DGS-850-1

DEPARTMENT OF GENERAL SERVICES Records Management Division

Supersedes 1197,1197A1, 588

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PAGE

1 of 4

RECORDS RETENTION AND ENSPOSAL SCHEDULE

160.

University of Maryland at Baltimore Financial Services AGENCY DI VI SI ON Item Description Retention No. 1. GENERAL ACCOUNTING RECORDS Size: Chronological/Alphabetical File Arrangement: State, Federal and Independent: Audit: both Internal and External This records series includes all standard State and University of Maryland System accounting forms and general accounting records which provide supporting data for permanent general ledgers and other books of final entry. Amendments to the forms identified below will not normally require any change in the retention schedule. If the description, retention life, or new record series is changed or added, the retention schedule will be amended to reflect such changes. All or some of the following records are found in State agencies or the University of Maryland System: General Accounting Daily Parking Operation Tickets and Summaries 7 Years 7 Years Campus Account Records 7 Years Revolving Fund and Auxiliary Enterprise Account Folders 7 Years Folders for State Funds Cash Receipts and Requisitions 7 Years Central Billing Statements, Batches, and Paid Invoices 7 Years Journal Voucher and Interdepartmental Transfer Batches

Schedule Approved by Department, Agency, or Division Representative Schedule Authorized by Hell of Records Commission

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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE No. 1429

PAGE NO. 2 of 4

Mo.	Description	Retention
	Student Accounting	
	Accounts Receivable: Reports: Hospitalization Fees and Indicators Tuition Charge Programs Billing Detail Sync Run Outside Billing Journal Voucher Detail Monthly Reconciliations Aging's - Student Accounts Receivable Student Accounts Receivable Bills Certificate of Deposits Detail Remission of Fees Guarantee Student Loan Advance Slips Copi-Card Inventory Hospitalization - Waivers and Applications Outside Billing Detail Outside Billing Invoices Correspondence Files - By Semester Financial Aid Distribution and Collection: Financial Aid Reports Financial Aid Reports Financial Aid/Schools Correspondence Loan Collections - Correspondence - Health	7 Years
	Professions - Correspondence - Health Professions Loans Loan Collections - Correspondence - Perkins Loans Loan Collections - Correspondence - Private Loans Fund Listings - Journal Entries Financial Aid Financial Aid Correspondence	7 Years 7 Years 7 Years 7 Years 7 Years
	Financial Aid Workpapers	7 Years
	Restricted Funds Grant Folders Batch Folders Restricted Funds Correspondence	7 Years 7 Years 7 Years
	Payroll Payroll Transfers Payroll Entries/One Pay Cards Special and Technical Fees Payroll Correspondence Statement of Payroll Charges Payroll Cards Payroll system Reports	7 Years

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1429

PAGE NO. 3 of 4

		NO. 3 OF 4
No.	. Description	Retention
	Travel	
	Expense Statements and Supporting Documentation Journal Vouchers for Airline and Rail Tickets Billing Documentation Travel Correspondence	7 Years 7 Years 7 Years 7 Years
	Working Fund	
	Bank Statements and Reconciliations Cancelled Checks Check Stubs Transmittal Lists Certificate of Deposit and Bank Deposit Slips Working Fund Correspondence	7 Years 7 Years 7 Years 7 Years 7 Years 7 Years
	Disbursements/Payroll	·
	General Correspondence	7 Years
	Accounts Payable	
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	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	7 Years
	Financial Systems	
	Financial Accounting System - Daily Diagnostic Reports - ADO10 through ADO97	7 Years
	Comptroller	
	General Correspondence Cost Accounting	
	Effort Report Reports ADA Report Accumulated Salary Runs Capital Equipment Depreciation Schedules Cost Studies Effort Reports Daily Logs	7 Years 7 Years 7 Years 7 Years 7 Years 7 Years

