

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE NO. 1563

PAGE NO. 1 OF 9

RECORDS RETENTION AND DISPOSAL SCHEDULE

SUPERSEDES SCHEDULE 1011 and 404

Coppin State College

Business and Finance

AGENCY

DIVISION

Item No.	Description	Retention
<b><u>Vice President for Business and Finance</u></b>		
1	<p><b>General Correspondence</b> Contains incoming and outgoing correspondence, reports, memoranda, special projects, and data concerning the operation of the office.</p>	<p>Screened annually and material destroyed for which no further reference is required. All other material kept permanently in CSC archives. (paper form)</p>
2	<p><b>Legislative Audit Report</b> Contains material on audits conducted by Legislative auditors at Coppin State College.</p>	<p>Retained for 10 years then destroyed.</p>
<b><u>Budget Office</u></b>		
3	<p><b>Budget Records</b> Budget related material including Budget Estimates and CPS related material</p>	<p>Retained for 3 years or until audit requirements have been fulfilled, then destroy.</p>
<b><u>Central Receiving</u></b>		
4	<p><b>Physical Inventory Records</b> Contains material related to yearly inventory of equipment and materials and supplies which are subject to audit.</p>	<p>Retained for 3 years or until all audit requirements have been fulfilled. Then maintained in CSC archives for an additional 3 years and then destroyed.</p>

Schedule Approved by Department  
Agency, or Division Representative

Schedule Authorized by

3/1/93

Gregory Davis V.P. Burfi

JUL 10 1993

Edward C. Papermaster

Date

Signature

Title

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

SCHEDULE  
NO. 1563

PAGE  
NO. 2 OF 9

Item No.	Description	Retention
5	<p><b><u>Administrative Data Processing</u></b></p> <p>Data Processing Program Library Includes documentation for computer programs used in information management. Examples include flow charts, narratives, reports, descriptions, distribution lists, operating instructions, etc.</p>	Retained for that period of time which the computer program is in existence. When program is abolished or superseded, material is destroyed.
6	<p><b><u>Office of Safety and Security</u></b></p> <p>Criminal records Includes all records maintained on criminal investigations.</p> <p>Juvenile/Expungement Records Includes criminal information gathered on juveniles. All juvenile records are maintained by law in a separate filing cabinet with limited access.</p> <p>Expungement records are maintained under the same guidelines as juvenile records. Includes criminal records ordered removed from public inspection by the court.</p>	Retained 10 years in original paper form in locked file cabinet in CSC archives, then destroy.
PLEASE NOTE THERE IS NO ITEM 8 ON THIS SCHEDULE.		

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

SCHEDULE  
NO. 1563

PAGE  
NO. 3 OF 9

Coppin State College

Item No.	Description	Retention
<b><u>Procurement Office</u></b>		
9	<p><b>Purchasing Records:</b></p> <ul style="list-style-type: none"> <li>*A. Bids</li> <li>*B. Agency Inter-Office Requisitions</li> <li>*C. Bids and Quotes Files</li> <li>*D. Bid Tabulation Records</li> <li>*E. Notice of Award of Contracts</li> <li>*F. Purchase Orders</li> <li>*G. Requisition Forms/Purchase Orders</li> </ul> <p>H. Copy of Contracts Awards Includes information regarding product/services, date, amount, and vendor solicited for Maryland Register award of contracts.</p>	<p>*Retained for five years or until all audit requirements have been fulfilled, then destroyed.</p>
10	<p><b>Vendors List</b> Correspondence related to all vendors and includes federal identification number needed to process invoices.</p>	<p>Retained until superseded, then destroyed.</p>
11	<p><b>Correspondence</b> Contains incoming and outgoing correspondence connected with operation of office.</p>	<p>Retained for five years and all material screened. All material not needed for conduct of business is destroyed. All other material of historical value kept in CSC archives.</p>
12	<p><b>Requisitions and Purchase Orders</b> Final copies of all requests to vendors for equipment and material and supplies and all purchase order numbers assigned to those requisitions, which are needed to pay invoices.</p>	<p>Retained for five years or until audit requirements have been met then destroyed.</p>

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

SCHEDULE  
NO. 1563

PAGE  
NO. 4 OF 9

Coppin State College

Item No.	Description	Retention
<b><u>Personnel/Human Resources</u></b>		
13	<p>A. Application            B. Appointment Letter            C. Correspondence Relating to New Appointments            D. Personnel Payroll Form            E. Personnel Position Action Request</p> <ol style="list-style-type: none"> <li>1. Change of Address Forms</li> <li>2. Clearance File</li> <li>3. Charges for Removal</li> <li>4. Commendations</li> <li>5. Contractual Employment</li> <li>6. Counseling Sessions</li> <li>7. Disciplinary Actions</li> <li>8. Efficiency Ratings</li> <li>9. General Correspondence</li> <li>10. Grievance Actions</li> <li>11. Health Insurance Benefits Forms</li> <li>12. Promotions</li> <li>13. Reclassifications</li> <li>14. Resumes</li> <li>15. Summer Employment</li> <li>16. Suspension Actions               <ol style="list-style-type: none"> <li>a. Letter of Resignation</li> <li>b. Retirement</li> <li>c. Transfer</li> <li>d. Dismissal</li> </ol> </li> </ol>	<p>The personnel records are retained for four years after termination, then destroy.</p>
14	<p>Personnel I.D. Number            These are PIN numbers for former BTSUC institutions and STUDY numbers for former University of Maryland institutions.</p>	<p>Retained permanently on documentation that has been stored in boxes in CSC archives. (paper form)</p>
15	<p>Status Card File            Contains information on employee with regard to current job status. Contains MS-310's.</p>	<p>Retain for 5 years, then destroy.</p>
16	<p>History Cards            Contains name, address, social security number, telephone number, race, sex, birthdate, increment date, entry date, classification, effective date of classification, employment status, salary, resignation, retirement, transfer, dismissal, and expiration data.</p>	<p>Retain for 3 years after termination of employment, then destroy.</p>

