DG6-880-1

# DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE NO. 1395

PAGE NO.

1 of 4

### RECORDS RETENTION AND DISPOSAL SCHEDULE

St	. Mary's College of Maryland	1
	AG EN CY	DIVISION
Item No.	Description	Retention
1.	Board of Trustees Minutes Minutes of the meetings of the Board of Trustees of the College.	Retain permanently. Transfer periodically to the State Archives.
2.	President's Office A. Statistics Annual reports of enrollment, degree, grades, and racial/ethnic statistics for the institution	Retain permanently. Transfer periodically to College Archives.*
	B. Commencement/Graduation Lists Official programs or lists identifying students who have successfully completed all academic requirements and are graduating from the institution.	Retain permanently. Transfer periodically to College Archives.*
3.	Comptroller A. Audit Reports Signed copies of reports conducted by persons or agencies other thatn the Legislative Auditors.  B. Accounting Documents Tuition and fee statements, monthly statements to students, petty cash and check reconciliations bank statements, cash deposit reports, journal entries, invoices, purchase orders, and out of schedules.	Retain permanently. Transfer periodically to College Archives. *  Retain for 3 years and until all audit require- ments have been fulfilled, then destroy.
	C. Accounting Reports  Copies of reports generated by the Comptroller's Office including: Contracts, invoice printouts, and student year-end printouts.	Retain for 5 years and until all audit requirements have been fulfilled, then destroy.

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

9-27-91 Jan Alle Brighart Registrar 1035/91 Shwande Comme Comme State William Dong State Wiching of

FORM 1 M 1A REV 2 75

# RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO 1395 PAGE

<del></del>		NO 2 of 4
Item No	Description	Retention
4.	Personnel A. Employee Personnel Files - Inactive Alphabetical files for former personnel. Files contain the MS-310 form or 311 contract form, benefit information, any court or legal documents, evaluations, letters of commendation or reprimand, copies of appointment letters, and annual pay rate information. Files for employees leaving the college before 1988 have been microfilmed.	Microfilm files after employee leaves the college. Retain film permanently, transfer to College Archives.*
	B. Payroll Exemption Reports  Printout issued by the State Payroll Office on which any changes in salary, hours worked, and overtime/compensatory time for each payroll are registered manually. A copy of this report is sent to the State Office to be used in processing payroll checks.	Retain permanently. Transfer periodically to College Archives.*
5.	Administrative Services  A. <u>Budget Amendments</u> Requests sent to the Governor's Office for budget augmentations. The amendments usually reflect newly received grant funds or college generated revenue which are being added to the original budget appropriation. The amendments serve as a record of this revunue for the college.	Retain permanently. Transfer periodically to College Archives.*
	B. <u>EEO Statistics</u> Statistics and reports concerning Equal Employment Opportunity activities on campus. Includes hiring statistics and on-campus complaint investigations.	Retain permanently. Transfer periodically to College Archives.*
6.	Registrar  A. Transcripts/Academic Records  Official transcripts for each student consistin of cumulated academic reports as recorded by the Registrar and any additional records such as grade change approvals, independent study and study abroad reports, and grade rosters.	Retain permanently. Transfer g periodically to College Archives.*
	B. Schedule of Classes  Final official schedule of classes offered each semester or term. The Schedules record the actual sequence of course offerings and supplement the College catalod.	Retain permanently. Transfer periodically to College Archives.*

FORM 1-M 1A

#### RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1395

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		Ho. 3 of 4
ltem No.	Description	Retention
7.	Physical Plant  A. Blueprints and Specifications  Architect's blueprints and drawings for campus buildings and renovations and copies of the building requirements as established by the architects and the college. Submittal reports varifying compliance with the specifications are filed with Specifications.	Retain permanently. Transfer periodically to College Archives.*
	B. Toxic Reports  Reports and documentation for asbestos, PCB, and water inspections. These are the only reports documenting workers activity with asbestos removal and the locations and serial numbers of transformers with PCB.	Retain permanently. Transfer periodically to College Archives.*
8.	Advancement Office  A. Catalog  The official college catalog issued annually describing college policies, course and degree offerings and listing faculty and administration	Retain permanently. Transfer periodically to College n.Archives.*
	B. Alumni Board Records  Minutes and financial ledgers of the Alumni Council (formerly Board of Governors).	Retain permanently. Transfer periodically to College Archives.*
	C. Foundation Board Records  Minutes and financial ledgers of the St. Mary's College Foundation, Inc., an independent fundraising organization. The Foundation is responsible for the purchase of art work, furniture and boats for the college as well as supporting programs.	Retain permanently. Transfer periodically to College Archives.*
9.	Financial Aid A. Perkins Loan Records  Files for students receiving Perkins Loan funds containing promissory notes and records of payment. Loan regulations require that the original promissory note be retained permanently.	Retain permenently. Transfer periodical TV to College Archives.*
	B. Student Financial Aid Records Alphabetical files for each student requesting or receiving financial assistance containing FAF, budget forms, application forms, and award letters.	Retain files for 5 years after students graduate or leaves the college permanently and until all audit requirements have been fulfilled, then destroy.

FORM RM 1A REV. 2/75

#### RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1395

PAGE NO.

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		No. 4 of 4
Item No.	Description	Retention
10. Hea	alth Services  Controlled Drugs  Dispensing log recording student name, prescription information, nurses and physicians signatures for each prescription issued for a controlled drug.	Retain for 10 years, then destroy.
В.	. <u>Drug Inventory Books</u> Sheets for each drug used by the Health Center recording order dates, and prescription use.	Retain for 10 years, then destroy.
C	. Health History Forms  Completed health history forms for all students containing information on immunization, medical conditions and treatments. Forms are updated to include all treatments by the Health Center.	Retain for 5 years after students graduate or leave the college permanently, then destroy.
D	. Vaccination Records  A set of records identifying all students receiving a vaccination during a special mumps vaccination program conducted by the College.	Retain for 10 years after the date of the vaccination program, then destroy.
ll. Na A	tural Science and Mathematics Division  Radiation Records  Reports issued by State Inspector and licenses for radioactive materials used in teaching and research.	Retain permanently. Transfer periodically to College Archives.*
12. P	ublic Safety . <u>Desk Logs</u> Daily report log listing all activities by officers. Includes check-in and out times, reports of calls, summary of actions taken and times.	Retain for 10 years, then destroy.
В	Incident/Crime Reports Forms filled out for each incident investigated on campus. Includes a description of the incident, date, names of complaintants, witnesses, action taken, and officer's name.	Retain for 10 years, then destroy.  * If College Archives ceases operation or is no longer maintained, transfer to State Archives.