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1429

PAGE NO. 4 of 4

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No.	Description	Retention
	Cost Accounting Continued Department Administration Contact Sheets EDSA Reports Effort Reports and NSD's GSEL Reports Inventory Records Library Study Loadoafs OAF Deletions Physicians Services Response Schedules Effort Reports Response Schedules	7 Years
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Wayne F. Allen	20. TELEPHONE N (410) 328-7295	rumber	21. DATE 2/28/92	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEPARTMENT OF GE RECORDS MANAGEM 7275 WATER P.O. BO JESSUP, MARY	MENT DIVISION RLOO ROAD DX 275	AGENCY RECORDS INVENTURY PAGE 2 OF 16	
University of Maryland at Baltimore	2. DIVISION Financial Servi	ices	3. UNIT Cost Accounting	
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REVISED RECORD SERIES, FORWARD	7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794			
WITH RECORDS RETENTION SCHEDULE			PAGE <u>3</u> of <u>16</u>	
(DOS 850-1)				
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Wayne F. Allen	(410) 328-7295		2/28/92	
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1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
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Wayne F. Allen	(410) 328-7925		2/28/92	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 2. DIVISION		AGENCY RECORDS INVENTORY PAGE 6 OF 16 3. UNIT	
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEM		MENT DIVISION	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS \$80-1)	7275 WATEI P.O. EX JESSUP, MARY	X 275	PAGE <u>8</u> of <u>16</u>	
University of Maryland at	2. DIVISION		3. UNIT	
Baltimore	Financial Serv		Cost Accounting	
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WITH RECORDS RETENTION SCHEDULE (DGS 880-1)			PAGE 9 OF 16	
I. DEPARTMENT / AGENCY			3. UNIT	
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17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY MARDBARE/SOFTWARE)		18. RECOMMENDE	D RETENTION	
□ YES 👯 NO		7 Years		
🗚				
19, NAME AND TITLE OF PREPARER	20. TELEPHONE N	n Mes R	21. DATE	
Wayne F. Allen	(410) 328-7295		2/25/62	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DE \$50-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20784		AGENCY RECORDS INVENTURY PAGE 10 or 16
1. DEPARTMENT / AGENCY	2. DIVISION		3. UNIT
University of Maryland at Baltimore	Financial Servi	CAS	Cost Accounting
			AND USED AS A UNIT FOR
DELINITION SEVIES.	E AS WELL AS RETS		
A. RECORD SERIES TITLE General Accounting Records: GSEL Reports			5. EARLIEST YEAR/LATEST YEAR 1986 TO 1990
6. RECORD SERIES DESCRIPTION (STEPLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OF FUNCTION OF THE SERIES) FAS vs. GSEL Reconciliation - Reports only for the years:			
1986 1987 1990			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME
LETTER SIZE D MICROFILM	DALPHABETIC	:AL	D FILE DRAWER(S)
GLEGAL SIZE D COMPUTER TAPE	XX NUMERICAL		D MICROFILM REEL(S)
CUND BOOK D FLOPPY DISK	CHRONOLOGICAL		L COMPUTER TAPE(S)
D AUDIO TAPE D VIDEO TAPE	GEOGRAPHICAL		binder
X OTHER (SPECIFY)	OTHER(SPECIFY)		10. ANNUAL ACCUMULATION
11 x 14 data binder	- OTRER(BRECIFY)		1 D MICROFILM REEL(S) NUMBER COMPUTER TAPE(S)
11. FILE IS USED		12. FILE BECOME	x9 OTHER(SPECIFY) binder s inactive after
DAILY D WEEKLY	XM MONTHLY	_	MONTH(S) XX YEAR(S)
13. CURRENT LOCATION(S) (BLDGFLOOR.ROOM) Admin. Bldg. 2nd Flr. Rm. 232		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES XP NO	
15. ACCESS RESTRICTIONS THE YES XO NO (IP YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS	
		□ NONE XØ STATE XØ FEDERAL XX INDEPENDENT	
17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDE	RETENTION
□ YES XØ NO		7 Years	
		·	
19 NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER		<i>IUMBER</i>	21. DATE
Wagne F. Allen	(410) 328-7295		2/28/92

SEPARATE FORM FOR EACH NEW OR RECORDS MANAGE		ENERAL SERVICES	AGENCY RECORDS INVENTURY	
WITH RECORDS RETENTION SCHEDULE (10 180-1)	7275 WATEI P.O. B JESSUP, MAR	· · · · —	PAGE 11 OF 16	
University of Maryland at Baltimore	2. DIVISION Financial Services		3. UNIT Cost Accounting	
DEFINITION-RECORD SERIES-A GROUP		OS NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR	
	1 Accounting Reco		5. EARLIEST YEAR/LATEST YEAR 1986 TO 1986	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Non-Capital Inventories for FY1986 Inventory Records				
7. RECORD SERIES FORMAT(S) *** LETTER SIZE D MICROFILM *** LEGAL SIZE D COMPUTER TAPE *** DOUND BOOK D FLOPPY DISK **D AUDIO TAPE D VIDEO TAPE	8. RECORD SERIES SEQUENCE ALPHABETICAL XX NUMERICAL CHRONOLOGICAL GEOGRAPHICAL		9. VOLUME XX FILE DRAWER(S) 4	
OTHER(SPECIFY)	OTHER(SPECIFY)		XX FILE DRAWER(S) 4	
D DAILY D WEEKLY	×∰ MONTHLY	12. FILE BECOMES INACTIVE AFTER 7 NUMBER D MONTH(S) **X YEAR(S)		
Admin. Bldg. 2nd Flr. Rm. 232		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES X NO		
15. ACCESS RESTRICTIONS DYES XP NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS D NONE XX STATE XX FEDERAL EXINDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) D YES XR NO		18. RECOMMENDED RETENTION 7 Years		
			-	
Wayne F. Allen	20. TELEPHONE NUMBER (410) 328-7295		21. DATE 2/28/92	