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

SCHEDULE  
NO. 1563

PAGE  
NO. 5 OF 9

Coppin State College

Item No.	Description	Retention
<b><u>Office of Facilities</u></b>		
17	<b>Work Orders-Master Log</b> List of all requests for work action (i.e. building problems, etc.). Includes time of report of problem and other pertinent data.	Retained for 25 years then destroyed.
18	<b>Maintenance Work Orders</b> Files on all paperwork surrounding completion of work order and cost.	Retained for three years and then destroyed.
19	<b>Vehicle Records</b>  A. Vehicle Acquisition and Disposal Reports  B. Vehicle Mileage Reports C. Vehicle Records (titles, etc.)  D. Fleet Reports (including safety/accident reports)	Retained for three years and until all audit requirements have been met, then destroyed.  Retained for the life of vehicle, then destroyed  Retained for three years and until all audit requirements have been met, then destroyed.

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

SCHEDULE NO. 1563

PAGE NO. 6 OF 9

Coppin State College

Item No.	Description	Retention
	<b><u>Office of the Controller</u></b>	
	<b>Accounting Records</b>	
	This series includes all standard State accounting forms as well as other accounting media which provide support-data for the special and general records	
20	A. <u>Special Accounting Records</u> Books of Final Entry General Ledgers Subsidiary Ledgers	Books of final entry are kept permanently in paper form. General and subsidiary ledgers are kept three years or until audit is met, then destroyed.
21	B. <u>Budget and Fiscal Planning Records</u> Equipment Inventory Building Inventory	Cumulative report retained for 25 years in paper form, then destroyed.
22	Report of Fixed Assets Report of Materials and Supplies Request for Position Action	Retained for three years and until all audit requirements have been met, then destroyed.
23	C. <u>Payroll Accounting Records</u> Employee Roster Card File Contractual Employee Timesheets Payroll and Check Register Payroll Positive Time Reports Payroll Exceptions Time Reports Payroll Transmittal Payroll Warrants	Retained for five years and until all audit requirements have been met, then destroyed.

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

SCHEDULE  
NO. 1563

PAGE  
NO. 7 OF 9

Coppin State College

Item No.	Description	Retention
<u>Office of the Controller (continued)</u>		
24	D. <u>Payroll Records</u> Journals One pay Certification Cards Master Exceptions Check Register Bureau of Labor Statistics Report Journal Vouchers, Payroll Transfers Other Forms of Internal Adjustment	Retained for five years, then destroyed.
25	E. <u>Miscellaneous Accounting Records</u> Alpha Vendor Files Bank Books, Statements Deposit Slips Cashier's Slips Cash Receipts Canceled Checks, Check Copies Check Stubs Certificates of Deposit (Treasurer) Disbursement Voucher Files Money Mail List Paid Bills and Invoices Periodic Financial Reports Monthly Revenue Reconciliations Monthly Expenditure Reconciliations Monthly Cash Reconciliations Monthly Agency Fund Reconciliations	Retained for three years or until all audit requirements have been met, then destroyed.
26	F. <u>Special Payments File</u> Documentation of honorarium payments to non-employees. Request Forms Payment Documentation Contract to Pay	Retained for three years or until all audit requirements have been met, then destroyed.
27	G. <u>Checkbook Stubs and Records</u> Working Fund Account Exchange Account Foreign Student Account	Retained for three years or until all audit requirements have been met, then destroyed.

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

SCHEDULE NO. 1563

PAGE NO. 8 OF 9

Coppin State College

Item No.	Description	Retention
<u>Office of the Controller (continued)</u>		
28	<p>H. <u>Grants and Contracts</u> Consists of records which document grants and contracts received by the institution from any source,</p> <p>Documents include:</p> <ul style="list-style-type: none"> <li>Grant Applications</li> <li>Proposals</li> <li>Agreements</li> <li>Research Reports</li> <li>Publicity Notices</li> <li>Acknowledgements</li> <li>Transfer of Fund Records</li> <li>Controlling Rules and Regulations</li> <li>Copies of Periodic Reports</li> <li>Correspondence and Memoranda</li> </ul>	<p>Retained for three years or until all audit requirements have been met, then destroyed. *Federal grants under \$25,000 retained 3 years and over \$25,000 retained for 6 years, 3 months.</p>
29	<p><u>Student Account Records</u> Consists of budget and accounting files related to student accounts.</p> <ul style="list-style-type: none"> <li>Statements of Account</li> <li>General Correspondence</li> <li>Deferred Payment Agreements</li> <li>Third Party Contracts</li> <li>Third Party Invoices</li> <li>Unpaid Checks</li> </ul>	<p>Retained for three years or until all audit requirements have been met, then destroyed.</p>
30	<p><u>Account Snapshots</u> Synopsis of detail concerning specific accounts which is used to maintain the student account process.</p>	<p>Retain for three years or until all audit requirements are fulfilled, then destroy.</p>



RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

SCHEDULE  
NO. 1563

PAGE  
NO. 9 OF 9

Coppin State College

Item No.	Description	Retention
<u>Office of the Controller (continued)</u>		
31	<u>Perkins Loan Records</u> Consists of documentation related to Perkins Loan Collections.	If paid-in-full, retained for five years and until all audit requirements have been met, then destroyed.
32	<u>Deferments</u> Paperwork connected with loan payments that have been deferred. Special arrangements for loan deferral are detailed.	If assigned to the U.S. Office of Education, retained until all audit requirements have been met.
*Until Audit Requirements are met means 3 years for State related documents, 3 years for non-monetary Federal related documents, 3 years for monetary related documents under \$25,000, an 6 years and 3 months for monetary Federal related documents over \$25,000.		
**If Coppin State College Archives are not available for material requiring permanent retention, CSC will transfer material to the Hall of Records in Annapolis for Storage. If CSC archives are not available for material requiring limited retention, CSC will transfer materials to State Records Facility in Jessup until such time as material is to be destroyed.		

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

**ITEM 1**  
AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY: Coppin State College  
2. DIVISION: Business and Finance  
3. UNIT: Vice President's Office

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: GENERAL CORRESPONDENCE  
5. EARLIEST YEAR/LATEST YEAR: 1991 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 )  
REPORTS, MEMORANDUMS, AND LETTERS

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)  
3  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Miles Condon ADU BLDG. - 2nd Fl. - Rm 224

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))

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  
1 year FOR MATERIAL FOR WHICH NO FURTHER REFERENCE IS REQUIRED. ALL OTHER MATERIAL - PERMANENT IN CSO ARCHIVES.

19. NAME AND TITLE OF PREPARER  
Nicole Dorman  
ADMINISTRATIVE SPECIALIST

20. TELEPHONE NUMBER  
410-383-5701

21. DATE  
3-11-93

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD TO RECORDS RETENTION SCHEDULE (FD-50-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

# ITEM 2

## AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY  
Coppin State College

2. DIVISION  
BUSINESS AND FINANCE

3. UNIT  
VICE PRESIDENT'S OFFICE

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  
LEGISLATIVE AUDIT REPORT

5. EARLIEST YEAR/LATEST YEAR  
1984 TO 1981

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

LEGISLATIVE AUDIT REPORTS, DISCUSSION NOTES.

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)

1  
NUMBER

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

1  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
10 MONTH(S)  YEAR(S)

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

Miles Control ADM. BLDG. 2nd Fl. - RM 224

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))

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 10 YEARS  
THEN DESTROY

19. NAME AND TITLE OF PREPARER  
Nicole Dorman  
ADMIN. SPECIALIST

20. TELEPHONE NUMBER  
410-383-5701

21. DATE  
3-11-93

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

**ITEM 3**  
AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY  
Coppin State College

2. DIVISION  
Business & Finance

3. UNIT  
Budget OFFICE

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  
Budget Records

5. EARLIEST YEAR/LATEST YEAR  
1982 TO 1994

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

Budget related material including Budget Estimates and CPS related material

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)  
NUMBER

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Administration Bldg.  
2nd floor, Rm. 222

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))

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 or until audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER  
Cherlyn H. Brace,  
Budget Officer

20. TELEPHONE NUMBER  
(410) 383-5703

21. DATE  
March 11, 1993

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  
7278 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

**ITEM 4**  
AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY: Coppin State College  
2. DIVISION: Business & Finance  
3. UNIT: Central Receiving

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: Physical Inventory Records  
5. EARLIEST YEAR/LATEST YEAR: 1991 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 )

Campus physical INVENTORY RECORDS

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

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

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 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 Yearly  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Coppin Center - Basement

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))

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  
RETAINED FOR 3 YEARS OR UNTIL ALL AUDIT REQUIREMENTS have been fulfilled. Then maintained in CSC Archives for 3 years then destroyed

19. NAME AND TITLE OF PREPARER: Booker Braddy  
Supervisor - Central Receiving

20. TELEPHONE NUMBER: 383-5147

21. DATE: A-7-93

# ITEM 5

## AGENCY RECORDS INVENTORY

PAGE 1 OF 1

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

1. DEPARTMENT/AGENCY

Coppin State College

2. DIVISION

Vice Pres. for Bus. & Fin.

3. UNIT

ADMIN. DATA PROCESSING

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

Data Processing Program Library

5. EARLIEST YEAR/LATEST YEAR

1983 TO Present

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

Program Library consists of backup copies of program executables AND PRINTED Job documentation used by operators and DP staff to schedule and process required jobs.