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF GE RECORDS MANAGEM 7278 WATER	ENT DIVISION	AGENCY RECORDS INVENTURY	
WITH RECORDS RETENTION SCHEDULE (DGS 850-1)	P.O. BO JESSUP, MARY		PAGE OF	
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St. Mary's College of Maryland	Board of Truste			
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECORD	S NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR	
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Minutes of the meetings of the Board of Trustees of the Cthen transferred to the State	College. Origina	INCLUDE THE PU	RPOSE OR FUNCTION OF THE SEPTES	
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		Retain permanently. transfer periodicall to State Archives.		
NAME AND TITLE OF PREPARER	20. TELEPHONE	IUMBER	21. DATE	
Jan Blodgett/County Archivist	(301)475-7844		3/13/91	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 380-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794  2. DIVISION President's Office		AGENCY RECORDS INVENTORY  PAGE 2 OF 26
St. Mary's College of Maryland			3. UNIT
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NAME AND TITLE OF PREPARER  Jan Blodgett	20. TELEPHONE NUMBER (301) 475-7844		21. DATE 3/13/91
DGS 550-4 (REVISED 2/87)	<del></del>		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794  2. DIVISION President's Office		AGENCY RECORDS INVENTURY  PAGE 3 OF 26	
St. Mary's College of Maryland			3. UNIT	
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4. RECORD SERIES TITLE		ENTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR	
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NAME AND TITLE OF PREPARER  Jan Blodgett/County Archivist	20. TELEPHONE N (301) 475-784		3/13/91	
DGS 550-4 (REVISED 2/87)	550-4 (REVISED 2/87)			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1) EFARTMENT/AGENCY	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY  PAGE 4 OF 26
St. Mary's College of Maryland	2. DIVISION Comptroller		3. UNIT
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECOR		
4. RECORD SERIES TITLE Audit Reports			5. EARLIEST YEAR/LATEST YEAR  1979 TO 1991
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NAME AND TITLE OF PREPARER  Jan Blodgett / County Archivis	20. TELEPHONE N (301) 475-7		21. DATE 3/13/91
DGS 550-4 (REVISED 2/87)			

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD	DEFARTMENT OF GE RECORDS MANAGEN 7278 WATER	MENT DIVISION	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	P.O. BO JESSUP, MARY	X 275	PAGE <u>5</u> OF <u>26</u>	
DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
St. Mary's College of Maryland	Comptroller			
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECORD	B NORMALLY FILED	AND USED AS A UNIT FOR	
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TY. NAME AND TITLE OF PREPARER	20. TELEPHONE	YUMBER	21. DATE	
Jan Blodgett/County Archivist	(301) 475–78	344	3/13/91	

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SEPARATE FORM FOR EACH NEW OR RECORDS MANAGE FORWARD 7275 WAT WITH RECORDS RETENTION SCHEDULE P.O.		ENERAL SERVICES MENT DIVISION RLOO ROAD OX 278 YLAND 20794	AGENCY RECORDS INVENTURY				
DEFARTMENT / AGENCY	2. DIVISION		3. UNIT				
St. Mary's College of Maryland	Comptroller		3. UNI				
DEFINITION - RECORD SERIES - A GROUP			AND USED AS A UNIT FOR				
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				I . NAME AND TITLE OF PREPARER	20. TELEPHONE	L	21. DATE
				Jan Blodgett / County Archivis			3/13/91

INSTRUCTIONSTYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)  EFARTMENT/AGENCY St. Mary's College of Maryland	DEFARTMENT OF GERECORDS MANAGEM 7278 WATER P.O. BO JESSUP, MARY 2. DIVISION Personnel	MENT DIVISION RLOO ROAD DX 275 VLAND 20794	AGENCY RECORDS INVENTURY  PAGE 7 OF 26	
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECORD	S NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Employee Personnel Files - Inac	tive	THI TOW AND DIBPOS	8. EARLIEST YEAR/LATEST YEAR	
6. RECORD SERIES DESCRIPTION (BR	THE SERIES.	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES)	
Alphabetical files for former any court or legal documents r copies of appointment letters microfilmed.	personnel. Files	s contain the MS- ions, letters of	310 form, benefit information, commendation or reprimand,	
7. RECORD SERIES FORMAT(S)  XXX LETTER SIZE D MICROFILM  D LEGAL SIZE D COMPUTER TAPE	8. RECORD SERIES SEQUENCE  CHALPHABETICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER(SPECIFY)		9. VOLUME  **EXFILE DRAWER(S)    MICROFILM REEL(S)    COMPUTER TAPE(S)    OTHER(SPECIFY)	
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	1	<u> </u>	Action to the second second	
NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Jan Blodgett/County Archivist	(301)475-7844		3/13/91	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$80.1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE 8 OF 26	
EFARTMENT / AGENCY	2. DIVISION		3. UNIT	
St. Mary's College of Maryland	Personnel			
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECOR	DS NORMALLY FILED Ention and dispos	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Payroll Exemption Reports			5. EARLIEST YEAR/LATEST YEAR  ? TO 1991	
Printout issued by the State worked, and overtime/compensa	THE SERIES.  payroll office of tory time for ea	n which any chang ch payroll period	ges in salary, hours d are registered manually.	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
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Margaret Brent Bldg - Personne	•	1.	ERIES DUPLICATED ELSEWHERE! ECIPY AGENCY OR OFFICE) State Payroll Division	
(IF YES, CITE LAW(S) & REGULAT	15. ACCESS RESTRICTIONS DXYES D NO  (IF YES, CITE LAW(S) & REGULATION(S)  MD Annotate Code. State Government §10-616(h)		16. AUDIT REQUIREMENTS  D NONE SETATE D FEDERAL XX INDEPENDENT	
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		records		
NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE 11 11 11 11 11 11 11 11 11 11 11 11 11	
Jan Blodgett/County Archivist	(301) 475-7844	<b>.</b>	3/13/91	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)			PAGE 9 OF 26	
St. Mary's College of Maryland	2. DIVISION Administrat	ive Services	3. UNIT	
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECOR	DS NORMALLY FILED Ention and dispos	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Budget Amendments	•		5. EARLIEST YEAR/LATEST YEAR	
	IEFLY DESCRIBE TH	E TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND	
Requests sent to the Governor's Office to request budget augmentations. The amendments usually reflect newly received grant funds or college generated revenue which are being added to the original budget appropriation. The amendments serve as a record of this revenue for the college.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	S SEQUENCE	9. VOLUME	
XXXLETTER SIZE D MICROFILM	- ALPHABETI	CAL	EXFILE DRAWER(S)	
D LEGAL SIZE D COMPUTER TAPE	O NUMERICAL		☐ MICROFILM REEL(S)  1" ☐ COMPUTER TAPE(S)	
BOUND BOOK D FLOPPY DISK	XX EHRONOLOG	I CAL	NUMBER   OTHER (SPECIFY)	
AUDIO TAPE U VIDEO TAPE	□ GEOGRAPHI	CAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPECIFY)		TO ANNUAL ACCOMPOSATION  XE FILE DRAWER(S)  1"  MICROFILM REEL(S)  NUMBER  COMPUTER TAPE(S)	
DAILY WEEKLY	1 10		S INACTIVE AFTER  MONTH(S) EXYEAR(S)	
Margaret Brent Bldg. Administrat Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE!  (IF YES, SPECIFY AGENCY OR OFFICE)  XXX YES D NO (Governor's Office)		
15. ACCESS RESTRICTIONS TYES EXNO		16. AUDIT REQUIREMENTS  D. NONE XXX STATE D FEDERAL DIXINDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  D YES XX NO		18. RECOMMENDED RETENTION  Retain permanently.		
	<del></del>		.,,,,	
NAME AND TITLE OF PREPARER  JanBlodgett/ County Archivist	20. TELEPHONE (301) 475-7844	•	3/13/91	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50.1)  EFARTMENT/AGENCY St. Mary's College of Maryland  DEFINITION-RECORD SERIES. A GROUP REFERENCE	OF RELATED RECOR	MENT DIVISION RLOO ROAD OX 278 YLAND 20794 ive Services	PAGE 10 OF 26  3. UNIT
4. RECORD SERIES TITLE		ENTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR
EEO Statistics			1988 <b>TO</b> 1991
	THE SERIES. ing Equal Employ	ment Opportunity	ATION/DOCUMENTS/FORMS FOUND  RPOSE OR FUNCTION OF THE SEPIES;  activities on campus.  ons.
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
ØxLETTER SIZE D MICROFILM	- ALPHABETI	CAL	XMXFILE DRAWER(S)
C LEGAL SIZE COMPUTER TAPE	□ NUMERICAL	,	I MICROFILM REEL(S)  1 COMPUTER TAPE(S)
BOUND BOOK D FLOPPY DISK	X ₩X CHRONOLOG	ICAL	NUMBER D OTHER (SPECIFY)
AUDIO TAPE U VIDEO TAPE	□ GEOGRAPH1	CAL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPE	CIFY)	** FILE DRAWER(S) 6" DMICROFILM REEL(S) NUMBER D COMPUTER TAPE(S) DOTHER(SPECIFY)
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
DAILY DWEEKLY	<b>₽x MONTHLY</b>	NUMBER D 1	MONTH(S) QXYEAR(S)
Margaret Brent Bldg. Administra Office	•		ERIES DUPLICATED ELSEWHERE?
15. ACCESS RESTRICTIONS XX YES		16. AUDIT REQUIREMENTS	
(IF YES, CITE LAW(S) & REGULAT MD ANNOTATED CODE STATE GOVERNM		NONE - STATE - FEDERAL - INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)  PYES XX NO		18. RECOMMENDED RETENTION  Retain permanently.	
· · · · · · · · · · · · · · · · · · ·			
			1
NAME AND TITLE OF PREPARER  Jan Blodgett/County Archivist	20. TELEPHONE (301)475-784		3/13/91
	l		3/13/31

