

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 1546

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RECORDS RETENTION AND DISPOSAL SCHEDULE

NEW SCHEDULE		
UMS -	Coppin State College	Institutional Advancement
AGENCY		DIVISION
Item No.	Description	Retention
1.	Donor Gift Files	A lateral file is maintained on each donor for the donors life time. Upon the donors death those files are transferred to a dead file additionally all donor records are kept on computer. Records are backed up on floppy disketts daily. Receipt copies are retained permanently. We will now hold gift envelopes until audit requirements are met. Then destroy Please note the statement: **"UNTIL AUDIT REQUIREMENTS ARE MET" means: Three years for state related documents, three years for non-monetary federal related documents, three years for monetary federal related documents under \$25,000, and six years, three months for monetary federal related documents over \$25,000.
2.	Endowment Fund Records	Retained permanently in ledger which are locked in the office of the Office Manager and on computer in the Institutional Advancement wing. Such records are accessible only to authorized persons.
3.	Capital Campaign	These records are kept in ledgers and on computers disketts. All are secured in the Office of Institutional Advancement safe. These records are retained permanently.

Schedule Approved by Department,  
Agency, or Division Representative.

Schedule Authorized by:

*Edward C. Popper*

01/28/93

*Matthew Bennett*  
Chief Ser. Officer

APR 23 1993

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 1546

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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Item No.	Description	Retention
4&5	Sponsored Programs (specifically U.S. Government Title III and Grants) Also private sector (Foundations and Corporations)	State contracts and grants are retained three years after the close of the contract, and federal contracts/grants under \$25,000 for three years and over \$25,000 for six years-three months after close of contract. Then destroy.
6.	Alumni Files	These materials are screened annually and those assessed as having administrative, historical and/or legal value are retained permanently in locked lateral file in the Institutional Advancement wing of the administration building. Material having no historical value are destroyed.

If Coppin State archives are not available, material having permanent retention will be transferred to the MD STATE ARCHIVES in Annapolis and material having limited retention (i.e. 25 y-ars) will be transferred to the State Records Center in Jessup.

Schedule Approved by Department,  
Agency, or Division Representative -

Schedule Authorized by:

01/28/93 Matthew [Signature]

CHIEF  
DEVELOPMENT  
OFFICER

APR 23 1993

Edward C. [Signature]

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

**SEE ITEM 1**  
PAGE 1 OF 6

1. DEPARTMENT/AGENCY

Coppin State College

2. DIVISION

Institutional Advancement

3. UNIT

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

Donor Gift Records

5. EARLIEST YEAR/LATEST YEAR

1983 TO 1993

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. Name, address, relationship to institution, giving history on computer.
- B. Lateral metal filing cabinets contain correspondence and related materials which have passed between donor and the institution.

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 SEQUENCE

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

9. VOLUME

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 2,000 NUMBER individual files

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- MONTH(S)  YEAR(S)
- NUMBER Death of Donor

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

Third Floor Administration Bldg.

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))

Only authorized personnel have access

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

Until audit requirements are met, then destroy.

19. NAME AND TITLE OF PREPARER

*M. [Signature]*  
CHIEF DEVELOPMENT OFFICER

20. TELEPHONE NUMBER

383-5522

21. DATE

01/28/93

<b>INSTRUCTIONS</b> -- 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	<b>AGENCY RECORDS INVENTORY</b>  <div style="font-size: 1.5em; font-weight: bold; text-align: center;">SEE ITEM 2</div> PAGE <u>2</u> OF <u>6</u>
1. DEPARTMENT/AGENCY <u>Coppin State College</u>	2. DIVISION <u>Institutional Advancement</u>	3. UNIT
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 <u>Endowment Fund Records</u>	5. EARLIEST YEAR/LATEST YEAR <u>1983</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  Individual donor files, alumni-development system on P.C., ledgers, journals, vouchers, bank statements, dividend reports and as of 11/91 Univ. of MD. account detail printouts. Contains name of account beginning balance, additions, interest/dividend additions end assessment fees and ending balances. Files contain information relative to the establishment of the endowment, ie. criteria, MOU, acknowledgement letters, etc.		
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input checked="" type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input checked="" type="checkbox"/> SOUND BOOK <input checked="" type="checkbox"/> FLOPPY DISK - Back-up <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input checked="" type="checkbox"/> OTHER(SPECIFY)  <u>Computer printout</u> <u>Hard disk</u>	8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER(SPECIFY)  <u>by date and by</u> <u>Univ. of Md. Acct. #</u>	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>1</u> <input type="checkbox"/> COMPUTER TAPE(S) disk NUMBER <input type="checkbox"/> OTHER(SPECIFY)  10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) NUMBER <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER retain- NUMBER <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) permanently	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  <u>Adm. Bldg. - 3rd Floor</u>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))	16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION  <u>Retain permanently</u>	
19. NAME AND TITLE OF PREPARER <u>Matthew B...</u> <u>CHIEF DEVELOPMENT OFFICER</u>	20. TELEPHONE NUMBER <u>(410) 383-5522</u>	21. DATE <u>01/28/93</u>

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

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1. DEPARTMENT/AGENCY Coppin State College	2. DIVISION Institutional Advancement	3. UNIT
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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 Capital Campaign	5. EARLIEST YEAR/LATEST YEAR 1983 TO 1993
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6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
 Ledgers, journals, vouchers, bank statements, individual donor files, alumni development, UMMA account detail printouts. Used to house information relative to donor contributions for the capital campaign.  
 Account name, beginning & ending balances, additions (contributions) interest/dividend additions, end assessment fees.  
 Files contain information relative to the establishment of the capital campaign, ie, criteria, MOU, PDIP criteria, reports for donors, the acknowledgement letters and other related information.