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)

Job Order

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER N/A

- NUMBER  MONTH(S)  YEAR(S)

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

ADM Building, 3RD Floor, Rm 342

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO WMS Service Center

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

18. RECOMMENDED RETENTION

Retained for that period of time which the computer program is in existence. When it is abolished or superseded, material is destroyed.

19. NAME AND TITLE OF PREPARER

Donald J. Myers  
Acting DP Director

20. TELEPHONE NUMBER

(410) 383-5555

21. DATE

3-17-82

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

PAGE 1 OF 1

1. DEPARTMENT/AGENCY  
Coppin State College

2. DIVISION  
Police Dept.

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  
Criminal Records

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)

Criminal Records

Records maintained on criminal investigations.

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  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
N/A  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
2500 WEST NORTH AVE  
TAWES CENTER / POLICE DEPARTMENT

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

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  
CROSS REFERENCE FILE IN BASE

18. RECOMMENDED RETENTION  
RETAINED 10 YEARS in ORIGINAL PAPER FORM in LOCKED FILE CABINET in CSC ARCHIVES. THEN DESTROY

19. NAME AND TITLE OF PREPARER  
MIRIAM WOOD, SERGEANT

20. TELEPHONE NUMBER  
383-5630

21. DATE  
4-28-93

ITEM 7

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 1

1. DEPARTMENT/AGENCY  
Coppin State College

2. DIVISION  
Police Dept.

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  
JUVENILE/EXPUNGEMENT RECORDS

5. EARLIEST YEAR/LATEST YEAR  
89 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)

JUVENILE/EXPUNGEMENT RECORDS

Criminal information gathered on juveniles.  
Expungement records are records (criminal) which have been ordered removed from public inspection by the court.

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 NUMBER

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
N/A NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
2500 W. NORTH AVE.  
TANES CENTER/ POLICE DEPARTMENT

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

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  
CROSS REFERENCE FILE in BASE STATION

18. RECOMMENDED RETENTION  
RETAINED 10 YEARS in ORIGINAL PAPER FORM in LOCKED FILE CABINET in CSC ARCHIVES. THEN DESTROY

19. NAME AND TITLE OF PREPARER  
Miriam Wood - SERGEANT

20. TELEPHONE NUMBER  
388-5630

21. DATE  
4-28-93



INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (FD-50-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7278 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY 2. DIVISION 3. UNIT  
Procurement Office

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  
Bids 07/88 TO 06/93

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

Bids are used to initiate a competitive procurement.  
Includes: instructions and information concerning submission requirements, description delivery and/or performance schedules, and any special instructions.

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)  
5 NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

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

11. FILE IS USED  DAILY  WEEKLY  MONTHLY  
12. FILE BECOMES INACTIVE AFTER 3 NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Miles W. Connor Administration, 3rd. floor Rm 225  
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))  
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  
5 years - then destroy.

19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE  
Evelyn D. Harlee, UMS Buyer III (410) 383-5974 March 30, 1993

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT Procurement Office
----------------------	-------------	-------------------------------

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 Agency Inter-Office Requisition	5. EARLIEST YEAR/LATEST YEAR 07/88 TO 06/93
---	--

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

Request for services and commodities.

Includes: Description of services and needed commodity, approximate cost, potential vendor, and required signatures.

7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)	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) Department Number	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) 1 NUMBER
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) 1 NUMBER

11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER 3 NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)
--	--

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Miles W. Connor Administration, 3rd. floor Rm 225	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Requisitioning Department
---	---

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 checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input 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 5 years = then destroy.
--	--

19. NAME AND TITLE OF PREPARER Evelyn D. Harlee, UMS Buyer III	20. TELEPHONE NUMBER (410) 383-5974	21. DATE March 30, 1993
---	--	----------------------------

ITEM 9(c)

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR EXTENDED RECORD SERIES. FORWARD TO 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 1

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Procurement Office

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

Bids and Quotes File

5. EARLIEST YEAR/LATEST YEAR

07/88 TO 06/93

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

To house bids and quotes received from vendors.

Includes: RFQ's, IFB's, and Telephone Quotes.

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  
NUMBER

10. ANNUAL ACCUMULATION

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

11. FILE IS USED Varies

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3  
NUMBER  MONTH(S)  YEAR(S)

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

Miles W. Connor Administration, 3rd. floor Rm 225

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))

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

5 years - then destroy.

19. NAME AND TITLE OF PREPARER

Evelyn D Harlee, UMS Buyer III

20. TELEPHONE NUMBER

(410) 383-5974

21. DATE

March 30, 1993

ITEM 9(D)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REPEATED RECORD SERIES. FORWARD TO 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 1

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT Procurement Office
----------------------	-------------	-------------------------------

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 Bid Tabulation Records	5. EARLIEST YEAR/LATEST YEAR 07/88 TO 06/93
--	--

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

To house tabulated bid information

Includes: RFQ's, IFB's, and Telephone Quotes.

