

UNIVERSITY OF MARYLAND  
AT COLLEGE PARK

SCHEDULE  
NO. 1590

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RECORDS RETENTION AND DISPOSAL SCHEDULE

University of Maryland at College Park		Libraries
AGENCY		DIVISION
Item No.	Description	Retention
1.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>A. <u>Library Director's Office</u></p> <p>Records documenting the responsibilities and activities of and issues of concern to the Director of the University of Maryland at College Park Libraries, including correspondence, minutes, reports, publications, budgetary information, and committee and project files.</p> <p>*IF UMCP ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND STATE ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.</p> <p>B. <u>Associate Directors</u></p> <p>Files documenting the issues of concern and responsibilities of the admin-</p>	<p>Retain in Director's Office for five (5) years, then screen annually and destroy material for which no further reference is required. Material having continuing administrative, legal, fiscal, or historical value should be sent to the UMCP Archives for permanent retention.*</p> <p>Retain in office for</p>

Schedule Approved by the Vice  
President of Administrative Affairs

1/7/94  
Date

Sybil S. Stewart  
Signature

Assoc. VP  
Title

Schedule Authorized by

MAR 3 1994

Edward C. Pappas  
Signature

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE  
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	<p>istrative head of each of the Libraries' divisions. Include policies and procedures, correspondence, minutes, reports, publications, project and committee files, statistics, and divisional budget information.</p>	<p>five years, then send to UMCP Archives for screening. Material having continuing administrative, legal, fiscal or historical value retain permanently.* Destroy material for which no further reference is required.</p>
	<p><u>C. Library Units</u></p> <p>Records created as a common set by all staff members in a library unit to document daily activities and responsibilities. Contain reports, correspondence, program and project files, policies and procedures, statistics, minutes, committee files, equipment and other operations manuals, copies of contractual agreements, and collection development materials.</p>	<p>Screen annually and destroy material for which no further reference is required. Material having continuing administrative, legal, fiscal, or historical value should be sent to the UMCP Archives for permanent retention.*</p>
<p>2.</p>	<p><u>CHRON FILES</u></p> <p>Copies of out-going correspondence generated by individual library units or administrators, including the Library Director's Office, Development Office, and Associate Director for Public Services.</p>	<p>Retain in office for fifteen (15) years, then destroy.</p>

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Item No.	Description	Retention
3.	<p><u>DONOR FILES</u></p> <p>A. <u>Library Units</u></p> <p>Correspondence, gift agreements, collection inventories, processing notes, publicity materials, and working papers documenting the gifts of library materials by outside donors to units within the the UMCP Libraries system.</p> <p>B. <u>Development Office</u></p> <p>Research notes, correspondence, and copies of gift receipts relating to gifts to the UMCP Libraries. Includes files on individual donors, special projects, and prospective donors.</p>	<p>Retain permanently in library unit in paper form.</p> <p>Retain for ten (10) years after file is declared inactive, then destroy.</p>
4.	<p><u>SPECIAL PROJECT FILES-DEVELOPMENT OFFICE</u></p> <p>The Libraries' Development Office is responsible for coordinating library events and plays a major role in efforts undertaken to preserve the Gordon W. Prange Collection: The Allied Occupation of Japan, 1945-1952.</p> <p>A. <u>Events Files</u></p> <p>Correspondence, guest lists, speeches, catering information, and arrangements for auxiliary services such as security and parking.</p>	<p>Screen annually and destroy material for which no further reference is required. Material having continuing administrative,</p>

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Item No.	Description	Retention
	<p><u>B. Prange Collection Records</u></p> <p>Correspondence, records of negotiations, legal agreements, and working papers relating to the project to preserve the Gordon W. Prange Collection: The Allied Occupation of Japan, 1945-1952.</p>	<p>legal, fiscal, or historical value to be retained permanently in UMCP Archives.*</p> <p>Screen annually and destroy material for which no further reference is required. Material having continuing value to be retained permanently in UMCP Archives.*</p>
5.	<p><u>HUMAN RESOURCES</u></p> <p><u>A. Time Sheets, Staff</u></p> <p>Individual time sheets approved by the supervisor showing employee's hours worked and leave time taken.</p>	<p>Retain for three (3) years and until all audit requirements are met, then destroy.**</p>
<p>**UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000, AND 6 YEARS 3 MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000.</p>		

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Item No.	Description	Retention
	<p><u>B. Time Sheets, Student Assistants</u></p> <p>Individual sheets approved by the supervisor showing hours worked by each student assistant.</p> <p><u>C. Search Files, Associate Staff</u></p> <p>Search committee minutes and reports, copies of advertising notices placed, candidate resumes and letters of recommendation, affirmative action approval, and documentation of history of searches conducted to fill associate staff vacancies.</p> <p><u>D. Personnel Files, Staff</u></p> <p>Appointment letters, payroll entries and changes, benefits information, applications/resumes, I-9 forms, drug policy statements, consulting reports, performance appraisals, commendation and/or disciplinary letters, and separation notices. These materials document the employment history of library staff members and include several types of documents not maintained in UMCP campus Department of Personnel files for each employee.</p>	<p>Retain for three (3) years and until all audit requirements are met, then destroy.**</p> <p>Retain for five (5) years, then destroy general correspondence. Retain advertisements, committee recommendations and voting, and top ten candidate resumes for twenty-five (25) years, then destroy.</p> <p>Retain for three (3) years after termination of employment, then destroy.</p>

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Item No.	Description	Retention
6.	<p><u>INTERLIBRARY LOAN</u></p> <p>A. <u>Borrowing Requests</u></p> <p>Requests generated by UMCP borrowers to borrow books and photocopies of journal articles from off-campus sources.</p> <p>B. <u>Filled Interlibrary Loan Requests</u></p> <p>Requests by non-UMCP borrowers to borrow books and copies of journal articles owned by UMCP Libraries.</p>	<p>Retain for three (3) years, then destroy.</p> <p>Retain for three (3) years and until all audit requirements are met, then destroy.**</p>
7.	<p><u>ACQUISITIONS</u></p> <p>A. <u>Bill Listings</u></p> <p>Printouts listing all invoices paid on a daily basis for the acquisition of library materials; includes such information as vendor name, account number, vend date, invoice number, object code, item charge, credit, and invoice total.</p>	<p>Retain for three (3) years and until all audit requirements are met, then destroy.**</p>
8.	<p><u>INFORMATION TECHNOLOGY</u></p> <p>A. <u>System-wide Log</u></p> <p>Records listing dates of system-wide backups of the Libraries' databases and indicating which backup tapes were used.</p>	<p>Retain until tapes are re-used, then destroy.</p>