7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input checked="" type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> SOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) <u>computer printout/hard disk</u>	8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) <u>1</u> NUMBER
		10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)

11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER NUMBER <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) <sup>N/A</sup>
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13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Adm. Bldg., 3rd Floor	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))	16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> INDEPENDENT
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17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION Retain permanently
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19. NAME AND TITLE OF PREPARER <u>Matthew Swales</u> CHIEF DEVELOPMENT OFFICER	20. TELEPHONE NUMBER (410) 383-5522	21. DATE 01/28/93
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7273 WATERLOO ROAD  
P.O. BOX 273  
JESSUP, MARYLAND 20794

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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Coppin State College

2. DIVISION

Institutional Advancement

3. UNIT

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 Sponsored Programs: Federal, State and Local Grants & Contracts. Excludes Title III HBCU Prog.

5. EARLIEST YEAR/LATEST YEAR  
1970 TO 1993

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

Includes grant applications or contractual agreements, institutional routing forms, copies of required reports and correspondence. This information is maintained in order to provide a central repository for all grants and contracts submitted for funding consideration by the college.

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 SEQUENCE

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

9. VOLUME

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 4  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 1/2  
NUMBER

11. FILE IS USED Variable based on date of submission and award notice.  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER If all funds are expended.  
6 MONTH(S)  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
3rd Floor Admin. Bldg., Institutional Advancement Division

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO Budget Info in Controller's Office

15. ACCESS RESTRICTIONS  YES  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 HARDWARE/SOFTWARE)  
 YES  NO Written log kept of an alphabetical listing of grant/contract submissions and award notifications based on school year.

18. RECOMMENDED RETENTION  
When grant has ended and all funds have been expended, 6 years and 3 months. Then, destroy.

19. NAME AND TITLE OF PREPARER

Matthew [unclear]  
CHIEF DEVELOPMENT OFFICER

20. TELEPHONE NUMBER

(410) 383-5522

21. DATE

01/28/93

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7273 WATERLOO ROAD  
P.O. BOX 273  
JESSUP, MARYLAND 20794

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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
Coppin State College

2. DIVISION  
Institutional Advancement

3. UNIT

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 Sponsored Progs.: Strengthening HBCU  
Prog. Title III

5. EARLIEST YEAR/LATEST YEAR  
1978 TO 1993

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

Grant applications, expenditure requests, required reports (internal and external), correspondence between funding agency, and the college; activity directors and the Title III Coordinator. Additionally, grant year activity budget information is kept. Records are maintained for monitoring, compliance and report preparation purposes.

7. RECORD SERIES FORMAT(S)

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

\*\*As of 1989-90 Grant Year

8. RECORD SERIES SEQUENCE

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

9. VOLUME

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 3  
NUMBER 12 Floppy Disks

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 1/2  
NUMBER

11. FILE IS USED 1978-79 to 1986-87 not used.  
 DAILY 1987-88 to present varies  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER If all funds are  
6  MONTH(S)  YEAR(S) expended.  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
3rd Floor, Admin. Bldg., Institutional Advancement Division

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO Budget Info. in Controller's Office

15. ACCESS RESTRICTIONS  YES  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 HARDWARE/SOFTWARE)  
 YES  NO Each activity has an FRS number for each grant year. Information is stored using Lotus and a PC effective 1989-90 grant year.

18. RECOMMENDED RETENTION  
When grant has ended and all funds have been expended, 6 years and 3 months. Then, destroy.

19. NAME AND TITLE OF PREPARER

*M. ...*  
CHIEF DEVELOPMENT OFFICER

20. TELEPHONE NUMBER

(410) 383-5427

21. DATE

01/28/93

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7273 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

SEE ITEM 6

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1. DEPARTMENT/AGENCY

Coppin State College

2. DIVISION

Institutional Advancement

3. UNIT

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

Alumni Files

5. EARLIEST YEAR/LATEST YEAR

1920 TO 1992

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.) Name, address, SS#, telephone #, occupation, year of graduation or years of attendance, business telephone # and address;
- B.) History of volunteer service to the institution. Correspondence in lateral metal filing cabinets. Identical information as in (a) except for copies of correspondence filed on I.B.M. PC.

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 SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER death of donor  
NUMBER  MONTH(S)  YEAR(S)

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

3rd. Floor Administration Bldg.

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))

Authorized Personnel

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

Upon death of constituent information transferred to deadfile.

Material having no historical value is destroyed.

19. NAME AND TITLE OF PREPARER

Matthew B. [unclear]  
CHIEF DEVELOPMENT OFFICER

20. TELEPHONE NUMBER

(410) 383-5522

21. DATE

01/28/93