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"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)	8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input 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) <u>2</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>2</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER(SPECIFY)

11. FILE IS USED varies <input checked="" type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER
--	---

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Miles W. Connor Administration, 3rd. floor Rm 225	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 checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input 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 5 years - then destroy.
--	--

19. NAME AND TITLE OF PREPARER Evelyn D. Harlee, UMS Buyer III	20. TELEPHONE NUMBER (410) 383-5974	21. DATE March 30, 1993
---	--	----------------------------

**INSTRUCTIONS**--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR EXTENDED RECORD SERIES. FORWARD TO 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 1

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Procurement Office

**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

Notice of Award of Contracts

5. EARLIEST YEAR/LATEST YEAR

07/88 TO 06/93

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

To report to Maryland Register.

Includes: Award information.

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)

Form Name \_\_\_\_\_

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED Varies

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 1  MONTH(S)  YEAR(S)  
 NUMBER

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

Miles W. Connor Administration, 3rd. floor Rm 225

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))

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

5 years - then destroy.

19. NAME AND TITLE OF PREPARER

Evelyn D. Harlee, UMS Buyer III

20. TELEPHONE NUMBER

(410) 383-5974

21. DATE

March 30, 1993

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

**ITEM 9 (F)**  
AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Procurement Office

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  
Purchase Orders

5. EARLIEST YEAR/LATEST YEAR

07/88 TO 06/93

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

Document used for written authority for Vendors to deliver and bill for commodities/ services performed.

Includes: Vendor's name, address, name of responsible requisitioner and charge code, name of responsible procurement officer, date of purchase, amount of purchase, and description of items procured.

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)  
5  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3  MONTH(S)  YEAR(S)  
NUMBER

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

Miles W. Connor Administration, 3rd. floor Rm 225

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO. Accounts Payable, Central Receiving, and Requisitioning Dept

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

18. RECOMMENDED RETENTION

5 years - then destroy.

19. NAME AND TITLE OF PREPARER

Evelyn D. Harlee, UMS Buyer III

20. TELEPHONE NUMBER

(410) 383- 5974

21. DATE

March 30, 1993

ITEM 9(G)

AGENCY RECORDS INVENTORY

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

PAGE 1 OF 1

1. DEPARTMENT/AGENCY 2. DIVISION 3. UNIT  
Procurement Office

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 Requisition Forms/Purchase Orders 5. EARLIEST YEAR/LATEST YEAR 07/88 TO 06/93

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 used to request and to order needed commodities.

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)  
boxes  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

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

11. FILE IS USED Varies  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
N/A  MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Miles W. Connor Administration, 3rd. floor Rm 225

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))

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  
5 years - then destroy.

19. NAME AND TITLE OF PREPARER  
Evelyn D. Harlee, UMS Buyer III

20. TELEPHONE NUMBER  
(410) 383-5974

21. DATE  
March 30, 1993

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

**ITEM 9(H)**  
AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Procurement Office

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

Copy of Contracts Awards

5. EARLIEST YEAR/LATEST YEAR

07/88 to 06/93

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

Used to inform Maryland Register of Award of Contracts.

Includes: product/services, date, amount, and vendor solicited.

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)  
N/A

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

Varies  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

N/A  
NUMBER  MONTH(S)  YEAR(S)

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

Miles W. Connor Administration, 3rd. floor Rm 225

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))

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 5 years or until all  
audit requirements have been fulfilled,  
then destroy.

19. NAME AND TITLE OF PREPARER

Evelyn D. Harlee, UMS Buyer III

20. TELEPHONE NUMBER

(410) 383-5974

21. DATE

March 30, 1993



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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

# ITEM 10

## AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Procurement Office

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

Vendors List

5. EARLIEST YEAR/LATEST YEAR

07/88 TO 06/93

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

Vendors list are kept to give vendor information which includes name, address, telephone number, and federal I.D. number.

7. RECORD SERIES FORMAT(S)

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

Data Binder

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED Varies

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- NUMBER  MONTH(S)  YEAR(S)

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

Miles W. Connor Administration, 3rd. floor Rm 225

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO Accounts Payable

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

18. RECOMMENDED RETENTION

Retained until superseded. *THEN DESTROY*

19. NAME AND TITLE OF PREPARER

Evelyn D. Harlee, UMS Buyer III

20. TELEPHONE NUMBER

(410) 383-5974

21. DATE

March 30, 1993

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD (7-1) RECORDS RETENTION SCHEDULE (D-350-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7278 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

# ITEM 11

## AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Procurement Office

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

Correspondence

5. EARLIEST YEAR/LATEST YEAR

07/88 TO 06/93

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

Correspondance from vendors and departments in reference to purchase orders are kept with the purchase order.

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)
- 5 - Varies NUMBER  COMPUTER TAPE(S)
- OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

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

11. FILE IS USED Varies  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Miles W. Connor Administration, 3rd. floor Rm 225

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))

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  
5 years

19. NAME AND TITLE OF PREPARER

Evelyn D. Harlee, UMS Buyer III

20. TELEPHONE NUMBER

(410) 383-5974

21. DATE

March 30, 1993

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

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	2. DIVISION	3. UNIT Procurement Office
----------------------	-------------	-------------------------------

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 Requisitions and Purchase Orders	5. EARLIEST YEAR/LATEST YEAR 07/88 TO 06/93
--	--

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

Requisitions and Purchase Orders are used as requesting forms for procurement of commodities.

Includes all information, and specifications to complete actual purchase.