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 INVENTURY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (.D. 150-1)			PAGE 12 OF 16
1. DEFARTMENT/AGENCY University of Maryland at	2. DIVISION		3. UNIT
Baltimore	Financial Servi		Cost Accounting
		ENTION AND DISPOS	
4. RECORD SERIES TITLE General Accounting Records: Library Study			B. EARLIEST YEAR/LATEST YEAR 1985 to 1989
· · · · · · · · · · · · · · · · · · ·	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPTES)
Library Study forms			
			·
7. RECORD SERIES FORMAT(S)	A RECORD SERVICE	C FT OF THOSE	
XØ LETTER SIZE D MICROFILM	8. RECORD SERIES	. –	9. VOLUME XR FILE DRAWER(S)
X LEGAL SIZE COMPUTER TAPE	D ALPHABETIC	EAL.	D MICROFILM REEL(S)
COUND BOOK D FLOPPY DISK	XR NUMERICAL		O COMPUTER TAPE(S) NUMBER OTHER(SPECIFY)
D AUDIO TAPE D VIDEO TAPE	CHRONOLOGICAL		- OTHER(Breetri)
	□ GEOGRAPHIC		10. ANNUAL ACCUMULATION
OTHER (SPECIFY)	OTHER(SPEC	CIFY)	X FILE DRAWER(S) 1 □ MICROFILM REEL(S)
			RUMBER COMPUTER TAPE(S)
11			D OTHER(SPECIFY)
DAILY OXERLY	12. FILE BECOME		
XXWEEKT	D MONTHLY	NUMBER	MONTH(S) XXP YEAR(S)
13. CURRENT LOCATION(5) (BLDG.,FLOOR,ROOM) Admin. Bldg. 2nd Flr. Rm. 232		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES XX NO	
18. ACCESS RESTRICTIONS UYES 从NO (IP YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS D NONE XM STATE XX FEDERAL XX INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDE	PETENTION
D YES XX NO		7 Years	•
			·
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE
Wayn 7 Clle			2/28/92
Wayne F. Allen	(410) 328-7295		7001/6

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD		AGENCY RECORDS INVENTORY
REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (D			PAGE 13 OF 16
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT
University of Maryland at	Financial Servi		Cost Accounting
DEFINITION-RECORD SERIES. A GROUP			AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Load cafs REFERENCE AS WELL AS RETENTION AND DISPOSED AND D			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) Account create forms that are entered onto OAF System.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME
D LETTER SIZE D MICROFILM	- ALPHABETIC	:AL	O FILE DRAWER(S)
GAL SIZE COMPUTER TAPE	D NUMERICAL		5 COMPUTER TAPE(S)
SOUND BOOK D FLOPPY DISK	XIP CHRONOLOGI	ICAL	NUMBER (SPECIFY)
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHICAL		binders
OTHER(SPECIFY)	OTHER(SPECIFY)		10. ANNUAL ACCUMULATION Difile DRAWER(S)
11 x 14 data binders	- OTTER(BEECIFT)		2 MICROFILM REEL(S)
11. FILE IS USED		12. 55 555015	x@ OTHER(SPECIFY) binders S INACTIVE AFTER
XXD DAILY D WEEKLY	D MONTHLY	_	MONTH(S) XX YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Admin. Bldg. 2nd Flr. Rm. 232		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) 12 YES NO	
15. ACCESS RESTRICTIONS DYES XX NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS DINONE TAX STATE XX FEDERAL XX INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED	PETENTION
PYES AND		7 Years	
Wayne F. Allen	20. TELEPHONE N (410) 328-7295	rumbe r	21. DATE 2/28/92