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Item No.	Description	Retention
	<p><u>B. Tape Backup Records</u></p> <p>Lists of disk files copied onto each backup tape.</p> <p><u>C. Backup Logs</u></p> <p>Records of when backups of individual library databases were created and what tapes were used.</p> <p><u>D. Shift Log</u></p> <p>Summary and highlight of system problems reported that may continue over more than one operator's shift.</p> <p><u>E. Problem Reports</u></p> <p>Records of open and closed problems with the Libraries' CARL system reported by all University of Maryland (System) sites. COLORADO ALLIANCE RESEARCH LIBRARIES (CARL) vendor for on-line cataloging.</p> <p><u>F. Operator Logs</u></p> <p>Record of system operators' daily activities, including routine operational tasks, system problems, and any non-routine occurrences.</p>	<p>Retain for one (1) month or until tape is re-used, then destroy.</p> <p>Retain for one (1) month or until tape is re-used, then destroy.</p> <p>Retain for six (6) months, then destroy.</p> <p>Retain in electronic form until no longer needed, then destroy. Retain paper copies for two years, then destroy.</p> <p>Retain for six (6) months, then destroy.</p>

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Item No.	Description	Retention
	<p>G. <u>Transaction Logs</u></p> <p>Records of interactions of patrons and piece(s) of library material, including financial transactions and borrowing or returning items. These are maintained in online electronic form, as tape backups, and on microfiche.</p>	<p>Retain in online electronic format for three years. Then transfer to tape backup. Retain electronic tape backups in the Information Technology Div. until no longer needed. Then reuse. Retain in computer-generated microfiche form for three years and until all requirements are met, then destroy.**</p>
9.	<p><u>CIRCULATION AND RESERVES</u></p> <p>A. <u>Billing Records</u></p> <p>Correspondence regarding billing questions and problems, copies of bills and invoices, and reports of billing status, for overdue fines, library materials' replacement costs, and other library charges against patrons' accounts.</p> <p>B. <u>Patron Registration</u></p> <p>Names and addresses of UMCP Libraries' borrowers; initially maintained in paper form, then information is entered into</p>	<p>Retain for three (3) years and until all audit requirements are met, then destroy.**</p> <p>Retain paper copies for six (6) months,</p>



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Item No.	Description	Retention
	<p>automated library system.</p>	<p>then destroy. Retain information on active borrowers in automated system on a perpetual basis, destroy as borrower becomes inactive.</p>
	<p><u>C. User Notices</u></p> <p>Copies of recall, availability, and overdue notices sent to library patrons.</p>	<p>Retain for three (3) years and until all audit requirements are met, then destroy.**</p>
	<p><u>D. Collection Information Reports</u></p> <p>Reports listing temporary conversion records (TCR) created and books identified as missing.</p>	<p>Retain TCR reports for one (1) month or until online record appears, then destroy. Retain missing book reports for one (1) year, then destroy.</p>
	<p><u>E. Manual Charge Slips-Reserves</u></p> <p>Records of items on reserve charged out manually to library patrons.</p>	<p>Retain for one (1) month, then destroy.</p>
	<p><u>F. Faculty Lists-Reserves</u></p> <p>Lists of materials that faculty members have requested to have held on reserve.</p>	<p>Retain for two (2) years, then destroy.</p>

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Item No.	Description	Retention
	<p><u>G. Statistics Printouts</u></p> <p>Computer-generated printouts of circulation statistics, reserves processing, holds, recalls, temporary conversions, tracers, and claims returned; includes transaction logs and "snapshots".</p> <p><u>H. Traffic Reports</u></p> <p>Records of hourly exit turnstile counts.</p> <p><u>I. Computer Downtime Log</u></p> <p>Record of downtime for automated circulation system; includes notations of time system went down, time operations resumed, and reason for downtime.</p>	<p>Retain for one (1) year, then destroy.</p> <p>Retain current year plus one (1) year, then destroy.</p> <p>Retain for one (1) year, then destroy.</p>
10.	<p><u>SEARCH FILES-ELECTRONIC REFERENCE</u></p> <p>These files contain search requests, statistics, and billings for searches performed by the Electronic Reference Services unit.</p>	<p>Retain for three (3) years and until all audit requirements have been met, then destroy.**</p>
11.	<p><u>PRESERVATION TREATMENT WORK FORMS</u></p> <p>Records of routine preservation treatments performed on library materials, such as rebinding, reformatting, or enclosing.</p>	<p>Retain for one (1) year, then destroy.</p>

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Item No.	Description	Retention
12.	<p><u>SPECIAL COLLECTIONS USE</u></p> <p>A. <u>Guest Registers-Maryland Room</u></p> <p>Sign-in sheets recording names, addresses, and status of each individual who has used materials serviced in the Maryland Room.</p> <p>B. <u>Call Slips-Maryland Room</u></p> <p>Copies of call slips used by patrons to request materials held by the Marylandia and Rare Books Department.</p> <p>C. <u>Use Agreement Forms-Archives and Manuscripts</u></p> <p>Forms signed by researchers indicating that they have read and agree to abide by the rules established for the use of primary source/original materials; includes user's name, address, and identification information.</p> <p>D. <u>Collection Retrieval Requests-Archives and Manuscripts</u></p> <p>Records of manuscript materials, photographs, and memorabilia which have been requested for use by patrons; this is a permanent record of usage maintained for security and copyright purposes.</p>	<p>Retain for seven (7) years, then destroy.</p> <p>Retain for seven (7) years, then destroy.</p> <p>Retain Permanently in library unit in paper form. Transfer periodically to UMCP Archives.</p> <p>Retain permanently in library unit in paper form. Transfer periodically to UMCP Archives.</p>
13.	<p><u>PHOTOCOPY CENTER</u></p> <p>A. <u>Coin-op Photocopier Usage Reports</u></p> <p>Reports listing beginning and ending meter readings, total meter copies, money collected, and difference between meter reading and money collected for</p>	<p>Retain for three (3) years and until all</p>