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"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)	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) departmental/numerical	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>1</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <u>1</u> <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 <u>3</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER
--	---

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Miles W. Connor Administration, 3rd. floor Rm 225	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO department
---	--

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 checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input 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 5 years
--	--------------------------------------

19. NAME AND TITLE OF PREPARER Evelyn D. Harlee, UMS Buyer III	20. TELEPHONE NUMBER (410) 383-5974	21. DATE March 30, 1993
---	--	----------------------------

ITEM 13

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD TO RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7278 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY  
Coppin State College

2. DIVISION  
Business & Finance

3. UNIT  
Human Resources

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  
Employment

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 )

- A. Application
- B. Appointment Letter
- C. Correspondence Relating to New Appointments
- D. Personnel Payroll
- E. Personnel Position Request

The various forms and information are used to officially hire an employee and get him/her on payroll.

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)
- 16  
NUMBER

10. ANNUAL ACCUMULATION

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Miles Connor Administration Building  
2nd Floor, Room 225

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)  
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  
Personnel records are retained for four (4) years after termination of employment, then destroyed.

19. NAME AND TITLE OF PREPARER  
Thomas E. Terrell

20. TELEPHONE NUMBER  
(410) 383-5757  
3-5757

21. DATE  
30 March 93

# ITEM 14

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7278 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

## AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY  
Coppin State College

2. DIVISION  
Business & Finance

3. UNIT  
*Human Resources*

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  
Personnel I.D. Number

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 )

Employees' social security numbers are housed in their personnel file folders which are kept in file cabinets (1970-1986). 1987 to present are stored, the Human Resources System (HRS) which is connected to the mainframe in Administrative Data Processing.

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

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

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

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
1/2  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Miles Connor Administration Building  
2nd Floor, Room 225

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)  
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  
This material is maintained permanently <sup>1997</sup>  
in Coppin State archives.

19. NAME AND TITLE OF PREPARER  
*Thomas E. Jenell*  
Director of Human Resources

20. TELEPHONE NUMBER  
410-383-5757

21. DATE  
March 30, 1993

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7278 WATERLOO ROAD  
P.O. BOX 273  
JESSUP, MARYLAND 20794

**ITEM 15**  
AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY  
Coppin State College

2. DIVISION  
Business & Finance

3. UNIT  
*Human Resources*

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  
Status Card File

5. EARLIEST YEAR/LATEST YEAR  
1975 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 )

Status card file contains the MS-310's which indicates whether the position is filled, vacant, abolished or inter-agency transfer.

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)
- 2  COMPUTER TAPE(S)
- OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Miles Connor Administration Building  
2nd Floor, Room 225

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

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S)  
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 material for 5 years, then destroy.

19. NAME AND TITLE OF PREPARER  
*Thomas E. Sewell*  
Director of Human Resources

20. TELEPHONE NUMBER  
410-383-5757

21. DATE  
March 30, 1993

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR EXISTING RECORD SERIES. FORWARD TO: FEDERAL RECORDS RETENTION SCHEDULE (GDS 350-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 273  
JESSUP, MARYLAND 20794

# ITEM #16

## AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY  
Coppin State College

2. DIVISION

3. UNIT  
*Human Resources*

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  
History Cards

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 )

The History Cards contain certain employment history such as salary, reclasses, promotions on each employee.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Miles Connor Administration Building  
2nd Floor, Room 225

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))

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 material for 3 years after termination of employment, then destroy.

19. NAME AND TITLE OF PREPARER  
*Thomas E. Terrell*  
Br. Thomas E. Terrell  
Director of Human Resources

20. TELEPHONE NUMBER  
383-5757

21. DATE  
March 30, 1993

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 273  
JESSUP, MARYLAND 20794

# ITEM #17

## AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY  
COPPIN STATE COLLEGE

2. DIVISION  
BUSINESS & FINANCE

3. UNIT  
FACILITIES

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  
WORK ORDER LOG

5. EARLIEST YEAR/LATEST YEAR  
'92 TO 93

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

WORK ORDER MASTER LOG - Log containing work to be performed from faculty, staff and students, and is dispatched to the maintenance and tradesmen for completion.

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)  
1  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
GYMNASIUM - BSMT - LOADING DOCK

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))

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 25 YEARS, THEN DESTROY

19. NAME AND TITLE OF PREPARER  
MYRTLE COLES  
ADM. SPECIALIST

20. TELEPHONE NUMBER  
383-5716

21. DATE  
04-01-93



INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD TO RECORDS RETENTION SCHEDULE (330-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

**ITEM 18**  
AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY  
COPPIN STATE COLLEGE

2. DIVISION  
BUS & FINANCE

3. UNIT  
FACILITIES

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  
MAINTENANCE WORK ORDERS

5. EARLIEST YEAR/LATEST YEAR  
90 TO 93

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
WORK ORDER - FORM UTILIZED FOR DISPATCHING JOB ASSIGNMENTS TO THE MAINTENANCE AND TRADESMEN STAFF FROM VARIOUS CAMPUS PERSONNEL.

