

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 1403

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RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND SYSTEM
UNIVERSITY OF BALTIMORE

LAW ADMISSIONS

AGENCY

DIVISION

Item No.	Description	Retention
1	<p><u>ZWRITER LAW APPLICANT STATUS REPORTS</u></p> <p>first year, readmitted, transfer and special student application (credentials and file decisions incapsulated)</p>	<p>Update weekly, destroy annually</p>
2	<p><u>LAW APPLICANT FILE</u></p> <p>Yearly Law School Applicant file</p>	<p>Retain three years, then destroy</p>

Schedule Approved by Department, Agency, or Division Representative H. Mebane Turner

Dec. 3, 91 *H. Mebane Turner* President

Schedule Authorized by Hall of Records Commission

JAN. 20 1992 *Edward C. Pappas* 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 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 2

1. DEPARTMENT/AGENCY
UNIVERSITY OF MARYLAND SYSTEM

2. DIVISION
UNIVERSITY OF BALTIMORE

3. UNIT
LAW ADMISSIONS

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
ZWRITER LAW APPLICANT STATUS REPORTS

5. EARLIEST YEAR/LATEST YEAR
1991 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 first, year, readmitted, transfer and special student application information with credentials and file decisions incapsulated. It documents the current status of each law student.

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

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

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1.5
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1.5
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 MONTH(S) YEAR(S) X-Week
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Law Center, Dean's Suite 1st Floor, Rm. 103

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)
Right to Privacy Act

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
Update weekly, destroy annually

19. NAME AND TITLE OF PREPARER
Leslie Varga, Adm. Asst.

20. TELEPHONE NUMBER
(410)625-3169

21. DATE
12/2/91

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
7175 WATERLOO ROAD
P.O. BOX 275
JESSEL, MARYLAND 20784

AGENCY RECORDS INVENTO

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1. DEPARTMENT/AGENCY

UNIVERSITY OF MARYLAND SYSTEM

2. DIVISION

UNIVERSITY OF BALTIMORE

3. UNIT

Law Admissions

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

1988 Law Applicant File

5. EARLIEST YEAR/LATEST YEAR

1988 TO 1989

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 the 1988 fiscal year Law School Applicant file.
This series documents yearly admissions to the Law School.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1.5
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1.5
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- ONE MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Law Center, Dean's Suite, 1st Floor, #103

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO

(IF YES, GIVE LAW(S) & REGULATION(S)
Right to Privacy Act

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 3 years; then destroy

19. NAME AND TITLE OF PREPARER
Leslie Varga, Admin Asst

20. TELEPHONE NUMBER
(410) 625-3169

21. DATE
12/2/91