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	<p>each copier in each library on the UMCP campus; also includes deposits and income reports.</p> <p><u>B. Photocopy Requests</u></p> <p>Copies of completed requests for photocopying services performed by the UMCP Libraries Photocopy Center.</p> <p><u>C. Register Reports</u></p> <p>Reports of cash income rung through the Photocopy Center's cash register.</p> <p><u>D. Student Copy Card Receipts</u></p> <p>Receipt issued to student assistant to obtain complimentary copy card provided as part of assistantship benefits.</p> <p><u>E. Supply Requisitions</u></p> <p>Internal requisitions for copier supplies for Libraries' administrative copiers (e.g. paper, toner, fuser oil).</p> <p><u>F. Equipment/Service Call Reports</u></p> <p>Records of chargeable and non-chargeable service calls for equipment maintenance and repair for UMCP Libraries photocopiers.</p>	<p>audit requirements have been met, then destroy.**</p> <p>Retain for three (3) years and until all audit requirements have been met, then destroy.**</p> <p>Retain for three (3) years and until all audit requirements have been met, then destroy.**</p> <p>Retain for five (5) years, then destroy.</p> <p>Retain for one (1) year, then destroy.</p> <p>Retain until equipment is no longer in use, then destroy.</p>

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Item No.	Description	Retention
14.	<p><u>VEHICLE SIGN-OUT SHEETS</u></p> <p>Sign-out sheets recording use of vehicles assigned to the UMCP Libraries; record of individual using vehicles and times out and in.</p>	<p>Retain for two (2) years, then destroy.</p>
15.	<p><u>KEY REGISTRATION</u></p> <p>A. <u>Key Sign-out Sheets</u></p> <p>Records of usage of keys issued to library units.</p> <p>B. <u>Card Key Registration Forms</u></p> <p>Information forms completed by employees prior to issuance of card keys to McKeldin Library.</p>	<p>Retain for six (6) months, then destroy.</p> <p>Retain until termination of employment, then destroy.</p>

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>	
				PAGE <u>1</u> OF <u>1</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Academic Affairs		3. UNIT Libraries	
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 Faculty Lists-Reserves				5. EARLIEST YEAR/LATEST YEAR <u>1970</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  Lists of materials that faculty members have requested to have held on reserve.					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> OTHER(SPECIFY) <u>11" X 14"</u>		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input 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(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) <u>7</u> 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) <u>3</u> NUMBER	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>2</u> <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Buildings 035, 174, 145, 146, 091, 084			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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Annotated Code of Maryland SG §10-616			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input 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 Retain for two (2) years, then destroy.		
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060		21. DATE 12/14/93	

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Academic Affairs	3. UNIT Libraries	
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 Statistics Printouts		5. EARLIEST YEAR/LATEST YEAR <u>1992</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  Computer-generated printouts of circulation statistics, reserves processing, holds, recalls, temporary conversions, tracers, and claims returned; includes transaction logs and "snapshots".			
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 checked="" type="checkbox"/> OTHER(SPECIFY) <u>11" X 14"</u>		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____	
		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <u>4</u> <input type="checkbox"/> MICROFILM(S) NUMBER <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <u>5</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>1</u> <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S) NUMBER	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  Buildings 035, 174, 145, 146, 091, 084		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))  Annotated Code of Maryland SG § 10-616		16. AUDIT REQUIREMENTS  <input checked="" type="checkbox"/> NONE <input 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  Retain for one (1) year, then destroy.	
19. NAME AND TITLE OF PREPARER  Anne Turkos	20. TELEPHONE NUMBER  405-9060	21. DATE  12/14/93	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)

UNIVERSITY OF MARYLAND  
AT  
COLLEGE PARK

AGENCY RECORDS INVENTORY

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University of Maryland at College Park

2. DIVISION  
Academic Affairs

3. UNIT  
Libraries

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  
Traffic Reports

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.)

Records of hourly turnstile counts.

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

10. ANNUAL ACCUMULATION  
1/2  
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     MONTHS(S)     YEARS(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Building 035, 174

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 current year plus one (1) year, then destroy.

19. NAME AND TITLE OF PREPARER  
Anne Turkos

20. TELEPHONE NUMBER  
405-9060

21. DATE  
12/14/93



<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>	
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DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Computer Downtime Log				5. EARLIEST YEAR/LATEST YEAR <u>1991</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  <p style="text-align: center;">Record of downtime for automated circulation system; includes notations of time system went down, time operations resumed, and reason for downtime.</p>					
7. RECORD SERIES FORMAT(S) <input checked="" 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) <hr/>		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) <hr/>		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>1</u> NUMBER    volume <hr/> 10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>less than</u> NUMBER <u>one</u> volume	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input checked="" type="checkbox"/> MONTHS(S) <input type="checkbox"/> YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Circulation Desk			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 checked="" type="checkbox"/> NONE <input 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 Retain for one (1) year, then destroy.		
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060		21. DATE 12/14/93	

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>	
		PAGE <u>1</u> OF <u>1</u>			
1. AGENCY University of Maryland at College Park		2. DIVISION Academic Affairs		3. UNIT Libraries	
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 Search Files-Electronic Reference				5. EARLIEST YEAR/LATEST YEAR 1988 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.)  Search requests, statistics, and billings for searches performed by the Electronic Reference Services unit.					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> ALPHABETICAL <input 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) <u>5</u> <input type="checkbox"/> MICROFILM(S) NUMBER <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>1</u> <input checked="" type="checkbox"/> FILE DRAWER(S) NUMBER <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____			
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>5</u> <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 1109			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO    Library Acquisitions		
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Annotated Code of Maryland SG § 10-616			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  Retain for three (3) years and until all audit requirements have been met; then destroy.		
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060		21. DATE 12/14/93	

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>	
				PAGE <u>1</u> OF <u>1</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Academic Affairs		3. UNIT Libraries	
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 Preservation Treatment Work Forms				5. EARLIEST YEAR/LATEST YEAR <u>1990</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  Records of routine preservation treatments performed on library materials, such as rebinding, reformatting, or enclosing.					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>boxes</u>	
				10. ANNUAL ACCUMULATION <u>1/2</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>box</u>	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 0213			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 checked="" type="checkbox"/> NONE <input 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 Retain for one (1) year, then destroy.		
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060		21. DATE 12/14/93	