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

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

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

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
GYMNASIUM - BSMT - LOADING DOCK

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))

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  
RETAINED FOR THREE YEARS THEN DESTROY

19. NAME AND TITLE OF PREPARER  
MYRTLE COLES  
ADM. SPECIALIST

20. TELEPHONE NUMBER  
383-5716

21. DATE  
04-01-93

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD TO RECORDS RETENTION SCHEDULE (FD-50-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7278 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

# ITEM 19(A,B,D)

## AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY  
COPPIN STATE COLLEGE

2. DIVISION  
BUS. & FINANCE

3. UNIT  
FACILITIES

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  
VEHICLE RECORDS

5. EARLIEST YEAR/LATEST YEAR  
'87 TO '93

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Vehicle Acquisition and Disposal Reports - Forms relating to purchase and disposal of vehicles (s).  
Vehicle Mileage & Fleet Reports - Log of each vehicle in and out miles  
Fleet safety/accident Reports - Information pertaining to vehicle accident mishaps.

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)
- NUMBER DISKETTE STORAGE FILER

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  
3 MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
GYMNASIUM - BSMT - TRANSPORTATION OFC.

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

18. RECOMMENDED RETENTION  
RETAINED FOR three YEARS AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, THEN DESTROYED.

19. NAME AND TITLE OF PREPARER  
MYRTIE COLES  
ADM. SPECIALIST

20. TELEPHONE NUMBER  
383-5716

21. DATE  
4-1-93

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

ITEM 19 (C)  
AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY  
COPPIN STATE COLLEGE

2. DIVISION  
BUS. & FINANCE

3. UNIT  
FACILITIES/MOTOR POOL

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  
VEHICLE RECORDS

5. EARLIEST YEAR/LATEST YEAR  
87 TO 93

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

Vehicle Titles - DOCUMENT LISTING OWNERSHIP OF VEHICLE AND IDENTIFICATION OF VEHICLE

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)  
1  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

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

ADMINISTRATION - BSMT - 007

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

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

18. RECOMMENDED RETENTION

LIFE OF VEHICLE, then destroy.

19. NAME AND TITLE OF PREPARER

MYRTLE COLES

20. TELEPHONE NUMBER

383-5716

21. DATE

04-01-93

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

1. DEPARTMENT/AGENCY: COPPIN STATE COLLEGE  
2. DIVISION: BUSINESS + FINANCE  
3. UNIT: CONTROLLER'S OFFICE

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: SPECIAL ACCOUNTING RECORDS  
5. EARLIEST YEAR/LATEST YEAR: 1989 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)

Books of Final Entry  
General ledgers  
Subsidiary ledgers  
Used to track assets and liabilities

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)  
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:  
NUMBER: 1  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM): ADMIN Bldg 2nd floor Rm 200  
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))  
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:  
Books of final entry are kept permanently in Coppin archives. General ledgers and subsidiary ledgers are kept three years or until audited, then destroyed.

19. NAME AND TITLE OF PREPARER: Abu Kamal Controller  
20. TELEPHONE NUMBER: (410) 383-5900  
21. DATE: 4/7/93

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 L OF L

1. DEPARTMENT/AGENCY: COPPIN STATE COLLEGE  
2. DIVISION: Business + Finance  
3. UNIT: CONTROLLER'S OFFICE

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: Budget and Fiscal Planning Records  
5. EARLIEST YEAR/LATEST YEAR: 1985 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 )

Ⓐ Equipment Inventory  
Building Inventory  
Used to track physical assets

Ⓑ Report of Fixed Assets  
Report of Materials and Supplies  
Request for Position Action

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  
7  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION  
1  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
ADMIN Bldg, 2nd floor Room 200

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))

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  
Inventory reports retained for 25 years, then destroyed.  
Fixed asset reports retained for 3 years or until audit requirements are met, then destroyed.

19. NAME AND TITLE OF PREPARER  
Abu Kamal  
Controller

20. TELEPHONE NUMBER  
(410) 383-5900

21. DATE  
4/7/93

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 580-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

1. DEPARTMENT/AGENCY: Coppin State College  
2. DIVISION: Business + Finance  
3. UNIT: Controller's Office

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: Payroll Accounting Records  
5. EARLIEST YEAR/LATEST YEAR: 1988 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)

Employee Roster Card  
Contractual Time Sheets  
Payroll Registers, Reports, Transmittals and Warrants  
Journals  
Check Register  
Adjustment and Transfer Forms

*Required by law and used to keep track of payroll processes*

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

20  
NUMBER

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

10. ANNUAL ACCUMULATION

4  
NUMBER

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

11. FILE IS USED

DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

1 NUMBER  MONTH(S)  YEAR(S)

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

ADMIN Bldg. 2nd floor 200  
Basement storage

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))

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

*Retained for five years and until all audit requirements have been met, then destroyed*

19. NAME AND TITLE OF PREPARER

Abu Kamal  
Controller

20. TELEPHONE NUMBER

(410) 383-5900

21. DATE

4/7/93

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

1. DEPARTMENT/AGENCY: Coppin State College  
2. DIVISION: Business + Finance  
3. UNIT: Controller's office

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: Miscellaneous Accounting Records  
5. EARLIEST YEAR/LATEST YEAR: 1989 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)  
Alpha Vendor Files  
Bank Statements, Books, Deposit Slips  
Cash Receipts and Certificates of Deposit  
Disbursement Voucher Files  
Money Mail Lists  
Periodic Financial Reports  
Monthly Accounting Reconciliation  
To track miscellaneous accounting records