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)  EFARTMENT/AGENCY St. Mary's College of Maryland	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794  2. DIVISION Registrar		AGENCY RECORDS INVENTORY  PAGE 11 of 26	
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECORI	DS NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Transcripts/Academic Records			5. EARLIEST YEAR/LATEST YEAR  1926 TO 1991	
Official transcripts of each seconded by the Registrar and independent study and study about information is maintained in a versions of the other reports	tudent consisting any additional reports, and computer databases.	g of cumulated ac ecords such as gr d grade rosters. se rather than in	cademic reports as rade change approvals, Since 1987 transcript	
7. RECORD SERIES FORMAT(S)  XX LETTER SIZE D MICROFILM  D LEGAL SIZE D COMPUTER TAPE  BOUND BOOK D FLOPPY DISK  AUDIO TAPE D VIDEO TAPE  OTHER(SPECIFY)	8. RECORD SERIES  AXALPHABETIC  NUMERICAL  CHRONOLOG  GEOGRAPHIC  OTHER (SPEC	ICAL CAL	9. VOLUME    Microfilm Reel(s)	
11. FILE IS USED	Ø×MONTHLY		S INACTIVE AFTER  MONTH(S) REYEAR(S)	
Anne Arundel Hall - Room 108	13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Anne Arundel Hall - Room 108		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OF OFFICE)  D YES DEMO	
15. ACCESS RESTRICTIONS SYES NO  (IF YES, CITE LAW(S) & REGULATION(S)  MD Annotated Code. State Government \$10-616(j)		16. AUDIT REQUIREMENTS		
17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)  O YES XX NO  NAME AND TITLE OF PREPARER 20. TELEPHONE			permanently.	

INSTRUCTIONS . . TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTURY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES, FORWARD 7275 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 12 OF 26 (DGS 550-1) JESSUP, MARYLAND 20794 DEFARTMENT / AGENCY 2. DIVISION 3. UNIT St. Mary's College of Maryland Registrar 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 5. EARLIEST YEAR/LATEST YEAR Schedule of Classes 2 **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 Final official schedule of classes offered issued each semester or term. The Schedules record the sequence of course offerings and supplement the College Catalog as a record of the College's academic activities. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME XØ FILE DRAWER(S) □ LETTER SIZE □ MICROFILM D ALPHABETICAL D MICROFILM REEL(S) D LEGAL SIZE D COMPUTER TAPE □ NUMERICAL COMPUTER TAPE(S) NUMBER | OTHER(SPECIFY) BOUND BOOK DELOPPY DISK XXX CHRONOLOGICAL AUDIO TAPE UVIDEO TAPE ☐ GEOGRAPHICAL 10. ANNUAL ACCUMULATION XXOTHER (SPECIFY) OTHER(SPECIFY) XX FILE DRAWER(S) D MICROFILM REEL(S) size varies . NUMBER [] COMPUTER TAPE(S) OTHER (SPECIFY) 11. FILE IS USED FILE BECOMES INACTIVE AFTER DAILY □ WEEKLY NUMBER XX MONTHLY D MONTH(S) ØXYEAR(S) 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! Anne Arundel Hall Room 108 (IF YES, SPECIFY AGENCY OR OFFICE) TYES TANO 15. ACCESS RESTRICTIONS O YES XX NO 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) R NONE - STATE - FEDERAL - INDEPENDENT 17. IS AN INDEX SYSTEM USEDI (IF YES.EXPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY MARDBARE SOFTWARE) □ YES □X NO Retain permanently. \* . NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE Jan Blodgett/County Archivist (301) 475–7844 3/13/91

