### UNIVERSITY OF MARYLAND AT COLLEGE PARK

SCHEDULE NO. 1590

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#### RECORDS RETENTION AND DISPOSAL SCHEDULE

Libraries University of Maryland at College Park AGENCY DIVISION Item Retention Description No. GENERAL CORRESPONDENCE 1. A. Library Director's Office Retain in Records documenting the responsibilities and activities of Director's Office for and issues of concern to the Director of the University of Maryland at five (5) years, then screen College Park Libraries, including annually and correspondence, minutes, reports, publications, budgetary information, destroy material for and committee and project files. 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.\* \*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. B. Associate Directors Files documenting the issues of concern Retain in and responsibilities of the adminoffice for

Schedule Approved by the Vice President of Administrative Affairs

Sylvias. Stewart Assor VP

Schedule Authorized by

MAR 3 1994

Sdward C. Japerfore A

Date

State Archivist

# RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1590

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Item No.	Description	Retention
	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.	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.
	C. Library Units  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.	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.*
2.	CHRON FILES  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.	Retain in office for fifteen (15) years, then destroy.

## RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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Item No.	Description	Retention
3.	DONOR FILES	
	A. <u>Library Units</u>	
	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.	Retain permanently in library unit in paper form.
	B. <u>Development Office</u>	•
	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.	Retain for ten (10) years after file is declared inactive, then destroy.
4.	SPECIAL PROJECT FILES-DEVELOPMENT OFFICE	
	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.	
	A. Events Files	
	Correspondence, guest lists, speeches, catering information, and arrangements for auxiliary services such as security and parking.	Screen annually and destroy material for which no further reference is required. Material having continuing administrative,

## RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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Item No.	Description	Retention
	B. Prange Collection Records  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.	legal, fiscal, or historical value to be retained permanently in UMCP Archives.*  Screen annually and destroy material for which no further reference is required. Material having continuing value to be retained permanently in UMCP Archives.*
5.	HUMAN RESOURCES	
	A. <u>Time Sheets, Staff</u>	
	Individual time sheets approved by the supervisor showing employee's hours worked and leave time taken.	Retain for three (3) years and until all audit require- ments are met, then destroy.**
	**UNTIL AUDIT REQUIREMENTS ARE MET MEANS THRE STATE RELATED DOCUMENTS, THREE YEARS FOR NO FEDERAL RELATED DOCUMENTS, THREE YEARS FOR FEDERAL RELATED DOCUMENTS UNDER \$25,000, A 3 MONTHS FOR MONETARY FEDERAL RELATED DOCU \$25,000.	ON-MONETARY MONETARY ND 6 YEARS

## RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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	<del></del>	NO: 5 of 1:
Item No.	Description	Retention
	supervisor showing hours worked by each student assistant.  three years until audit ment	in for e (3) s and l all t require- s are met, destroy.**
	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.  five year dest or dest corr corr advertised and top cand top cand resumentation of history corr necessary.	roy general respondence. in ertisements, aittee rommendations voting, and
	D. <u>Personnel Files, Staff</u> Appointment letters, payroll entries and changes, benefits information, applications/resumes, I-9 forms, drug policy statements, consulting reports, performance appraisals, commendation of experience of the statements	ain for ee (3) cs after mination employment, n destroy.

## RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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Item		
No.	Description	Retention
5.	INTERLIBRARY LOAN  A. Borrowing Requests  Requests generated by UMCP borrowers to borrow books and photocopies of journal articles from off-campus sources.  B. Filled Interlibrary Loan Requests  Requests by non-UMCP borrowers to borrow books and copies of journal articles owned by UMCP Libraries.	Retain for three (3) years, then destroy.  Retain for three (3) years and until all audit requirements are met, then destroy.**
7.	ACQUISITIONS  A. Bill Listings  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	Retain for three (3) years and until all audit requirements
8.	INFORMATION TECHNOLOGY  A. System-wide Log  Records listing dates of system-wide backups of the Libraries' databases and indicating which backup tapes were used.	Retain until tapes are re-used, then

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PAGE NO.

