

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1581

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RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND EASTERN SHORE ACADEMIC AFFAIRS

AGENCY DIVISION

Item No.	Description	Retention
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1	<p>FACULTY APPOINTMENTS, PROMOTION AND TENURE FILES</p> <p>Records which document the appointment, promotion and tenure of institutional faculty members after April 5, 1989.</p>	<p>Office of Record to keep files in paper form after April 5, 1989 for permanent retention in UMES archives.</p>
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IF UMES ARCHIVES ARE NOT AVAILABLE, MATERIAL FOR PERMANENT RETENTION WILL BE TRANSFERRED TO THE STATE HALL OF RECORDS IN ANNAPOLIS AND MATERIAL WITH LIMITED RETENTION PERIOD (5-25 YEARS) WILL BE TRANSFERRED TO THE STATE ARCHIVES FACILITY IN JESSUP.

Schedule Approved by Department,
Agency, or Division Representative

21 Oct 93 R.E. Holden V.P. Adm.

Date Signature Title

Schedule Authorized by

DEC 9 1993 Edward C. Papenfuss

Date State Archivist

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
University of Maryland Eastern Shore

2. DIVISION
Academic Affairs

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
Appointments, Promotion and Tenure Files

5. EARLIEST YEAR/LATEST YEAR
April 5, 1989 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)

Appointments, Promotion and Tenure files for the entire institution from April 5, 1989 to the present and into the future.

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 By Year of APT
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- 2 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 Only in cases of legal action.
 DAILY WEEKLY MONTHLY

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

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

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO In Departments, but they are not the office of record

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 Names and dates of appt. promotion and tenure kept in log.

18. RECOMMENDED RETENTION

Permanent retention in paper form in UMES Archives.

19. NAME AND TITLE OF PREPARER

Ronnie E. Holden V.P.

20. TELEPHONE NUMBER

410-651-6230

21. DATE

21 Oct 1993