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)  EPARTMENT/AGENCY	DEFARTMENT OF GE RECORDS MANAGEM 7278 WATER P.O. BO JESSUP, MARY	MENT DIVISION RLOO ROAD DX 275	AGENCY RECORDS INVENTORY  PAGE 13 OF 26	
St. Mary's College of Maryland	Physical Plant	,		
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECORD	OS NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Blueprints and specifications			5. EARLIEST YEAR/LATEST YEAR  1960 TO 1991	
6. RECORD SERIES DESCRIPTION (**IN**  Architect's blueprints for c with copies of the building college. Submittal reports with the specification books	e architects and the			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
ALETTER SIZE □ MICROFILM	TALPHABET I	:AL	☐ FILE DRAWER(S) ☐ MICROFILM REEL(S)	
□ LEGAL SIZE □ COMPUTER TAPE	□ NUMERICAL		20 cf COMPUTER TAPE(S)	
SOUND BOOK D FLOPPY DISK	□ CHRONOLOG	ICAL	NUMBER   OTHER(SPECIFY)	
AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION	
D OTHER(SPECIFY)	OTHER(SPEC	:IFY)	O FILE DRAWER(S)  1cf O MICROFILM REEL(S)  NUMBER O COMPUTER TAPE(S)	
11. FILE IS USED		12. 5115 8500/5	O OTHER(SPECIFY) S INACTIVE AFTER	
DAILY DEEKLY	Ek MONTHLY		MONTH(S) DXXEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL Maintenance Building	OOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  D YES XX NO		
15. ACCESS RESTRICTIONS O YES (IF YES, CITE LAW(S) & REGULAT		16. AUDIT REQUIREMENTS		
17. IS AN INDEX SYSTEM USED? (19 BEIEFLY AND DESCRIBE ANY HA		18. RECOMMENDED RETENTION		
□ YES ®X NO		Retain permane	ently.	
			: • • :	
NAME AND TITLE OF PREPARER  Jan Blodgett/County Archivist	20. TELEPHONE N (301)475-7844	NUMBER	21. DATE 3/13/91 ***********************************	
DCS REALA (DEVISED 2/07)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	P.O. EX JESSUP, MARY	OX 275	PAGE 14 OF 26	
EPARTMENT/AGENCY	2. DIVISION		3. UNIT	
St. Mary's College of Maryland				
DEFINITION-RECORD SERIES - A GROUP	OF RELATED RECORD CE AS WELL AS RETE	OB NORMALLY FILED INTION AND DISPOS	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Toxic Reports			5. EARLIEST YEAR/LATEST YEAR  ? TO 1991	
Files for reports and document files are the only copies of d and locations and serial number				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
XX LETTER SIZE D MICROFILM	D ALPHABETIC	CAL	MXFILE DRAWER(S)	
D LEGAL SIZE D COMPUTER TAPE	□ NUMERICAL		☐ MICROFILM REEL(S)  12 ☐ COMPUTER TAPE(S)	
BOUND BOOK - FLOPPY DISK	<sup>₩</sup> CHRONOLOG	ICAL	NUMBER OTHER(SPECIFY)	
AUDIO TAPE U VIDEO TAPE	□ GEOGRAPHIC			
OTHER(SPECIFY)	OTHER(SPECIFY)		10. ANNUAL ACCUMULATION  XD FILE DRAWER(S)  6" D MICROFILM REEL(S)  NUMBER D COMPUTER TAPE(S)  D OTHER(SPECIFY)	
11. FILE IS USED  DAILY DEEKLY	х <del>ё</del> монтнігу	1 1 1	S INACTIVE AFTER WONTH(S) XH YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL Maintenance Building	.OOR, ROOM)	(14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  TYPES IN NO		
15. ACCESS RESTRICTIONS TYES XO NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS  ***NONE   STATE   FEDERAL   INDEPENDENT		
17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/BOFTWARE)		18. RECOMMENDED RETENTION		
□ YES ÖX NO		Retain Perma	anently	
NAME AND TITLE OF PREPARER  Jan Blodgett/County Archivist	20. TELEPHONE N (301) 475-784		3/13/91	
DGS EKO-A (DEVISED 2/87)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
(DGS 850-1)			PAGE 15 OF 26
DEFARTMENT/AGENCY	2. DIVISION		3. UNIT
St. Mary's College of Maryland	Advancement O		Publications
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECOR! SE AS WELL AS RETI	DS NORMALLY FILED Ention and dispos	AND USED AS A UNIT FOR ITION PURPOSES
4. RECORD SERIES TITLE Catalog			5. EARLIEST YEAR/LATEST YEAR  1926 TO 1991
	EFLY DESCRIBE THE	K TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND
The official college catalogand degree offerings, and 1		y which describes	RPOSE OR FUNCTION OF THE SEPIES;
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
LETTER SIZE D MICROFILM	- ALPHABETIC	CAL	CXFILE DRAWER(S)
LEGAL SIZE COMPUTER TAPE	D NUMERICAL		☐ MICROFILM REEL(S)  2 ☐ COMPUTER TAPE(S)
BOUND BOOK D FLOPPY DISK	ØXCHRONOLOG	ICAL	NUMBER   OTHER(SPECIFY)
audio Tape Uvideo Tape	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPE	elfy)	FILE DRAWER(S)  OFFICE DRAWER(S)  FUNDER COMPUTER TAPE(S)  OTHER(SPECIFY)
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
D DAILY PX WEEKLY	D MONTHLY	1	MONTH(S) XX YEAR(S)
Baltimore Hall (Library) Maryla	· · · · · · · · · · · · · · · · · · ·	14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  PYES QXNO	
15. ACCESS RESTRICTIONS TO YES (IF YES, CITE LAW(S) & REGULAT		16. AUDIT REQUIREMENTS	
17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED RETENTION	
O YES XB NO		Retain perma	nently.
Jan Blodgett/County Archivist	20. TELEPHONE N (301) 475-784		21. DATE , , , , , , , , , , , , , , , , , , ,
-	<u> </u>		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEFARTMENT OF GE RECORDS MANAGEM 7278 WATER P.O. EX JESSUP, MARY	MENT DIVISION RLOO ROAD DX 275	AGENCY RECORDS INVENTURY  PAGE 16 OF 26	
EFARTMENT/AGENCY	2. DIVISION		3. UNIT	
St. Mary's College of Maryland	Advancement Of	fice	Alumni Affairs	
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECORD	OB NORMALLY FILED	AND USED AS A UNIT FOR ITION PURPOSES	
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR	
Alumni Board			<u> 1927</u> <b>TO</b> <u>1991</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SEPIES)  Minutes and financial ledgers of the Alumni Council (formerly Board of Governors).  These files represent the administrative and fiscal records of the organization.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SECIENCE	9. VOLUME	
MXLETTER SIZE D MICROFILM	- ALPHABETIC	·	xx File DRAWER(S)	
D LEGAL SIZE D COMPUTER TAPE	D NUMERICAL		D MICROFILM REEL(S)	
BOUND BOOK D FLOPPY DISK	XE CHRONOLOG	ICAL	OTHER (SPECIFY)	
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC			
OTHER(SPECIFY)	O OTHER(SPECIFY)		10. ANNUAL ACCUMULATION  XXXX FILE DRAWER(S)  6" D MICROFILM REEL(S)  RUMBER D COMPUTER TAPE(S)	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
DAILY WEEKLY	XM MONTHLY		MONTH(S) A YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL White House/Alumni Office	LOOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  D YES XXXNO		
15. ACCESS RESTRICTIONS TYES THO		16. AUDIT REQUIREMENTS  D NONE EXSTATE D FEDERAL XX INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE SOFTWARE)		18. RECOMMENDED RETENTION		
□ YES XX NO		Ketain pe	rmanently.	
			•	
NAME AND TITLE OF PREPARER  Jan Blodgett/County Archivist			3/13/91	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)			PAGE 17 OF 26
EPARTMENT/AGENCY	2. DIVISION		3. UNIT
St. Mary's College of Maryland	Advancement C	ffice	Foundation
		DE NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Foundation Board	·		5. EARLIEST YEAR/LATEST YEAR $1971$ To $1991$
'IN	THE SERIES.	INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)
Minutes and financial records of the St. Mary's College of Maryland Foundation, Inc. an independent fund-raising organization. The Foundation is responsible for the purchase of art work, furniture and boats for the college. The records represent the administrate and fiscal history of the Foundation.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
DEXLETTER SIZE D MICROFILM	- ALPHABETIC	CAL	xAxxFile DRAWER(S) D MICROFILM REEL(S)
□ LEGAL SIZE □ COMPUTER TAPE	□ NUMERICAL		2 5 COMPUTER TAPE(S)
BOUND BOOK D FLOPPY DISK	XXXCHRONOLOG	ICAL	NUMBER   OTHER(SPECIFY)
AUDIO TAPE I VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPEC	CIFY)	XX FILE DRAWER(S)  1/2 - MICROFILM REEL(S)  NUMBER - COMPUTER TAPE(S)
11.			OTHER(SPECIFY)
DAILY EXWEEKLY	□ MONTHILY		S INACTIVE AFTER MONTH(S) XX YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FL Calvert Hall/White House	.OOR , ROOM )	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)  PYES RXNO	
15. ACCESS RESTRICTIONS YES NO (IF YES, CITE LAB(S) & REGULATION(S)		16. AUDIT REQUIREMENTS  D NONE D STATE D FEDERAL XXX INDEPENDENT	
17. IS AN INDEX SYSTEM USED! (IF		18. RECOMMENDED RETENTION	
O YES AX NO		Retain	permanently.
NAME AND TITLE OF PREPARER  Jan Blodgett/County Archivist	20. TELEPHONE N (301) 475-78		21. DATE 3/13/91
DGS 550-4 (DEVISED 2/87)			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF GE RECORDS MANAGEN 7278 WATER	MENT DIVISION	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	P.O. BOX 278 JESSUP, MARYLAND 20794		PAGE 18 OF 26	
St. Mary's College of Maryland	2. DIVISION Financial A	id	3. UNIT	
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECORD	OB NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Perkins Loan File	•		8. EARLIEST YEAR/LATEST YEAR  1970 TO 1991	
Files are maintained for each the promissory note and any re notifying state agencies in cathese agencies as needed. Upo	THE SERIES. student receiving cords of payment ses of non-payment completion of the series.	Perkins Loan fu This office is at and provides s the payments the	responsible for eets of records to files become inactive.	
Loan regulations require that the original promissery note be retained permanently.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME	
XXX U LETTER SIZE D MICROFILM	O ALPHABETIC	AL	MXFILE DRAWER(S)	
D LEGAL SIZE D COMPUTER TAPE	□ NUMERICAL		☐ MICROFILM REEL(S)	
BOUND BOOK D FLOPPY DISK	XXX CHRONOLOGI	CAL	NUMBER D OTHER(SPECIFY)	
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	AL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPEC	CIFY)	Xdd FILE DRAWER(S)  7" D MICROFILM REEL(S)  RUMBER D COMPUTER TAPE(S)	
11.		12	O OTHER(SPECIFY)	
DAILY WEEKLY	<b>₩XMONTHLY</b>	• •	S INACTIVE AFTER  MONTH(S) XX YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL Margaret Brent Bldg. Financial A	*	14. IS RECORD SERIES DUPLICATED ELSEWHERE!  (IF YES, SPECIFY AGENCY OR OFFICE)  DYES ANO		
15. ACCESS RESTRICTIONS XX YES		16. AUDIT REQUIS	REMENTS	
(IF YES, CITE LAW(S) & REGULAT M Annotated Code State Governmen		O NONE EXETATE EXFEDERAL EXINDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED RETENTION .		
O YES XO NO		Retain	permanently.	
NAME AND TITLE OF PREPARER				
Jan Blodgett/County Archivist	(301) 475–78.		3/13/91	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275		AGENCY RECORDS INVENTURY  PAGE 19 OF 26
(DGS 550-1)	JESSUP, MAR	YLAND 20794	
St. Mary's College of Maryland	2. DIVISION Financial Ai	d	3. UNIT
DEFINITION-RECORD SERIES - A GROUP		DS NORMALLY FILED ENTION AND DISPOS	
4. RECORD SERIES TITLE	,	ANTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR
Student Financial Aid Files			1981 <b>ro</b> 1991
	THE SERIES.  twent requesting t's academic care	or receiving fineer and become in	active upon graduation or
application form, and award lo	ellers.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	S SEQUENCE	9. VOLUME
XX LETTER SIZE D MICROFILM	XXX ALPHABETI	CAL	* FILE DRAWER(S)
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL	,	D MICROFILM REEL(S)
BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL	10 COMPUTER TAPE(S)
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHI	CAL.	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPE	CIFY)	TIV. ANNUAL ACCUMULATION  AT FILE DRAWER(S)  D MICROFILM REEL(S)  RUMBER D COMPUTER TAPE(S)  D OTHER(SPECIFY)
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
O DAILY O WEEKLY	XX MONTHLY	[	MONTH(S) & YEAR(S)
13. CURRENT LOCATION(S) (ELDG.,FLOOR,ROOM) Margaret Brent - Financial Aid		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)  D YES EXNO	
15. ACCESS RESTRICTIONS XE YES D NO  (IF YES, CITE LAW(S) & REGULATION(S)  D Annotated Code State Government \$10-616(j)		16. AUDIT REQUIREMENTS  D NONE TXSTATE XXXFEDERAL XX INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BEIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  D YES XX NO		student gra- permanently	tive files 5 years after duates or leaves the college or until all audits are whichever is later.
NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Jan Blodgett/County Archivist	(301) 475–7844		3/13/91