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>	
				PAGE <u>1</u> OF <u>1</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Academic Affairs		3. UNIT Libraries	
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 Guest Registers-Maryland Room				5. EARLIEST YEAR/LATEST YEAR <u>1984</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  <p style="text-align: center;">Sign-in sheets recording names, addresses, and status of each individual who has used materials serviced in the Maryland Room.</p>					
7. RECORD SERIES FORMAT(S) <input checked="" 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) <hr/>		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) <hr/>		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>4</u> NUMBER <u>volumes</u>	
				10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>1</u> NUMBER <u>volume</u>	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 3123A			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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Annotated Code of Maryland SG 10-616			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input 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 Retain for seven (7) years, then destroy.		
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060		21. DATE 12/14/93	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>1</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Academic Affairs		3. UNIT Libraries	
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 Call Slips-Maryland Room				5. EARLIEST YEAR/LATEST YEAR <u>1984</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  Copies of call slips used by patrons to request materials held by the Marylandia and Rare Books Department.					
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 checked="" type="checkbox"/> OTHER(SPECIFY) <u>3" X 5"</u>		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 type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>boxes</u> <hr/> 10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>box</u>	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input checked="" type="checkbox"/> MONTHS(S) <input type="checkbox"/> YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 3123A			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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Annotated Code of Maryland SG 10-616			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input 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 Retain for seven (7) years, then destroy.		
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060		21. DATE 12/15/93	

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	UNIVERSITY OF MARYLAND AT COLLEGE PARK	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>
1. AGENCY University of Maryland at College Park	2. DIVISION <u>Academic Affairs</u>	3. UNIT <u>Libraries</u>
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES		
4. RECORD SERIES TITLE <u>Use Agreement Forms-Archives and Manuscripts</u>	5. EARLIEST YEAR/LATEST YEAR <u>1985 TO 1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  <p style="text-align: center;">Forms signed by researchers indicating that they have read and agree to abide by the rules established for the use of primary source/original materials; includes user's name, address, and identification information.</p>		
7. RECORD SERIES FORMAT(S) <input checked="" 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) <hr/>	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) <hr/>	9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>volumes</u> <hr/> 10. ANNUAL ACCUMULATION <u>less than</u> <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>volume</u> <hr/>
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>0</u> <input type="checkbox"/> MONTHS(S) <input type="checkbox"/> YEARS(S) NUMBER	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  <u>Byilding 035, Room 3119</u>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))  <u>Annotated Code of Maryland SG 10-616</u>	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input 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  <u>Retain permanently in library unit in paper form. Transfer periodically to the UMCP Archives.</u>	
19. NAME AND TITLE OF PREPARER  <u>Anne Turkos</u>	20. TELEPHONE NUMBER  <u>405-9060</u>	21. DATE  <u>12/15/93</u>

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	UNIVERSITY OF MARYLAND AT COLLEGE PARK	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Academic Affairs	3. UNIT Libraries
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 Collection Retrieval Requests-Archives and Manuscripts	5. EARLIEST YEAR/LATEST YEAR 1985 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.)  Records of manuscript materials, photographs, and memorabilia which have been requested for use by patrons; this is a permanent record of usage maintained for security and copyright purposes.		
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 checked="" type="checkbox"/> OTHER(SPECIFY) <u>5" X 8"</u>	8. RECORD SERIES SEQUENCE  <input checked="" type="checkbox"/> ALPHABETICAL <input 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(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) <u>1</u> NUMBER  10. ANNUAL ACCUMULATION <u>less than</u> NUMBER <u>1/2</u> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  Building 035, Room 3119	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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)  Annotated Code of Maryland SG 10-616	16. AUDIT REQUIREMENTS  <input checked="" type="checkbox"/> NONE <input 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  Retain permanently in library unit in paper form. -Transfer periodically to the UMCP Archives.	
19. NAME AND TITLE OF PREPARER  Anne Turkos	20. TELEPHONE NUMBER  405-9060	21. DATE  12/15/93

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Academic Affairs		3. UNIT Libraries	
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 Coin-Op Photocopier Usage Reports				5. EARLIEST YEAR/LATEST YEAR <u>1981</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  Reports listing beginning and ending meter readings, total meter copies, money collected, and difference between meter reading and money collected for each copier in each library on the UMCP campus, also includes deposits and income reports.					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____  10. ANNUAL ACCUMULATION <u>1/2</u> <input checked="" type="checkbox"/> FILE DRAWER(S) NUMBER <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 1217-Current Building 035, Attic-Archived			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 Retain for three (3) years and until all audit requirements have been met, then destroy.		
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060		21. DATE 12/15/93	



<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>	
				PAGE <u>1</u> OF <u>1</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Academic Affairs		3. UNIT Libraries	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE <u>Photocopy Requests</u>				5. EARLIEST YEAR/LATEST YEAR <u>1981</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  <p style="text-align: center;">Copies of completed requests for photocopying services performed by the UMCPLibraries Photocopy Center.</p>					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____ <u>10</u> 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) _____ <u>2</u> NUMBER	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 1217-Current Building 035, Attic-Archived			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 Retain for three (3) years and until all audit requirements have been met, then destroy.		
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060		21. DATE 12/15/93	

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Academic Affairs		3. UNIT Libraries	
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 Register Reports				5. EARLIEST YEAR/LATEST YEAR <u>1992</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  Reports of cash income rung through Photocopy Center's cash register.					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
				10. ANNUAL ACCUMULATION <u>1/2</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  Building 035, Room 1217			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  Retain for three (3) years and until all audit requirements have been met, then destroy.		
19. NAME AND TITLE OF PREPARER  Anne Turkos		20. TELEPHONE NUMBER  405-9060		21. DATE  12/15/93	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)

UNIVERSITY OF MARYLAND  
AT  
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. AGENCY  
University of Maryland at College Park

2. DIVISION  
Academic Affairs

3. UNIT  
Libraries

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 Copy Card Receipts

5. EARLIEST YEAR/LATEST YEAR  
1990 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.)

Receipt issued to student assistant to obtain complimentary copy card provided as part of assistantship benefits.

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

10. ANNUAL ACCUMULATION  
less than 1/2  
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     MONTHS(S)     YEARS(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Building 035, Room 1217

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 five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER  
Anne Turkos

20. TELEPHONE NUMBER  
405-9060

21. DATE  
12/15/93

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)

UNIVERSITY OF MARYLAND  
AT  
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. AGENCY  
University of Maryland at College Park

2. DIVISION  
Academic Affairs

3. UNIT  
Libraries

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  
Supply Requisitions

5. EARLIEST YEAR/LATEST YEAR  
1992 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.)

Internal requisitions for copier supplies for Libraries' administrative copies (e.g. paper, toner, fuser oil).

