent Volume on Hand (No. of file 100 approx.		is				
6.	Estimated Accumulation (Tearly) 25 approx.	Pederal [7] Independent	Internal				
8.	Estimated Activity per File Drewer: Current Year (E) H L After 1. Yr, E (H) L After	والمستوار الأثار المتراذ البغيان فيتبع المسترك كفيت والمتعالي فالمتعاف وأأنفت مستهم الفني بالاستعاد وست	ly); MEDIUM (once/tarica monthly). )				
9.	Could Record Series be stored in th						
	Records Center, TES NO	<b>7</b> 3 years					
	Minen: ASAP	·					
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		AGENCY RECORD	os invintori		Page No.
1.	Department		<b>X</b> .	inancial Affairs	
Un	niversity of Maryland at Ba	altimore .	3. Unit Co	omptroller	
Ger	Record Series and Title: may be transferr meral Accounts records: meral Correspondence	(Def. A group of a wed or disposed of (	records filed as a whit.)	e a unit, used as	a unit, and
	Description: (Give a brie form name(s) and numbe	f description of a er(s).	typical folder	j include content	, purpose, an
in	The General Correspon formation:	dence files for th	e Comptroller i	nclude the follo	wing
	General Correspondenc Budget Year End Closing Audit Information and		1 		
	Studies Payroll and Requisiti		s for the Offic	ce .	
)					
<u> </u>	(Note: Use a separate Present Volume on Hand (No			•	
	Betimeted Accumulation (Ye		State (X Pederal ) Indspende	I II [Internal	
<u> </u>	Estimated Activity per Pil Current Year (E) H L			External used daily); MEDI an once monthly).	UM (once/taric
<b>U</b> .	After 1. Yr, H (R) L	After what you	r does activity	become LOW	
	, 0 -				
	Could Record Series be sta Records Center.		10. Recommen	dec Retextion: 3 years	
	Could Record Series be sta Records Center.	ored in the State	10. Recommen		