(301) 475-7844

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GI RECORDS MANAGEI 7278 WATEI P.O. B JESSUP, MAR	MENT DIVISION RLOO ROAD OX 278	AGENCY RECORDS INVENTURY  PAGE 20 OF 26
St. Mary's College of Maryland	2. DIVISION Health Service	28	3. UNIT
			AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Controlled Drugs			8. EARLIEST YEAR/LATEST YEAR  1987 TO 1991
NI,	THE SERIES.	INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPTES)
Dispensing log recording the nurses signature and physican drug.	_		<u> </u>
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
LETTER SIZE D MICROFILM	- ALPHABETIC	CAL	*5 FILE DRAWER(S)  D MICROFILM REEL(S)  1" D COMPUTER TAPE(S)
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		
BOUND BOOK D FLOPPY DISK	XXX CHRONOLOGICAL		NUMBER   OTHER(SPECIFY)
AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPE	CIFY)	FILE DRAWER(S)  O 5" D MICROFILM REEL(S)  RUMBER D COMPUTER TAPE(S)
11. FILE IS USED		12. 54.5 55.00	OTHER(SPECIFY)
EX DAILY - WEEKLY	D MONTHLY	1 10	s inactive after Month(s) <sup>MX</sup> Year(s)
Health Center	.OOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  D YES XX NO	
15. ACCESS RESTRICTIONS TO YES	rion(s)	16. AUDIT REQUIREMENTS	
Md Annotated Code. State Govern	ment \$10-616(i)	D NONE D ST	ATE FEDERAL XINDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDED RETENTION	
O YES DEX NO		Retain Permanently.	
			The forest and the same of the
Jan Blodgett / County Archivist (301)475-7844			21. DATE 3/13/91
DGS 550-4 (REVISED 2/87)			<u>L</u>

INSTRUCTIONS. TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)  EPARTMENT/AGENCY	DEFARTMENT OF GI RECORDS MANAGEI 7278 WATEI P.O. BI JESSUP, MAR 2. DIVISION	MENT DIVISION RLOO ROAD OX 278	AGENCY RECORDS INVENTURY  PAGE 21 OF 26		
St. Mary's College of Maryland	Health Servio	ces			
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECOR	DE NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR		
4. RECORD SERIES TITLE Drug Inventory Books			5. EARLIEST YEAR/LATEST YEAR  1987 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)  Ring binder with separate sheets for each drug used by the Health Center. The sheets record when drugs were ordered, received, and each time one is administered.					
	r				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES		9. VOLUME		
XX LETTER SIZE D MICROFILM	ALPHABET I	CAL	™FILE DRAWER(S)  □ MICROFILM REEL(S)		
□ LEGAL SIZE □ COMPUTER TAPE	□ NUMERICAL		3" COMPUTER TAPE(S)		
BOUND BOOK DELOPPY DISK	□ CHRONOLOG	I CAL	OTHER(SPECIFY)		
- AUDIO TAPE - VIDEO TAPE	□ GEOGRAPHI	CAL	10. ANNUAL ACCUMULATION		
OTHER(SPECIFY)	OTHER(SPE	CIFY)	FILE DRAWER(S)  MICROFILM REEL(S)  NUMBER COMPUTER TAPE(S)		
11. FILE IS USED  DAILY ØXWEEKLY	□ MONTHLY		S INACTIVE AFTER MONTH(S) EXYEAR(S)		
Health Center	LOOR, ROOM)	ł	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)		
15. ACCESS RESTRICTIONS TYES TO YES TO YES, CITE LAW(8) & REGULATION(8)		16. AUDIT REQUIREMENTS			
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE	D RETENTION		
D YES XX NO		Retain Perman	ently.		
NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE		
Jan Blodgett/County Archivist	(301) 475-78		3/13/91		
DGS 550-4 (PEVISED 2/87)					