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)  
by type of supply  
ordered

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1/2  
NUMBER

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

11. FILE IS USED  
 DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER  
1     MONTHS(S)     YEARS(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Building 035, Room 1217

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 one (1) year, then destroy.

19. NAME AND TITLE OF PREPARER  
Anne Turkos

20. TELEPHONE NUMBER  
405-9060

21. DATE  
12/15/93

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION <u>Academic Affairs</u>		3. UNIT <u>Libraries</u>	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE <u>Equipment/Service Call Reports</u>				5. EARLIEST YEAR/LATEST YEAR <u>1988</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  <p style="text-align: center;">Records of chargeable and non-chargeable service calls for equipment maintenance and repair for UMCP Libraries' photocopiers.</p>					
7. RECORD SERIES FORMAT(S) <input checked="" 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) <hr/>		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>by vendor</u>		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) <hr/> 10. ANNUAL ACCUMULATION <u>1/2</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) <hr/>	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>0</u> NUMBER <input type="checkbox"/> MONTHS(S) <input type="checkbox"/> YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  <u>Building 035, Room 1217</u>			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS  <input checked="" type="checkbox"/> NONE <input 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  <u>Retain until equipment is no longer in use, then destroy.</u>		
19. NAME AND TITLE OF PREPARER  <u>Anne Turkos</u>		20. TELEPHONE NUMBER  <u>405-9060</u>		21. DATE  <u>12/15/93</u>	

<b>INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)</b>		UNIVERSITY OF MARYLAND AT COLLEGE PARK	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Academic Affairs	3. UNIT Libraries	
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 Sign-out Sheets		5. EARLIEST YEAR/LATEST YEAR <u>1992</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  <p style="text-align: center;">Sign-out sheets recording use of vehicles assigned to U MCP Libraries; record of individual using vehicles and times out and in.</p>			
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____	
		9. VOLUME <u>1/2</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>1/2</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER sheet is filled _____ MONTHS(S) <input type="checkbox"/> YEARS(S) NUMBER	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 1209A		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 checked="" type="checkbox"/> NONE <input 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 Retain for two (2) years, then destroy.	
19. NAME AND TITLE OF PREPARER Anne Turkos	20. TELEPHONE NUMBER 405-9060	21. DATE 12/15/93	

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>	
				PAGE <u>1</u> OF <u>1</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Academic Affairs		3. UNIT Libraries	
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 Key Sign-out Sheets				5. EARLIEST YEAR/LATEST YEAR <u>1993</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  Records of usage of keys issued to the Facilities and Services unit of the UMCP Libraries.					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____ <u>1/2</u> NUMBER	
				10. ANNUAL ACCUMULATION <u>1/2</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>sheet</u> is filled <input type="checkbox"/> MONTHS(S) <input type="checkbox"/> YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 1209A			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 checked="" type="checkbox"/> NONE <input 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 Retain for six (6) months, then destroy.		
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060		21. DATE 12/15/93	

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	UNIVERSITY OF MARYLAND AT COLLEGE PARK	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Academic Affairs	3. UNIT Libraries
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 Card Key Registration Forms		5. EARLIEST YEAR/LATEST YEAR 1992 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.)  <p style="text-align: center;">Information forms completed by employees prior to issuance of card keys to McKeldin Library.</p>		
7. RECORD SERIES FORMAT(S)  <input checked="" 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) <hr/>	8. RECORD SERIES SEQUENCE  <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) <hr/>	9. VOLUME <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>binder</u>
10. ANNUAL ACCUMULATION <u>less than</u> NUMBER <u>1</u> <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>binder</u>		
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER termination of employee <u>        </u> MONTHS(S) <input type="checkbox"/> YEARS(S) NUMBER
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  <u>Building 035, Room 1209A</u>		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))		16. AUDIT REQUIREMENTS  <input checked="" type="checkbox"/> NONE <input 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 Retain until termination of employee, then destroy.
19. NAME AND TITLE OF PREPARER  Anne Turkos	20. TELEPHONE NUMBER  405-9060	21. DATE  12/15/93



<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>	
		PAGE <u>1</u> OF <u>1</u>			
1. AGENCY University of Maryland at College Park		2. DIVISION <u>Academic Affairs</u>		3. UNIT <u>Libraries</u>	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE <u>General Correspondence-Associate Directors</u>				5. EARLIEST YEAR/LATEST YEAR <u>1976 TO 1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  <p>Files documenting the issues of concern to and responsibilities of the administrative head of each of the Libraries' divisions. Include policies and procedures, correspondence, minutes, reports, publications, project and committee files, statistics, and divisional budget information.</p>					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <u>100</u> <input checked="" type="checkbox"/> FILE DRAWER(S) NUMBER <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>5</u> <input checked="" type="checkbox"/> FILE DRAWER(S) NUMBER <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____			
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>5</u> <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  <u>Building 035</u>			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input 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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO  <u>some associate directors have created index listings using word processing software</u>			18. RECOMMENDED RETENTION Retain in office for five (5) years, then send to UMCP Archives for screening. Material having continuing legal, administrative, fiscal, or historical value will be permanently retained. Destroy material for which no further reference is required.		
19. NAME AND TITLE OF PREPARER  <u>Anne Turkos</u>		20. TELEPHONE NUMBER  <u>405-9060</u>		21. DATE  <u>12/13/93</u>	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)

UNIVERSITY OF MARYLAND  
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AGENCY RECORDS INVENTORY

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1. AGENCY  
University of Maryland at College Park

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Libraries

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-Library Units

5. EARLIEST YEAR/LATEST YEAR  
1968 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.)

Records created as a common set by all staff members in a library unit to document daily activities and responsibilities. Contain correspondence, reports, program and project files, policies and procedures, statistics, minutes, committee files, equipment and other operations manuals, copies of contractual agreements, and collection development materials.

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

- 115  
NUMBER
- FILE DRAWER(S)  
 MICROFILM(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 9  
NUMBER
- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY       WEEKLY       MONTHLY

12. FILE BECOMES INACTIVE AFTER  
5  
NUMBER       MONTHS(S)       YEARS(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Buildings 035, 174, 146, 145, 091, and 084

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  
Screen annually and destroy materials for which no further reference is required. Materials having continuing value should be sent to the UMCP Archives for permanent retention.