Description	Retention
. Tape Backup Records  Lists of disk files copies onto each backup tape.	Retain for one (1) month or until tape is re-used,
. Backup Logs	then destroy.
Records of when backups of individual library databases were created and what tapes were used.	Retain for one (1) month or until tape is re-used, then destroy.
Shift Log	
Summary and highlight of system problems reported that may continue over more than one operator's shift.	Retain for six (6) months, then destroy.
E. Problem Reports	
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.	Retain in electronic form until no longer needed, then destroy Retain paper copies for two years, then
	destrov.
Record of system operators' daily activities, including routine operational tasks, system problems,	Retain for six (6) months, then destroy.
	. Tape Backup Records  Lists of disk files copies onto each backup tape.  . Backup Logs  Records of when backups of individual library databases were created and what tapes were used.  . Shift Log  Summary and highlight of system problems reported that may continue over more than one operator's shift.  . Problem Reports  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.  F. Operator Logs  Record of system operators' daily

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six (6) months,

NO. 8 of 13 Description Retention No. G. Transaction Logs Retain in online Records of interactions of patrons and electronic format for piece(s) of library material, including three years. Then financial transactions and borrowing or transfer to tape backreturning items. These are maintained up. Retain electronic in online electronic form, as tape tape backups in the backups, and on microfiche. Information Technology Div. until no longer needed. Then reuse. Retain in computergenerated microfiche form for three years and until all requirements are met, then destroy.\*\* CIRCULATION AND RESERVES 9. A. Billing Records Retain for Correspondence regarding billing three (3) years questions and problems, copies of bills and invoices, and reports and until all of billing status, for overdue fines, library materials' replacement costs, audit requirements are met, then destroy.\*\* and other library charges against patrons' accounts. B. Patron Registration Names and addresses of UMCP Libraries' Retain paper copies for borrowers; initially maintained in paper

form, then information is entered into

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Description	Retention
automated library system.	then destroy. Retain information on active borrowers in automated system on a perpetual basis, destroy as borrower becomes inactive.
C. <u>User Notices</u>	
Copies of recall, availability, and overdue notices sent to library patrons.	Retain for three (3) years and until all audit requirements are met, then destroy.**
D. Collection Information Reports	
Reports listing temporary conversion records (TCR) created and books identified as missing.	Retain TCR reports for one (1) month or until online record appears, then destroy. Retain missing book reports for one (1) year, then destroy.
E. <u>Manual Charge Slips-Reserves</u>	
Records of items on reserve charged out manually to library patrons.	Retain for one (1) month, then destroy.
F. Faculty Lists-Reserves	
Lists of materials that faculty members have requested to have held on reserve.	Retain for two (2) years, then destroy.
	automated library system.  C. <u>User Notices</u> Copies of recall, availability, and overdue notices sent to library patrons.  D. <u>Collection Information Reports</u> Reports listing temporary conversion records (TCR) created and books identified as missing.  E. <u>Manual Charge Slips-Reserves</u> Records of items on reserve charged out manually to library patrons.  F. <u>Faculty Lists-Reserves</u> Lists of materials that faculty members

## RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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

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Item No.	Description	Retention
12.	SPECIAL COLLECTIONS USE  A. Guest Registers-Maryland Room	
·	Sign-in sheets recording names, addresses, and status of each individual who has used materials serviced in the Maryland Room.	Retain for seven (7) years, then destroy.
l	B. Call Slips-Maryland Room	
	Copies of call slips used by patrons to request materials held by the Marylandia and Rare Books Department.	Retain for seven (7) years, then destroy.
	C. <u>Use Agreement Forms-Archives and</u> <u>Manuscripts</u>	
	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.	Retain Permanently in library unit in paper form. Transfer periodically to UMCP Archives.
	D. <u>Collection Retrieval Requests-Archives</u> <u>and Manuscripts</u>	·
	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.	Retain permanently in library unit in paper form. Transfer periodically to UMCP Archives.
13.	PHOTOCOPY CENTER	
i	A. Coin-op Photocopier Usage Reports	
	Reports listing beginning and ending meter readings, total meter copies, money collected, and difference between meter reading and money collected for	Retain for three (3) years and until all
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Item No.	Description	Retention
	each copier in each library on the UMCP campus; also includes deposits and income reports.	audit requirements have been met, then destroy.**
В	. Photocopy Requests	
	Copies of completed requests for photocopying services performed by the UMCP Libraries Photocopy Center.	Retain for three (3) years and until all audit requirements have been met, then destroy.**
c	. Register Reports	
	Reports of cash income rung through the Photocopy Center's cash register.	Retain for three (3) years and until all audit require- ments have been met, then destroy.**
D	. Student Copy Card Receipts	
	Receipt issued to student assistant to obtain complimentary copy card provided as part of assistantship benefits.	Retain for five (5) years, then destroy.
E	. Supply Requisitions	
	Internal requisitions for copier supplies for Libraries' administrative copiers (e.g. paper, toner, fuser oil).	Retain for one (1) year, then destroy.
F	. Equipment/Service Call Reports	
	Records of chargeable and non- chargeable service calls for equipment maintenance and repair for UMCP Libraries photocopiers.	Retain until equipment is no longer in use, then destroy.

## RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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Item No.	Description	Retention
14.	VEHICLE SIGN-OUT SHEETS  Sign-out sheets recording use of vehicles assigned to the UMCP Libraries; record of individual using vehicles and times out and in.	Retain for two (2) years, then destroy.
15.	KEY REGISTRATION	
	A. <u>Key Sign-out Sheets</u> Records of usage of keys issued to library units.	Retain for six (6) months, then destroy.
	B. Card Key Registration Forms  Information forms completed by employees prior to issuance of card keys to McKeldin Library.	Retain until termination of employment, then destroy.
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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSIT	Y OF MARYLAND AT	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	соп	LEGE PARK	PAGEOF	
1.AGENCY University of Maryland at College Park	2. DIVISION Academic	Affairs	3. UNIT Libraries	
		CORDS NORMALLY FILED AND LND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/1970 _ 1993	
Faculty Lists-Reserves	···		ТО	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIPTION IN THE SERIES.  Lists of materials that fac	INCLUDE THE PURPO	OSE OR FUNCTION OF THE	SERIES.)	
			\$1 <sub>2</sub>	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES S	SEQUENCE	9. VOLUME	
xSt letter size ☐ microfilm			FILE DRAWER(S)  MICROFILM(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE		ABETICAL	NUMBER COMPUTER TAPE(S)	
BOUND BOOK FLOPPY DISK	O NUMI	ERICAL	□ OTHER(SPECIFY)	
_	☐ CHRC	NOLOGICAL	<del></del>	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOC	GRAPHICAL	10. ANNUAL ACCUMULATION	
XX OTHER(SPECIFY)	☐ OTHE	ER(SPECIFY)	FILE DRAWER(S)	
11" X 14"			NUMBER   MICROFILM REEL(S)	
		-	☐ COMPUTER TAPE(S)	
			OTHER(SPECIFY)	
11. FILE IS USED	<u> </u>	12 FILE BECOMES INACT	IVE A FITED	
Q DAILY O WEEKLY O MONTH	ily	12. FILE BECOMES INACTIVE AFTER  2		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  YES SO NO		
Buildings 035, 174, 145, 146, 091	, 084			
15. ACCESS RESTRICTIONS 2D YES NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS		
Annotated Code of Maryland SG \$\frac{9}{2}10	-616	M NONE   STATE   FEDERAL   INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN		18. RECOMMENDED RETENTION		
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  U YES  UK NO		Retain for two (2) years, then destroy.		
19. NAME AND TITLE OF PREPARER	20 TELEBRICE	NADED.	21. DATE	
19. NAME AND TITLE OF PREPARER 20. TELEPHONE NU Anne Turkos 405-9060			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)		Y OF MARYLAND AT LEGE PARK	AGENCY RECORDS INVENTORY  PAGE
1. AGENCY University of Maryland at College Park	2. DIVISION Academic	Affairs	3. UNIT Libraries
		CORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Statistics Printouts			1992 to 1993
Computer-generated printout	INCLUDE THE PURPO	OSE OR FUNCTION OF THE	reserves processing, holds,
recalls, temporary conversions, and "snapshots".	tracers, and	i claims returned	; includes transaction logs
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES S	SEQUENCE	9. VOLUME
☐ LETTER SIZE ☐ MICROFILM			x2 file drawer(s) 4
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ ALPHABETICAL		NUMBER O COMPUTER TAPE(S)
☐ BOUND BOOK ☐ FLOPPY DISK	□ NUMI		O OTHER(SPECIFY)
□ AUDIO TAPE □ VIDEO TAPE	G CHRC	NOLOGICAL	
TOTHER(SPECIFY)	GEOC	GRAPHICAL	10. ANNUAL ACCUMULATION
11" X 14"	O OTHE	ER(SPECIFY)	FILE DRAWER(S)  NUMBER  COMPUTER TAPE(S)  OTHER(SPECIFY)
11. FILE IS USED  The state of	RLY	12. FILE BECOMES INACT  1  NUMBER	IVE AFTER  MONTHS(S)  **E 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)  U YES  NO	
15. ACCESS RESTRICTIONS TYES TO NO		16. AUDIT REQUIREMENT	TS .
(IF YES, CITE LAW(S) & REGULATION(S)		ĕ none □ state □ federal □ independent	
Annotated Code of Maryland SG 210	-616	4 110112	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  U YES XXNO		18. RECOMMENDED RETE Retain for on	e (1) year, then destroy.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE
Anne Turkos	405-906	60	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)		Y OF MARYLAND AT LEGE PARK	AGENCY RECORDS INVENTORY  PAGE
1. AGENCY	2. DIVISION		3. UNIT
University of Maryland at College Park	Academi	c Affairs	Libraries
		ECORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Traffic Reports			1991 <sub>TO</sub> 1993
<del></del>			Tanka para
<b>\</b>	INCLUDE THE PURPO	NFORMATION/DOCUMENTS	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES S	SEQUENCE	9. VOLUME
☐ LETTER SIZE ☐ MICROFILM			23 FILE DRAWER(S)  1
	Q ALPH	ABETICAL	1 NUMBER COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	IMUM C	ERICAL	OTHER(SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	3 CHRC	ONOLOGICAL	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOC	GRAPHICAL	10 ANDINAL ACCUPANT ATION
OTHER(SPECIFY)	<b>—</b>	er(specify)	10. ANNUAL ACCUMULATION  1/2  NUMBER  COMPUTER TAPE(S)  OTHER(SPECIFY)
11. FILE IS USED  **D DAILY	ily	12. FILE BECOMES INACT  1 10  NUMBER	MONTHS(S) U YEARS(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, 174		14. IS RECORD SERIES DU  (IF YES, SPECIFY AGENO  'YES 'D' NO	
15. ACCESS RESTRICTIONS ☐ YES XXNO		16. AUDIT REQUIREMENT	TS .
(IF YES, CITE LAW(S) & REGULATION(S)		XI NONE - STA	TE G FEDERAL G INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  PYES 12 NO		18. RECOMMENDED RETI	nt year plus one (1) year,
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE
Anne Turkos	405-906	0	12/14/93