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	7278 WATER P.O. BO JESSUP, MARY	OX 275	PAGE 22 OF 26	
St. Mary's College of Maryland	2. DIVISION Health Service	ès.	3. UNIT	
Delition intermedia		S NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Health History Forms	. As since As Roll	ANTION AND DIBPOS	8. EARLIEST YEAR/LATEST YEAR 1985 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 SEPIES) Completed health history forms for all entering students. The forms contain information immunization, medical conditions, and previous treatments. The forms are maintained until students graduate and any treatment received at the Health Services Center is noted on the form.				
7. RECORD SERIES FORMAT(S)  XX LETTER SIZE D MICROFILM  D LEGAL SIZE D COMPUTER TAPE  SOUND BOOK D FLOPPY DISK  AUDIO TAPE D VIDEO TAPE  D OTHER(SPECIFY)	8. RECORD SERIES SEQUENCE  XXII ALPHABETICAL  INUMERICAL  I CHRONOLOGICAL  I GEOGRAPHICAL  I OTHER (SPECIFY)		9. VOLUME  XXXFILE DRAWER(S)  MICROFILM REEL(S)  15 COMPUTER TAPE(S)  NUMBER DOTHER(SPECIFY)  10. ANNUAL ACCUMULATION  XXX FILE DRAWER(S)  1 MICROFILM REEL(S)  NUMBER COMPUTER TAPE(S)	
11. FILE IS USED  DAILY  DAILY	D MONTHLY 10 D		OTHER(SPECIFY) SINACTIVE AFTER MONTH(S)  XXD YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Health Center		NUMBER  14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  D YES PEXNO		
15. ACCESS RESTRICTIONS XXXYES D NO  (IF YES, CITE LAW(S) & REGULATION(S)  YD Annotated Code. State Government \$10-616(i)		16. AUDIT REQUIREMENTS  DESTRUCTE DESTRUCTION OF THE PENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BEIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) □ YES 本 NO		Retain 5 years after student graduates or leaves the college permanently.		
Jan Blodgett/County Archivist (301) 475-784		+	21. DATE 3/13/91	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY  PAGE 23 OF 26	
EFARTMENT/AGENCY St. Mary's College of Maryland	2. DIVISION		3. UNIT	
DEFINITION RECORD SERIES.	OF RELATED RECORD		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Vaccination Records	. As HELD AS NOTE	ANTION AND DIBLOS	5. EARLIEST YEAR/LATEST YEAR  1989 TO	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)  A set of records created furing a special mumps vaccination program conducted by the college. The records identify all students receiving a vaccination. The State Health Department requested that the records be retained for a 10 year period.				
7. RECORD SERIES FORMAT(S)  ***LETTER SIZE   MICROFILM   LEGAL SIZE   COMPUTER TAPE   BOUND BOOK   FLOPPY DISK   AUDIO TAPE   VIDEO TAPE   OTHER(SPECIFY)	8. RECORD SERIES  XX ALPHABETIC  NUMERICAL  CHRONOLOGI  GEOGRAPHIC  OTHER(SPEC	ICAL CAL	9. VOLUME    Computer Tape(s)	
11. FILE IS USED DAILY DEEKLY DEMONTHLY		l .	S INACTIVE AFTER  MONTH(S) XX YEAR(S)	
13. CURRENT LOCATION(5) (BLDG.,FLOOR,ROOM) Health Center		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)  D YES ENNO		
15. ACCESS RESTRICTIONS XX YES DNO (IF YES, CITE LAW(S) & REGULATION(S)  MD Annotated Code. State Government \$10-616(i)		16. AUDIT REQUIREMENTS  **\text{\text{NONE}} D STATE D FEDERAL D INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BELEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)  O YES OXNO		18. RECOMMENDED RETENTION  Retain for 10 years from the date of the vaccination program.		
Jan Blodgett/County Archivist (301) 47			3713791	

INSTRUCTIONS. TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)  EPARTMENT/AGENCY St. Mary's College of Maryland  DEFINITION-RECORD SERIES. A GROUP REFERENCE  4. RECORD SERIES TITLE Radiation Records	OF RELATED RECOR	MENT DIVISION RLOO ROAD OX 278 YLAND 20794 e & Mathematics	
	THE SERIES.  Inspector and lice	include the Pu	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES; tive materials used the
7. RECORD SERIES FORMAT(S)  EX LETTER SIZE D MICROFILM  D LEGAL SIZE D COMPUTER TAPE  BOUND BOOK D FLOPPY DISK  D AUDIO TAPE D VIDEO TAPE  D OTHER(SPECIFY)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  XXX CHRONOLOGICAL  GEOGRAPHICAL  OTHER (SPECIFY)		9. VOLUME  AY FILE DRAWER(S)  MICROFILM REEL(S)  COMPUTER TAPE(S)  OTHER(SPECIFY)  10. ANNUAL ACCUMULATION  FILE DRAWER(S)  OTHER(SPECIFY)  NUMBER COMPUTER TAPE(S)  OTHER(SPECIFY)
DAILY WEEKLY  13. CURRENT LOCATION(S) (BLDG.,FL  Kent Hall - Division Office	GENONTHLY .OOR, ROOM)	NUMBER  14. 1s RECORD SE	S INACTIVE AFTER  MONTH(S)
15. ACCESS RESTRICTIONS OYES XX NO  (IF YES, CITE LAW(S) & REGULATION(S)  17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN  BE: IEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  OYES XX NO		16. AUDIT REQUIREMENTS  D NONE D STATE D FEDERAL D INDEPENDENT  18. RECOMMENDED RETENTION  Retain permanently.	
NAME AND TITLE OF PREPARER  Jan Blodgett/County Archivist	20. TELEPHONE N		21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY  PAGE 25 OF 26	
(DGS_550-1)				
St. Mary's College of Maryland	2. DIVISION Public Safety		3. UNIT	
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECOR	DS NORMALLY FILED Ention and dispos	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Desk Logs			7 TO 1991	
	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES;	
Daily reports listing all act reports of calls, summary of			neckOin and out times,	
•	,			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
LETTER SIZE I MICROFILM	O ALPHABETIC	CAL	FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		☐ MICROFILM REEL(S)  ☐ COMPUTER TAPE(S)	
BOUND BOOK D FLOPPY DISK	XXXX CHRONOLOG	I CAL	NUMBER   OTHER (SPECIFY)	
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHI	CAL		
OTHER(SPECIFY)	OTHER(SPE		10. ANNUAL ACCUMULATION  XXD FILE DRAWER(S)	
•			6" MICROFILM REEL(S)	
Commission of the space of the	**************************************	······································	NUMBER COMPUTER TAPE(S)	
11. FILE IS USED		12. FILE BECOME	OTHER(SPECIFY) S INACTIVE AFTER	
₩ DAILY WEEKLY	I 10		WONTH(S) DEXYEAR(S)	
Public Safety Bldg		(IF YES, SPECIFY AGENCY OR OFFICE)  D YES R NO		
15. ACCESS RESTRICTIONS O YES	; <sup>™</sup> NO	16. AUDIT REQUIREMENTS		
(		XXI NONE STATE FEDERAL INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION		
□ YES XX NO		Retain permanently.		
NAME AND TITLE OF PREPARER	20. TELEPHONE	(UMBER	21. DATE '	
Jan Blodgett/County Archivist	(301) 475–7844		1 g , a c , a n n 12 g . ∞ 0 . ↓ 1 3/13/91	
DGS 550-4 (REVISED 2/87)	·			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEFARTMENT OF G RECORDS MANAGE 7278 WATE P.O. B JESSUP, MAR	MENT DIVISION RLOO ROAD OX 278	AGENCY RECORDS INVENTORY  PAGE 26 OF 26	
St. Mary's College of Maryland	2. DIVISION Public Saf	ety	3. UNIT	
or	OF RELATED RECOR		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Incident/Crime Reports		÷	5. EARLIEST YEAR/LATEST YEAR ? TO1991_	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)  Forms filled out for each incident investigated on campus. Includes a description of the incident, date, names of complaintants, witnesses, action taken and officer's name.				
7. RECORD SERIES FORMAT(S)  ALETTER SIZE D MICROFILM  D LEGAL SIZE D COMPUTER TAPE  COUND BOOK D FLOPPY DISK  D AUDIO TAPE D VIDEO TAPE  D OTHER(SPECIFY)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  X:CHRONOLOGICAL  GEOGRAPHICAL  OTHER(SPECIFY)		9. VOLUME    Computer   Computer	
11. FILE IS USED  DAILY CX WEEKLY	□ MONTHLY		S INACTIVE AFTER MONTH(S)  COMPUTER TAPE(S)  COMPUTER TAPE(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Public Safety Bldg		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  D YES 85NO		
15. ACCESS RESTRICTIONS TO NO  (IF YES, CITE LAW(S) & REGULATION(S)  MD Annotated Code. State Government §10-618(f)		16. AUDIT REQUIREMENTS  EXNONE - STATE - FEDERAL - INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BELEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED RETENTION		
YES XXXX NO			manently.	
Jan Blodgett/County Archivist	(301)475-7844		21.1 DATE  21.1 DATE  21.1 DATE	