19. NAME AND TITLE OF PREPARER

Anne Turkos

20. TELEPHONE NUMBER

405-9060

21. DATE

12/13/93

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>	
				PAGE <u>1</u> OF <u>1</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Academic Affairs		3. UNIT Libraries	
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 Chron Files				5. EARLIEST YEAR/LATEST YEAR <u>1978</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  <p style="text-align: center;">Copies of out-going correspondence generated by individual library units or administrators, including the Library Director's Office, Development Office, and Associate Director for Public Services.</p>					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <u>10</u> <input type="checkbox"/> MICROFILM(S) NUMBER <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
				10. ANNUAL ACCUMULATION <u>1.5</u> <input checked="" type="checkbox"/> FILE DRAWER(S) NUMBER <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Rooms 4121, 4100F, 3118, 1103			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 checked="" type="checkbox"/> NONE <input 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 Retain in office for fifteen (15) years, then destroy.		
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060		21. DATE 12/13/93	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)

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

4. RECORD SERIES TITLE  
Donor Files-Library Units

5. EARLIEST YEAR/LATEST YEAR  
1941 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.)

Correspondence, gift agreements, collection inventories, processing notes, publicity materials, and working papers documenting the gifts of library materials by outside donors to units within the UMCP Libraries system.

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(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  
0 MONTHS(S)     YEARS(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Buildings 035 and 174

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))  
Annotated Code of Maryland SG 10-616

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 permanently in library unit in paper form. Transfer periodically to the UMCP Archives.

19. NAME AND TITLE OF PREPARER  
Anne Turkos

20. TELEPHONE NUMBER  
405-9060

21. DATE  
12/13/93

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)

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

4. RECORD SERIES TITLE  
General Correspondence-Library Director's Office

5. EARLIEST YEAR/LATEST YEAR  
1982 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.)

Correspondence, minutes, reports, publications, budgetary records, committee files, project files, and other records documenting the daily activities of and issues of concern to the Director of Libraries.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED  
 DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER  
5     MONTHS(S)     YEARS(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Building 035, Room 4121-Current  
Building 035, Room 4100F-Archives

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

Macintosh-word processing.

18. RECOMMENDED RETENTION Retain in Director's Office for five (5) years, then screen annually and destroy material for which no further reference is required. Material having continuing legal, administrative, fiscal, or historical value should be sent to the UMCP Archives for permanent retention.

19. NAME AND TITLE OF PREPARER

Anne Turkos

20. TELEPHONE NUMBER

405-9060

21. DATE

12/13/93

<b>INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)</b>	UNIVERSITY OF MARYLAND AT COLLEGE PARK	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>
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DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES		
4. RECORD SERIES TITLE Donor Files-Development Office	5. EARLIEST YEAR/LATEST YEAR <u>1986</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  <p style="text-align: center;">Research notes, correspondence, and copies of gift receipts relating to gifts to the UMCP Libraries. Includes files on individual donors, special projects, and prospective donors.</p>		
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> ALPHABETICAL <input 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(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____  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) _____
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER donor no longer active _____ MONTHS(S) <input type="checkbox"/> YEARS(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 3118	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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Annotated Code of Maryland SG 10-616	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input 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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO word processing	18. RECOMMENDED RETENTION Retain in office for ten (10) years after donor is declared inactive, then destroy.	
19. NAME AND TITLE OF PREPARER Anne Turkos	20. TELEPHONE NUMBER 405-9060	21. DATE 12/13/93

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>	
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DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Events Files-Development Office				5. EARLIEST YEAR/LATEST YEAR <u>1986</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  Correspondence, guest lists, speeches, catering information, and arrangements for auxiliary services such as security and parking.					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> ALPHABETICAL <input 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(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____ <u>2</u> 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) _____ <u>1/2</u> NUMBER	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 3118			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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)  Annotated Code of Maryland SG § 10-616			16. AUDIT REQUIREMENTS  <input checked="" type="checkbox"/> NONE <input 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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO  word processing			18. RECOMMENDED RETENTION Screen annually and destroy materials for which no further reference is required. Materials having continuing value should be sent to the UMCP Archives for permanent retention.		
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060		21. DATE 12/13/93	

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>	
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DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Prange Collection Records				5. EARLIEST YEAR/LATEST YEAR <u>1986</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  Correspondence, records of negotiations, legal agreements, and working papers relating to the project to preserve the Gordon W. Prange Collection: The Allied Occupation of Japan, 1945-1952.					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> ALPHABETICAL <input 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(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____ <u>2</u> 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) _____ <u>1</u> NUMBER	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>5</u> <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 3118			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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))  Annotated Code of Maryland SG §10-616			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input 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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO  word processing			18. RECOMMENDED RETENTION Screen annually and destroy materials for which no further reference is required. Materials having continuing value to be retained in the UMCP Archives.		
19. NAME AND TITLE OF PREPARER  Anne Turkos		20. TELEPHONE NUMBER  405-9060		21. DATE  12/13/93	



<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>	
		PAGE <u>1</u> OF <u>1</u>			
1. AGENCY University of Maryland at College Park		2. DIVISION Academic Affairs		3. UNIT Libraries	
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 Time Sheets, Staff				5. EARLIEST YEAR/LATEST YEAR <u>1992</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  Individual sheets approved by the supervisor showing employee's hours worked and leave time taken.					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <u>12</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>2</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____			
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>2</u> NUMBER <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 4109-Current Building 035, Attic-Archives			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 Retain for three (3) years and until all audit requirements have been met, then destroy.		
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060		21. DATE 12/13/93	

<b>INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)</b>		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Academic Affairs		3. UNIT Libraries	
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 Time Sheets, Student Assistants				5. EARLIEST YEAR/LATEST YEAR <u>1992</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  Individual sheets approved by the supervisor showing hours worked by each student assistant.					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <u>18</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>4</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____			
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> <sup>bi-</sup> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 4109-Current Building 035, Attic-Archives			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 Retain for three (3) years and until all audit requirements have been met, then destroy.		
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060		21. DATE 12/13/93	

