

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 1391

PAGE  
NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND SYSTEMS UNIVERSITY OF BALTIMORE		ACCOUNTS RECEIVABLE
AGENCY		DIVISION
Item No.	Description	Retention
1	<u>STUDENT FINANCIAL FILES</u>  statement of fees, cash receipts, certificate of deposits, credit card receipts, refund request vouchers, library adjustments, paid deferred payment contracts, paid company contracts, paid collection accounts, tuition Calc reports, purge reports, cashier summary reports, drop/add reports, paid parking reports, paid health insurance reports and student correspondence	Retain for five years or until audit requirements are complete, then destroy
2	<u>UNSATISFIED FINANCIAL ACCOUNTS</u>  unpaid Perkins Loan files, unsatisfied checks, unpaid deferred payment contracts, unpaid company contracts and unpaid collection accounts	Retain until satisfied, then destroy.
3	<u>STUDENT FINANCIAL AID FILES</u>  paid Perkins Loan Files, completed financial aid check release contracts and completed book coupons	Retain for five years or until audit requirements are complete, then destroy

Schedule Approved by Department,  
Agency, or Division Representative

Aug. 8, 91  
Date

*[Signature]*  
Signature

President  
Title

Schedule Authorized by  
Hall of Records Commission

9/11/91  
Date

*[Signature]*  
State Archivist

**INSTRUCTIONS**—TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20784

**AGENCY RECORDS INVENTORY**

PAGE 1 OF 3

**DEPARTMENT/AGENCY**  
University of Maryland Systems

**2. DIVISION**  
University of Baltimore

**3. UNIT**  
Accounts Receivable

**DEFINITION-RECORD SERIES.** A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

**4. RECORD SERIES TITLE**  
Student Financial Files

**5. EARLIEST YEAR/LATEST YEAR**  
1988 TO 1991

**6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)**

This series contains: Statement of Fees, Cash Receipts, Certificate of Deposits, Credit Card Receipts, Refund Request Vouchers, Library Adjustments, Paid Deferred Payment Contracts, Paid Company Contracts, Paid Collection Accounts, Tuition Calc Reports, Purge Reports, Cashier Summary Reports, Drop/Add Reports, Paid Parking Reports, Paid Health Insurance Reports and Student Correspondence.  
It documents the billing, payment and adjustments to all student accounts receivable accounts.

**7. RECORD SERIES FORMAT(S)**

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)  
SIS

**8. RECORD SERIES SEQUENCE**

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
\_\_\_\_\_

**9. VOLUME**

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
15.0  
RUBBER

**10. ANNUAL ACCUMULATION**

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
7.5  
RUBBER

**11. FILE IS USED**  
 DAILY  WEEKLY  MONTHLY

**12. FILE BECOMES INACTIVE AFTER**  
3 MONTH(S)  MONTH(S)  YEAR(S)

**13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)**  
Charles Hall Room 127

**14. IS RECORD SERIES DUPLICATED ELSEWHERE?**  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

**15. ACCESS RESTRICTIONS**  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))  
Buckley Amendment

**16. AUDIT REQUIREMENTS**  
 NONE  STATE  FEDERAL  INDEPENDENT

**17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)**  
 YES  NO

.SIS (Student Information System)

**18. RECOMMENDED RETENTION**

Retain for five years or until Audit requirements are completed, then destroy.

**19. NAME AND TITLE OF PREPARER**  
Helen M. Perrera  
Business Office Manager

**20. TELEPHONE NUMBER**  
(301) 625-3013

**21. DATE**  
July 23, 1991

**INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)**

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 278  
JESUP, MARYLAND 20784

**AGENCY RECORDS INVENTORY**

PAGE 2 OF 3

**1. DEPARTMENT/AGENCY**  
University of Maryland Systems

**2. DIVISION**  
University of Baltimore

**3. UNIT**  
Accounts Receivable

**DEFINITION-RECORD SERIES-** A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

**4. RECORD SERIES TITLE**  
Unsatisfied Financial Accounts

**5. EARLIEST YEAR/LATEST YEAR**  
1980 TO 1991

**6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)**

This series contains: Unpaid Perkins Loan files, unsatisfied checks, unpaid deferred payment contracts, unpaid company contracts and unpaid collection accounts.

It documents the issuance of financial aid, deferred payment contracts and company contracts.

**7. RECORD SERIES FORMAT(S)**  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)  
SIS

**8. RECORD SERIES SEQUENCE**  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
\_\_\_\_\_

**9. VOLUME**  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
4.0  
NUMBER

**10. ANNUAL ACCUMULATION**  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
2.0  
NUMBER

**11. FILE IS USED**  
 DAILY  WEEKLY  MONTHLY

**12. FILE BECOMES INACTIVE AFTER**  
5  
NUMBER  MONTH(S)  YEAR(S)

**13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)**  
Charles Hall Room 127

**14. IS RECORD SERIES DUPLICATED ELSEWHERE?**  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

**15. ACCESS RESTRICTIONS**  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S)  
-Buckley Amendment

**16. AUDIT REQUIREMENTS**  
 NONE  STATE  FEDERAL  INDEPENDENT

**17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)**  
 YES  NO

SIS (Student Information Systems)

**18. RECOMMENDED RETENTION**

Retain permanently or until satisfied, then destroy

**19. NAME AND TITLE OF PREPARER**  
Helen M. Perrera  
Business Office Manager

**20. TELEPHONE NUMBER**  
(301) 625-3013

**21. DATE**  
July 23, 1991

**INSTRUCTIONS** - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 3 OF 3

DEPARTMENT/AGENCY  
University of Maryland Systems

2. DIVISION  
Univeresity of Baltimore

3. UNIT  
Accounts Receivable

**DEFINITION-RECORD SERIES** - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
Student Financial Aid Files

5. EARLIEST YEAR/LATEST YEAR  
1988 TO 1991

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This Series contains: Paid Perkins Loan Files, Completed Fiancial Aid Check Release Contracts and Completed Book Couponds.  
It documents the issuance and payment of student financial aid files

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)  
SIS

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
\_\_\_\_\_

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
4.0  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
2.0  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
5  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Charles Hall Room 127

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S)  
Buckley Amendment

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION

Retain for five years or until Audit requirements are completed, then destroy

SIS (Student Information System)

NAME AND TITLE OF PREPARER  
Helen M. Perrera  
Business Office Manager

20. TELEPHONE NUMBER  
(301) 625-3013

21. DATE  
July 23, 1991