DEPARTMENT OF GENERAL SERVICES INSTRUCTIONS -- TYPE OR PRINT A AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES. FORWARD 7278 WATERLOO ROAD P.O. BOX 278 TH RECORDS RETENTION SCHEDULE PAGE 1 OF 5 JESSUP, MARYLAND 20714 GS 380-1) 2. DIVISION AIDS Admn. 1. DEFARTMENT/AGENCY 3. UNIT Dept. of Health & Mental Hygiene Epidemiology & Prevention Youth Outreach DEFINITION-RECORD SERIES. A GROUP OF RELATED REGORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE S. EARLIEST YEAR/LATEST YEAR Government Survey on AIDS policies/activities 1/88 **TO** 12/88 4. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION DOCUMENTS FOUND IN THE SERIES. . INCLUDE THE PURPOSE OF FUNCTION OF THE SERIES Denise Nolls 1988 Local Government Survey on AIDS by specific counties in Maryland. 8. RECORD SERIES SEQUENCE 7. RECORD SERIES FORMAT(S) 9. VOLUME TATILE DRAWER(S) EXLETTER SIZE D MICROFILM ALPHABET I CAL D MICROFILM REEL(S) LEGAL SIZE D COMPUTER TAPE D NUMERICAL COMPUTER TAPE(S) NUMBER D OTHER(SPECIFY) D BOUND BOOK D FLOPPY DISK CHRONOLOGICAL D AUDIO TAPE D VIDEO TAPE GEOGRAPHICAL 10. ANNUAL ACCUMULATION OTHER (SPECIFY) OTHER(SPECIFY) QFILE DRAWER(S) D MICROFILM REEL(S) RUNGER O COMPUTER TAPE(S) Q OTHER (SPECIFY) 11. FILE IS USED FILE BECOMES INACTIVE AFTER D DAILY O MEEKLY RXMONTHLY (a)HTHON D 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERET 201 W. Preston St., Floor 3, Rm. 322 (IF YES, SPECIFY AGENCY OR OFFICE) I YES DXNO 18. ACCESS RESTRICTIONS O YES Q NO 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) O NOME D STATE O FEDERAL D INDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) ● YES → S NO All files stored according PLEASE RETAIN PERMANENTLY to year.

11. NAME AND TITLE OF PREPARER
Aleisha Green/ nlb

**20. TELEPHONE NUMBER** 225–5019

21. DATE 08/16/91

DEPARTMENT OF GENERAL SERVICES INSTRUCTIONS .. TYPE OR PRINT A AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD 7278 WATERLOO ROAD P.O. BOX 278 TH RECORDS RETENTION SCHEDULE GS \$\$0-1) JESSUP, MARYLAND 20794 2. DIVISION AIDS Admn. 1. DEFARTMENT/AGENCY 3. UNIT Dept. of Health & Mental Hygiene Epidemiology & Prevention Youth Outreach Program DEFINITION-RECORD SERIES. A GROUP OF RELATED REGORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES S. EARLIEST YEAR/LATEST YEAR 4. RECORD SERIES TITLE 1/86 TO 12/86 Governor's Task Force on AIDS Drafts/Notes 6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. . INCLUDE THE PURPOSE OF FUNCTION OF THE BERIES 1986 Governor's Task Force on AIDS: File 1-3: Agenda Documents & Materials File 4: Articles on AIDS File 5 : Correspondence File 6 : Tables, Reports, & House Bills File 7 : Governor's Advisory Council File 8: Governor's Interdepartmental AIDS Workshop File 9 Briefing Book File 10 : Minutes 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME LETTER SIZE D MICROFILM TILE DRAWER(S) CX ALPHABETICAL then D MICROFILM REEL(S) LEGAL SIZE COMPUTER TAPE D NUMERICAL O COMPUTER TAPE(S) NUMBER O OTHER(SPECIFY) D BOUND BOOK D FLOPPY DISK CHRONOLOGICAL D AUDIO TAPE D VIDEO TAPE GEOGRAPHICAL 10. ANNUAL ACCUMULATION D OTHER (SPECIFY) OTHER (SPECIFY) DYFILE DRAWER(S) " MICROFILM REEL(S) NUMBER O COMPUTER TAPE(S) O OTHER SPECIFY! 11. FILE IS USED FILE BECOMES INACTIVE AFTER D DAILY D REEKTA EX MONTHLY D MONTH(S) Ck YEAR(S) 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! 201 W. Preston St., Rm. 322, Floor 3 (IF YES, SPECIFY AGENCY OF OFFICE) Baltimore, MD 21201 O YES & NO 18. ACCESS RESTRICTIONS O YES 16. AUDIT REQUIREMENTS I IF YES, CITE LAW(S) & REGULATION(S) Q NONE D STATE D FEDERAL D INDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) YES D NO PLEASE RETAIN PERMANENTLY ALL RECORDS FILED CHRONOLOGICALLY. 11. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE Aleisha Green/nlb 225-5019 08/16/91

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DGS \$30-4 (REVISED 2/87)