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	UNIVERSITY OF MARYLAND AT COLLEGE PARK	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>	
1. AGENCY University of Maryland at College Park	2. DIVISION Academic Affairs	3. UNIT Libraries	
<b>DEFINITION - RECORD SERIES:</b> 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 Search Files, Associate Staff		5. EARLIEST YEAR/LATEST YEAR <u>1988</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  Search committee minutes and reports, copies of advertising notices placed, candidate resumes and letters of recommendation, affirmative action approval, and documentation of history of searches conducted to fill associate staff vacancies.			
7. RECORD SERIES FORMAT(S)  <input checked="" 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 checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____  10. ANNUAL ACCUMULATION <u>1</u> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER completion of search _____ <input type="checkbox"/> MONTHS(S) <input type="checkbox"/> YEARS(S) NUMBER	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  Building 035, Room 4105		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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))  Annotated Code of Maryland SG 10-616		16. AUDIT REQUIREMENTS  <input checked="" type="checkbox"/> NONE <input 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    Retain for five (5) years, then destroy general correspondence. Retain minutes, advertisements, committee recommendations and voting, and top ten candidate resumes for twenty-five (25) years, then destroy.	
19. NAME AND TITLE OF PREPARER  Anne Turkos	20. TELEPHONE NUMBER  405-9060	21. DATE  12/13/93	

<b>INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)</b>		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>	
				PAGE <u>1</u> OF <u>1</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Academic Affairs		3. UNIT Libraries	
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 Files, Staff				5. EARLIEST YEAR/LATEST YEAR <u>1988</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  Appointment letters, payroll entries and changes, benefits information, applications/resumes, I-9 forms, drug policy statements, consulting reports, performance appraisals, commendation and/or disciplinary letters, and separation notices. These materials document the employment history of library staff members and include several types of documents not maintained in UMCP campus Department of Personnel files for each employee.					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <u>15</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
				10. ANNUAL ACCUMULATION <u>1.5</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S) after termination		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 4109			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO some duplication in UMCP Personnel		
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Annotated Code of Maryland SG § 10-616			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input 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 Retain for three (3) years after termination of employee, then destroy.		
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060		21. DATE 12/13/93	



INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK	AGENCY RECORDS INVENTORY  PAGE <u>1</u> OF <u>1</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Academic Affairs	3. UNIT Libraries	
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 Filled Interlibrary Loan Requests		5. EARLIEST YEAR/LATEST YEAR <u>1989</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  Requests by non-UMCP borrowers to borrow books and copies of journal articles owned by UMCP Libraries.			
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 checked="" type="checkbox"/> OTHER(SPECIFY) <u>5" X 8"</u>		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)	
		9. VOLUME <u>60</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
		10. ANNUAL ACCUMULATION <u>12</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 1137-Current Building 035, Fumigation Room-Archived		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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Annotated Code of Maryland SG 10-616		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 Retain for three (3) years and until all audit requirements are met, then destroy.	
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060	
		21. DATE 12/13/93	

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>	
		PAGE <u>1</u> OF <u>1</u>			
1. AGENCY University of Maryland at College Park		2. DIVISION Academic Affairs		3. UNIT Libraries	
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 Bill Listings				5. EARLIEST YEAR/LATEST YEAR 1988 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.)  Printouts listing all invoices paid on a daily basis for the acquisition of library materials; includes such information as vendor name, account number, vend date, invoice number, object code, item charge, credit, and invoice total.					
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 checked="" type="checkbox"/> OTHER(SPECIFY) <u>11" X 14"</u>		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <u>6</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____			
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 2200			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 Retain for three (3) years and until all audit requirements are met, then destroy.		
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060		21. DATE 12/13/93	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK	AGENCY RECORDS INVENTORY  PAGE <u>1</u> OF <u>1</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Academic Affairs	3. UNIT Libraries	
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 System-wide Log		5. EARLIEST YEAR/LATEST YEAR 1993 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.)  Records listing dates of system-wide backups of the Libraries' databases and indicating which backup tapes were used.			
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____	
		9. VOLUME <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) volume _____	
		10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) volume _____	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input checked="" type="checkbox"/> MONTHS(S) <input type="checkbox"/> YEARS(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room B0293		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 checked="" type="checkbox"/> NONE <input 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 Retain until tapes are re-used, then destroy.	
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060	
		21. DATE 12/13/93	



<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Academic Affairs	3. UNIT Libraries	
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 Tape Backup Records		5. EARLIEST YEAR/LATEST YEAR <u>1993</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  <p style="text-align: center;">Lists of disk files copied onto each backup tape.</p>			
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 checked="" type="checkbox"/> OTHER(SPECIFY) <u>11" X 14"</u>		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>by database</u>	
		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>1</u> NUMBER <u>volume</u>	
		10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>1</u> NUMBER <u>volume</u>	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input checked="" type="checkbox"/> MONTHS(S) <input type="checkbox"/> YEARS(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room B0293		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 checked="" type="checkbox"/> NONE <input 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 Retain for one (1) month or until tape is re-used, then destroy.	
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060	
		21. DATE 12/13/93	

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>	
				PAGE <u>1</u> OF <u>1</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Academic Affairs		3. UNIT Libraries	
<b>DEFINITION - RECORD SERIES:</b> 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 Backup Logs				5. EARLIEST YEAR/LATEST YEAR <u>1993</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  Records of when backups of individual library databases were created and what tape was used.					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>by database</u>		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>volume</u>  10. ANNUAL ACCUMULATION <u>1</u> <input type="checkbox"/> FILE DRAWER(S) NUMBER <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>volume</u>	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> <input checked="" type="checkbox"/> MONTHS(S) <input type="checkbox"/> YEARS(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room B0293			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 checked="" type="checkbox"/> NONE <input 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 Retain for one (1) month or until tape is re-used, then destroy.		
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060		21. DATE 12/14/93	

<b>INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)</b>		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>	
				PAGE <u>1</u> OF <u>1</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Academic Affairs		3. UNIT Libraries	
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 Shift Log				5. EARLIEST YEAR/LATEST YEAR <u>1993</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  <p>Summary and highlight of system problems reported that may continue over more than one operator's shift; record of long-running problems with Libraries' information systems.</p>					
7. RECORD SERIES FORMAT(S) <input checked="" 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) <hr/>		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) <hr/>		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>4</u> NUMBER <u>volumes</u>	
				10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>8</u> NUMBER <u>volumes</u>	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>6</u> NUMBER <input checked="" type="checkbox"/> MONTHS(S) <input type="checkbox"/> YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room B0293			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 checked="" type="checkbox"/> NONE <input 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 Retain for six (6) months, then destroy.		
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060		21. DATE 12/14/93	