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSIT	Y OF MARYLAND AT	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	соп	LEGE PARK	page1of1	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland at College Park	Academic	Affairs	Libraries	
DEEINITION DECOUR CEDIES.		CORDS NORMALLY FILED AND LIND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR 1991 1993	
Computer Downtime Log			то	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIPTION (	mated circula	ose or function of the	cludes notations of time	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME	
☑ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL ☐ NUMERICAL  35 CHRONOLOGICAL		☐ FILE DRAWER(S) ☐ MICROFILM(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER COMPUTER TAPE(S)  XO OTHER(SPECIFY)  Volume	
□ BOUND BOOK □ FLOPPY DISK				
☐ AUDIO TAPE ☐ VIDEO TAPE	GEOGRAPHICAL		Volume	
OTHER(SPECIFY)		R(SPECIFY)	10. ANNUAL ACCUMULATION	
	J OIRI	.M(3FECIFT)	1ess than   FILE DRAWER(S)   MICROFILM REEL(S)	
	<del></del>		COMPUTER TAPE(S)	
			one St OTHER(SPECIFY)	
			volume	
11. FILE IS USED		12. FILE BECOMES INACT	TVE AFTER	
☐ DAILY X WEEKLY ☐ MONTH	ILY	$\frac{1}{\text{NUMBER}}$ XD MONTHS(S) $\square$ YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORD SERIES DU		
Building 035, Circulation Desk		(IF YES, SPECIFY AGENCY OR OFFICE)  U YES 12 NO		
15. ACCESS RESTRICTIONS ☐ YES NO		16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULATION(S)				
		NONE □ STA	TE   FEDERAL   INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN		18. RECOMMENDED RET	ENTION	
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES 20 NO		Retain for o	ne (1) year, then destroy.	
- ···•			· , , ,	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	IMBER	21. DATE	
Anne Turkos	405-90		12/14/93	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD		Y OF MARYLAND AT	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COL	LEGE PARK	PAGE 1 OF 1	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland at College Park	Academic	Affairs	Libraries	
I THE INTERNAL - DECEMBED REDIES.		ECORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
Search Files-Electronic Re	ference	_	<u> 1988</u> то <u>1993</u>	
	INCLUDE THE PURPO	OSE OR FUNCTION OF THE		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME XX FILE DRAWER(S)	
St LETTER SIZE ☐ MICROFILM	XX alph	ABETICAL	5	
☐ LEGAL SIZE ☐ COMPUTER TAPE	ואטא 🗅 מעשא	ERICAL	NUMBER COMPUTER TAPE(S) OTHER(SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRC	ONOLOGICAL		
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)		10. ANNUAL ACCUMULATION  1 EK FILE DRAWER(S)	
			NUMBER   MICROFILM REEL(S)   COMPUTER TAPE(S)   OTHER(SPECIFY)	
11. FILE IS USED		12. FILE BECOMES INACT	IVF AFTER	
■ DAILY □ WEEKLY □ MONTH	ILY	1	MONTHS(S) TO YEARS(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 1109		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  **PYES ONO Library Acquisitions		
15. ACCESS RESTRICTIONS XXYES ONO		16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULATION(S)  Annotated Code of Maryland SG \$\\ 10-	-616	☐ NONE ಈ STATE ☐ FEDERAL ☐ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  ☐ YES		18 RECOMMENDED RETENTION  Retain for three (3) years and until all audit requirements have been met, then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE	
Anne Turkos	405-9	060	12/14/03	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE		Y OF MARYLAND AT LEGE PARK	AGENCY RECORDS INVENTORY  PAGE1OF1		
RMGT - 201 (7/92)					
1. AGENCY University of Maryland at College Park	2. DIVISION Academic	Affairs	3. UNIT Libraries		
		CORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE		
4. RECORD SERIES TITLE			5. EARLIEST YEAR ATEST YEAR		
Preservation Treatment Work Fo	rms		то		
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)	8. RECORD SERIES S	SEQUENCE	9. VOLUME		
☐ MICROFILM	☐ ALPH	ABETICAL	5 O MICROFILM(S)		
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMI	ERICAL	NUMBER COMPUTER TAPE(S)  TO OTHER(SPECIFY)		
☐ BOUND BOOK ☐ FLOPPY DISK	₫ chro	NOLOGICAL	boxes		
☐ AUDIO TAPE ☐ VIDEO TAPE	□ GEOC	GRAPHICAL			
OTHER(SPECIFY)	OTHER(SPECIFY)		10. ANNUAL ACCUMULATION  1/2  NUMBER  COMPUTER TAPE(S)		
			XX OTHER(SPECIFY)		
			box		
11. FILE IS USED  DAILY WEEKLY MONTH	ILY	12. FILE BECOMES INACT  -1  NUMBER	ive after  Months(s) XX 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)  U YES NO			
15. ACCESS RESTRICTIONS ☐ YES ★ NO		16. AUDIT REQUIREMENTS			
(IF YES, CITE LAW(S) & REGULATION(S)		* NONE			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES 10 NO .		18. RECOMMENDED RETENTION  Retain for one (1) year, then destroy.			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE		
Anne Turkos	405-9060	:	12/14/02		