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

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
1  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
ADMIN 2nd floor Room 2  
+ Basement storage

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))

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  
Retained for three years until all audit requirements are met, then destroyed

19. NAME AND TITLE OF PREPARER  
Abu Kamal  
Controller

20. TELEPHONE NUMBER  
(410) 383-5900

21. DATE  
4/7/93

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  
7278 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

1. DEPARTMENT/AGENCY: Coppin State College  
2. DIVISION: Business + Finance  
3. UNIT: CONTROLLER'S OFFICE

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: Special Payments File  
5. EARLIEST YEAR/LATEST YEAR: 1989 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)

Documentation of honorarium payments to non-employees

Request Forms  
Payment Documentation  
Contracts to Pay

To document special payments

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

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Admin Bldg second floor room 200  
" " basement storage area

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))

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  
Retained for three years and until all audit requirements are met, then destroyed

19. NAME AND TITLE OF PREPARER  
Abu Kamal  
Controller

20. TELEPHONE NUMBER  
(410) 383-5900

21. DATE  
4/7/93



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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY: Coppin State College  
2. DIVISION: Business + Finance  
3. UNIT: CONTROLLER'S OFFICE

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: Checkbook Stubs and Records  
5. EARLIEST YEAR/LATEST YEAR: 1989 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 )  
Working Fund, Exchange + Foreign Student Account

*To track check payments*

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  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

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

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  
Retained for three years or until all audit requirements have been met, then destroyed

19. NAME AND TITLE OF PREPARER  
Abu Kamal Controller

20. TELEPHONE NUMBER  
(410) 383-5900

21. DATE  
4/7/93

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  
7278 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

1. DEPARTMENT/AGENCY  
Coppin State College

2. DIVISION  
Business + Finance

3. UNIT  
CONTROLLER'S OFFICE

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  
Grants and Contracts

5. EARLIEST YEAR/LATEST YEAR  
1987 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 )  
Grant Applications, Proposals, Agreements  
Research Reports  
Publicity Notices and Acknowledgements  
Transfer of Fund Records  
Controlling Rules and Regulations, Reports  
Correspondence and Memoranda  
To document grants and contracts

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)  
6  
NUMBER  
10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Admin Bldg 2nd floor Room 200  
" " Basement Storage

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))

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  
Retained for three years or until all audit requirements have been met, then destroyed. Federal grants under \$25000 retained three years over \$25000 retained for six years and three months

19. NAME AND TITLE OF PREPARER  
Abu Kemal  
Controller

20. TELEPHONE NUMBER  
(410) 383-5900

21. DATE  
4/7/93

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

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794

1. DEPARTMENT/AGENCY: Coppin State College; 2. DIVISION: Business + Finance; 3. UNIT: Controller's Office

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

4. RECORD SERIES TITLE: Student Account Records; 5. EARLIEST YEAR/LATEST YEAR: 1987 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) Statements of Account
General Correspondence
Deferred Payment Agreements
Third Party Contracts and Invoices
Unpaid Checks

(b) Account Snapshots
Detail concerning specific accounts.
Used to maintain student account processes

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

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

9. VOLUME
[ ] FILE DRAWER(S)
[ ] MICROFILM REEL(S)
[ ] COMPUTER TAPE(S)
[ ] OTHER(SPECIFY)
50 NUMBER

10. ANNUAL ACCUMULATION
[X] FILE DRAWER(S)
[ ] MICROFILM REEL(S)
[ ] COMPUTER TAPE(S)
[ ] OTHER(SPECIFY)
7 NUMBER

11. FILE IS USED
[X] DAILY [ ] WEEKLY [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 NUMBER [ ] MONTH(S) [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
ADMIN Bldg. 2nd Floor Rm 200
ADMIN Bldg. Basement Storage

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

15. ACCESS RESTRICTIONS [ ] YES [X] NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
[ ] NONE [X] STATE [ ] FEDERAL [ ] INDEPENDENT

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

18. RECOMMENDED RETENTION
Student account records maintained for 3 years or until audit requirements are met, then destroyed.
Account snapshots kept for 3 years or until audit requirements are met, then destroyed.

19. NAME AND TITLE OF PREPARER
Abu Kamal
Controller

20. TELEPHONE NUMBER
(410) 383-5900

21. DATE
4/7/93

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 1

1. DEPARTMENT/AGENCY: Coppin State College  
2. DIVISION: Business + Finance  
3. UNIT: Controller's Office

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: Perkins Loan Records  
5. EARLIEST YEAR/LATEST YEAR: 1988 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)

Deferrals

*To record special arrangements made by student regarding loan repayment*

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  
2  FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER  
10. ANNUAL ACCUMULATION  
1/4  FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Admin Bldg, 2nd floor Room 200

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))

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  
*If paid in full, retained for five years and until all audit requirements have been met, then destroyed. If assigned to USOE, retained until all audit requirements have been met*

19. NAME AND TITLE OF PREPARER  
Abu Kamal  
Controller

20. TELEPHONE NUMBER  
(410) 383-5900

21. DATE  
4/7/93