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20784		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE			PAGE 3 OF 5	
1. DEFARIMENT/AGENCY	2. DIVISION		3. UNIT	
Dept. of Health & Mental Hygiene	Epidemiology (	& Prevention	Youth Outreach	
I DEPINII. CMORECUMU BERKIEBO			NOT TINU A BA DEZU DIA C	
ARPENENCE AS WELL AS RETENTION AND DISPOS  4. RECORD SERIES TITLE  GENERAL CORRESPONDENCE			W. EARLIEST YEAR/LATEST YEAR  83 TO 88	
	INFLY DESCRIBE TH	K TYPES OF INFORM	AATION/DOCUMENTS/FORMS FOUND	
IN THE SERIES.  1. AIDS HTLV Grant Applications 2. AIDS HTLV Testing Sites 3. Out of State Testing Sites 4. General Correspondence 5. Center for Diseases Control (CDC) 6. Contracts & Proposals 7. Procurement Manual for Service Contracts 8. House of Corrections 9. Local Health Departments 10. Nursing Homes/Admit. Homeless Patients				
7. RECORD SERIES FORMAT(S)  Quality Size Computer type  BOUND BOOK COMPUTER TYPE  DAIND TAPE COMPUTER TYPE  COMPUTER TYPE  COMPUTER TYPE  COMPUTER TYPE	8. RECORD SERIES SEQUENCE  ALPHABETICAL  DIMERICAL  ARCHRONOLOGICAL  DIGEOGRAPHICAL		D COMPUTER TAPE(S)  O COMPUTER TAPE(S)  O COMPUTER TAPE(S)  O OTHER(SPECIFY)	
OTHER(SPECIFY)	O OTHER (SPECIFY)		# FILE DRAWER(S)  D HICROFILM REEL(S)  RUNDER D COMPUTER TAPE(S)  D COMER(SPECIEY)	
O DAILY O WEEKLY	AL HOUTHLY		S INACTIVE AFTER  MONTH(S) D YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)  •201 W. Preston St., Third Floor, Rm. 322  Baltimore, MD 21201		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  [ IP YES, SPECIFY AGENCY OR OFFICE)  [ YES **E NO.		
18. ACUESS RESTRICTIONS DYES TO NO. (IF YES, CITE LAW(S) & REGULATION(S).		16. AUDIT REQUIREMENTS		
17. 15 AN INDEX SYSTEM USED! (IF YES.EXPLAIN SRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED RETENTION		
XX YES D NO		PLEASE RETAIN F	PERMANENTLY	
Aleisha Green/nlb	20. TELEPHONE N	CAREER	21. DATE	
wietzus Gleen/uld	225–5019		08/26/91	
DGS 550-4 (REVISED 2/87)		7	•	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD TH RECORDS RETENTION SCHEDULE GS \$10-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20704		AGENCY RECORDS INVENTORY  PAGE 4 OF 5		
1. DEFARMENT/AGENCY Dept. of Health & Mental Hygier	2. DIVISION AIDS Admn.		3. UNIT Youth Outreach		
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 Recommendations			8. EARLIEST YEAR/LATEST YEAR 1983 TO 1986		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES.  1. AIDS School Setting Policy 9. Ethnic Populations 2. Consensus Development Conferences 10. Education 3. Spread of AIDS to Law Enforcement & Fire Department Personnel 4. AIDS Literature, Mail, & Materials 5. Surgeon General's Report on AIDS 6. Federal Register 7. Budget 8. H.E.R.O.					
7. RECORD SERIES FORMAT(S)  ***LETTER SIZE   MICROFILM  LEGAL SIZE   COMPUTER TAPE    BOUND BOOK   FLOPPY DISK    AUDIO TAPE   VIDEO TAPE    OTHER(SPECIFY)	RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER(SPECIFY)		D. VOLUME    XX FILE DRAWER(S)     I MICROFILM REEL(S)     I COMPUTER TAPE(S)     I OTHER(SPECIFY)     I OTHER SPECIFY     I O		
			D MICROFILM REEL(S) RUMBER D COMPUTER TAPE(S) D OTHER(SPECIFY)		
DAILY DEEKLY	хё монтніч		S INACTIVE AFTER MONTH(S) XX YEAR(S)		
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)  · 201 W. Preston St., Flr. 3, Rm. 322 Baltimore, MD 21201		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OF OFFICE)  (I YES O NO			
18. ACCESS RESTRICTIONS DYES DNO		16. AUDIT REQUIREMENTS  Q NONE O STATE O FEDERAL O INDEPENDENT			
17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED RETENTION			
ALL FILES STORED CHRONOLOGICALLY.		PLEASE RETAIN PERMANENTLY			
19. NAME AND TITLE OF PREPARER Aleisha Green/nlb			21. DATE 08/16/91		

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DGS \$50-4 (REVISED 2/87)

1				
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20754		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD TH RECORDS RETENTION SCHEDULE GS 810-1)			PAGE 5 OF 5	
Dept. of Health & Mental Hygiene	P-23. 2.1	AIDS Admn. Prevention	3. UNIT Youth Outreach	
DEFINITION-RECORD SERIES. A GROUP	OF RELATED RECOP	DE NORMALLY FILE	D AND USED AS A UNIT FOR	
	CE AS WELL AS RET	MENTION AND PISPO	Ţ	
4. RECORD SERIES TITLE  MD State Wide Project for AII	)S Education & D:	ale Daduant	8. EARLIEST YEAR/LATEST YEAR 1985 to 1986	
6. RECORD SERIES DESCRIPTION (				
MD STATE WIDE PROJECT FOR ALL	THE BERIES.	. INCLUDE THE PO	JAPOSE ON FUNCTION OF THE BEFIES	
File 1: Business Proposals				
File 2: Cooperative Agreemen	nt	•		
File 4: Financial Proposals			•	
File 4: Impact Project File 5: Red Cross Notices/He	ealth & Safety			
File 6: Technical Proposals				
File 7: Telephone Informatio	n & Referral Ser	vice		
File 849 AIDS Reading Files -	- 1985 and 1986		<del></del>	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	B BEQUENCE	9. VOLUME	
D METTER BIZE D MICROFILM	Q ALPHABETICAL then		Q FILE DRAVER(S)  D MICROFILM REEL(S)	
LEGAL SIZE D COMPUTER TAPE	D NUMERICAL	•	COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL,	NUMBER C OTHER(SPECIFY)	
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHI	CAL .	AND AND ACCURAGE ATTOM	
OTHER(SPECIFY)	OTHER(SPE	CIFY)	10. ANNUAL ACCUMULATION  \$\forall \text{File Drawer(s)}	
•			D MICROFILM REEL(S)	
			GOTHER SPECIFY	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
DAILY D WEEKLY	XX MONTHLY		MONTH(S) G YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL	OOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
' 201 W. Preston St., Floor 3,		(IF YES, SPECIFY AGENCY OR OFFICE)		
Baltimore, MD 21201		□ YES Q NO		
	i i No	16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULAT	rton(s)			
		BYNONE O STATE O FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)  YES		18. RECOMMENDED RETENTION		
		DIRACE DEMA	N. DEDMANDAGE	
ALL RECORDS STORED IN CHRONOLOGICAL ORDER		PLEASE RETAIN PERMANENTLY		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	(LMOSER	21. DATE	
Aleisha Green/nlb	225-5019			
•	223 3017	~ 1	08/16/91	

FIG.7

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