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT 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 (D			PAGE 14 OF16
1. DEFARTMENT/AGENCY University of Maryland at Baltimore	2. DIVISION Financial Services		3. UNIT Cost Accounting
DEFINITION-RECORD SERIES-A GROUP			AND USED AS A UNIT FOR
	Accounting Recor		5. EARLIEST YEAR/LATEST YEAR 1989 TO 1990
	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES;
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME
LETTER SIZE D MICROFILM D LEGAL SIZE D COMPUTER TAPE COUND BOOK D FLOPPY DISK	D ALPHABETICAL D NUMERICAL XXD CHRONOLOGICAL		XX FILE DRAWER(S) D MICROFILM REEL(S) COMPUTER TAPE(S) NUMBER D OTHER(SPECIFY)
D AUDIO TAPE D VIDEO TAPE D OTHER(SPECIFY)	© GEOGRAPHICAL © OTHER(SPECIFY)		10. ANNUAL ACCUMULATION XX ^D FILE DRAWER(S) MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S)
11. FILE IS USED X DAILY DEEKLY	□ MONTHLY	7	OTHER(SPECIFY) S INACTIVE AFTER MONTH(S) XP YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Admin. Bldg. 2nd Flr. Rm. 232		14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE) D YES X5 NO	
18. ACCESS RESTRICTIONS THE YES XX NO - (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS D NONE XX STATE XX FEDERAL XX INDEPENDENT	
17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION	
O YES XO NO		7 Years	
Mayne F. Allen	20. TELEPHONE NUMBER (410) 328-7295		21. DATE 2/28/92

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 20794		AGENCY RECORDS INVENTURY	
WITH RECORDS RETENTION SCHEDULE () 850-1)			PAGE <u>15</u> of <u>16</u>	
1. DEFARTMENT/AGENCY University of Maryland at	2. DIVISION		3. UNIT	
Baltimore	Financial Serv		Cost Accounting	
			AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE General Accounting Records: Physicians Services Response Schedules			B. EARLIEST YEAR/LATEST YEAR 1989 TO 1991	
6. RECORD SERIES DESCRIPTION (SRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Physician Services reconciliation schedules and summaries.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME	
LETTER SIZE D MICROFILM	DALPHABETIC	:AL	□ FILE DRAWER(S)	
DELEGAL SIZE D COMPUTER TAPE	D NUMERICAL		□ MICROFILM REEL(S) 3 □ COMPUTER TAPE(S)	
DEDUND BOOK DEFLOPPY DISK	XX CHRONOLOGI	ICAL	NUMBER (SPECIFY)	
D AUDIO TAPE D VIDEO TAPE	D GEOGRAPHIC		binders	
Q _X OTHER(SPECIFY)	_		10. ANNUAL ACCUMULATION Difile Drawer(S)	
1 <u>1 x 14 data bi</u> nder	OTHER(SPECIFY)		1 D MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S) XP OTHER(SPECIEY) binder	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
D DAILY D WEEKLY	XXD MONTHLY	7	MONTH(S) XX YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL	OOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
Admin. Bldg. 2nd Flr. Rm. 232		TIP YES, SPECIFY AGENCY OR OFFICE)		
	ON ®X	16. AUDIT REQUI	REMENTS .	
(IF YES, CITE LAW(S) & REGULATION(S)		D NONE XIX STA	ATE XX FEDERAL XX INDEPENDENT	
17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED	PRETENTION	
□ YES 🖟 NO		7 Years		
			;	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE	
Wayn Falle	ļ ·		2/28/92	
Wayrle F. Allen	(410) 328-7295		720176	

LISTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT 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 (D			PAGE 16 OF 16	
University of Maryland at Baltimore	2. DIVISION Financial Services		Cost Accounting	
		DS NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE General A Effort Reports Response Schedule	Accounting Record		8. EARLIEST YEAR/LATEST YEAR 1988 TO 1991	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Notebooks with effort reports response schedules.				
7. RECORD SERIES FORMAT(S)	6. RECORD SERIES	S SEQUENCE	9. VOLUME	
D FEGAL SIZE D MICROFILM C COMPUTER TAPE C COUND BOOK D FLOPPY DISK	D ALPHABETICAL D NUMERICAL XXX CHRONOLOGICAL D GEOGRAPHICAL D OTHER(SPECIFY)		12 COMPUTER TAPE(S) NUMBER XX OTHER(SPECIFY) notebooks	
D OTHER(SPECIFY)			10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) RUNDER COMPUTER TAPE(S) XX OTHER(SPECIFY) books	
DAILY EXWEEKLY	□ MONTHLY	- - -	S INACTIVE AFTER MONTH(S) XX YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Admin. Bldg. 2nd Flr. Rm. 232		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES XD NO		
15. ACCESS RESTRICTIONS DYES XX NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS D NONE SEXSTATE NO FEDERAL TO INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) DYES MX NO		18. RECOMMENDED RETENTION 7 Years		
Wayne F. Allen	20. TELEPHONE NUMBER (410) 328-7295		21. DATE 2/28/92	