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>	
				PAGE <u>1</u> OF <u>1</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Academic Affairs		3. UNIT Libraries	
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 Problem Reports				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.)  Records of open and closed problems with the Libraries' CARL system reported by all University of Maryland (System) sites.					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> OTHER(SPECIFY) electronic		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
				10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room B0293			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 checked="" type="checkbox"/> NONE <input 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 Retain in electronic form until no longer needed. Retain paper copies for two (2) years, then destroy.		
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060		21. DATE 12/14/93	

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>	
				PAGE <u>1</u> OF <u>1</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Academic Affairs		3. UNIT Libraries	
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 Operator Logs				5. EARLIEST YEAR/LATEST YEAR <u>1990</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  <p style="text-align: center;">Record of system operators' daily activities, including routine operational tasks, system problems, and any non-routine occurrences.</p>					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____ <u>1/2</u> NUMBER	
				10. ANNUAL ACCUMULATION <u>1/4</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input checked="" type="checkbox"/> MONTHS(S) <input type="checkbox"/> YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room B0293			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 checked="" type="checkbox"/> NONE <input 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 Retain for six (6) months, then destroy.		
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060		21. DATE 12/14/93	

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>	
				PAGE <u>1</u> OF <u>1</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Academic Affairs		3. UNIT Libraries	
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 Transaction Logs				5. EARLIEST YEAR/LATEST YEAR <u>1982</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  Records of interactions of patrons and piece(s) of library material, including financial transactions and borrowing or returning items.					
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 checked="" type="checkbox"/> OTHER(SPECIFY) <u>microfiche &amp; electronic</u>		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 <u>1/4</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
				10. ANNUAL ACCUMULATION <u>1/8</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Buildings 035, 174, 146, 145, 091, 084			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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Annotated Code of Maryland SG § 10-616			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 Retain in online electronic format for three (3) years. Then transfer to tape back-up. Retain electronic tape backups in the Information Technology Div. until no longer needed. Then reuse. Retain in computer-generated microfiche form for three years and until all audit requirements are met, then destroy.		
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060		21. DATE 12/14/93	

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>	
				PAGE <u>1</u> OF <u>1</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Academic Affairs		3. UNIT Libraries	
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 Billing Records				5. EARLIEST YEAR/LATEST YEAR 1989 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.)  Correspondence regarding billing questions and problems, copies of bills and invoices, and reports of billing status for overdue fines, library materials' replacement costs, and other library charges against patrons' accounts.					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> OTHER(SPECIFY) <u>5" X 8"; 11" X 14"</u>		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) 54 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) 18 NUMBER	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Buildings 035, 174, 146, 145, 091, 084			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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Annotated Code of Maryland SG §10-616			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 Retain for three (3) years and until all audit requirements have been met, then destroy.		
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060		21. DATE 12/14/93	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)

UNIVERSITY OF MARYLAND  
AT  
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. AGENCY  
University of Maryland at College Park

2. DIVISION  
Academic Affairs

3. UNIT  
Libraries

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  
Patron Registration

5. EARLIEST YEAR/LATEST YEAR  
1992 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.)

Names and addresses of UMCP Libraries' borrowers; initially maintained in paper form, then information is entered into automated library system.

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

- 6  
NUMBER       FILE DRAWER(S)  
                   MICROFILM(S)  
                   COMPUTER TAPE(S)  
                   OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

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

11. FILE IS USED  
 DAILY       WEEKLY       MONTHLY

12. FILE BECOMES INACTIVE AFTER  
6  
NUMBER       MONTHS(S)       YEARS(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Building 035, 174, 145, 146, 091, 084

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))  
Annotated Code of Maryland SG § 10-616

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 six (6) months, then destroy, for paper copy. Retain information on active borrowers in automated system on a perpetual basis, destroy as borrower becomes inactive.

19. NAME AND TITLE OF PREPARER  
Anne Turkos

20. TELEPHONE NUMBER  
405-9060

21. DATE  
12/14/93



<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Academic Affairs	3. UNIT Libraries	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE  <u>User Notices</u>		5. EARLIEST YEAR/LATEST YEAR <u>1992</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  Copies of recall, availability, and overdue notices sent to library patrons.			
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 checked="" type="checkbox"/> OTHER(SPECIFY)  <u>5" X 8"</u>		8. RECORD SERIES SEQUENCE  <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)	
		9. VOLUME  <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
		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)	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>6</u> MONTHS(S) <input type="checkbox"/> YEARS(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  Buildings 035, 174, 145, 146, 091, 084		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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))  Annotated Code of Maryland SG § 10-616		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 Retain for three (3) years and until all audit requirements have been met, then destroy.	
19. NAME AND TITLE OF PREPARER  Anne Turkos	20. TELEPHONE NUMBER  405-9060	21. DATE  12/14/93	

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Academic Affairs	3. UNIT Libraries	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE <u>Collection Information Reports</u>		5. EARLIEST YEAR/LATEST YEAR <u>1992</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  Reports listing temporary conversion records (TCR) and books identified as missing.			
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 checked="" type="checkbox"/> OTHER(SPECIFY) <u>11" X 14"</u>		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____	
		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____ <u>6</u> NUMBER	
		10. ANNUAL ACCUMULATION <u>12</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Buildings 035, 174, 145, 146, 091, 084		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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Annotated Code of Maryland SG § 10-616		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input 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 Retain TCR reports for one (1) month or until online record appears, then destroy. Retain missing book reports for one (1) year, then destroy.	
19. NAME AND TITLE OF PREPARER Anne Turkos	20. TELEPHONE NUMBER 405-9060	21. DATE 12/14/93	

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND AT COLLEGE PARK		<b>AGENCY RECORDS INVENTORY</b>	
				PAGE <u>1</u> OF <u>1</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Academic Affairs		3. UNIT Libraries	
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 Manual Charge Slips-Reserves				5. EARLIEST YEAR/LATEST YEAR <u>1992</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  Records of items on reserve charged out to library patrons.					
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 checked="" type="checkbox"/> OTHER(SPECIFY) <u>3" X 5"</u>		8. RECORD SERIES SEQUENCE  <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		9. VOLUME <u>3</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
				10. ANNUAL ACCUMULATION <u>5</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input checked="" type="checkbox"/> MONTHS(S) <input type="checkbox"/> YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Buildings 035, 174, 145, 146, 091, 084			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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Annotated Code of Maryland SG § 10-616			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input 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 Retain for one (1) month, then destroy.		
19. NAME AND TITLE OF PREPARER Anne Turkos		20. TELEPHONE NUMBER 405-9060		21. DATE 12/14/93	