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. AGENCY	2. DIVISION		3. UNIT	
University of Maryland at College Park	Academic	Affairs	Libraries	
DEFINITION DECORD CEDIES.	GROUP OF RELATED RE		USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
Guest Registers-Maryland Roo	ım		1984 <sub>TO</sub> 1993	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCR	IBE THE TYPES OF IN	NFORMATION/DOCUMENTS OSE OR FUNCTION OF THE		
Sign-in sheets recording naused materials serviced in the			each individual who has	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES S	SEQUENCE	9. VOLUME FILE DRAWER(S)	
☑ LETTER SIZE ☐ MICROFILM		A DETICA I	4  MICROFILM(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ ALPHABETICAL ☐ NUMERICAL		NUMBER COMPUTER TAPE(S)	
☐ BOUND BOOK ☐ FLOPPY DISK			OTHER(SPECIFY)	
☐ AUDIO TAPE ☐ VIDEO TAPE		NOLOGICAL	volumes	
OTHER(SPECIFY)	☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)		10. ANNUAL ACCUMULATION  1	
	•		x3x OTHER(SPECIFY) volume	
11. FILE IS USED	<u> </u>	12. FILE BECOMES INACT	TVE AFTER	
DAILY O WEEKLY O MONTH	ILY	1 D	MONTHS(S) 🖫 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)  □ YES 🕏 NO		
15. ACCESS RESTRICTIONS XXYES NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS		
	(IF YES, CITE LAW(S) & REGULATION(S)  Annotated Code of Maryland SG 10-616		XIX NONE   STATE   FEDERAL   INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  ☐ YES : ☑ NO		18. RECOMMENDED RET	ven (7) years, then destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE	
Anne Turkos	405-90	60	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)		Y OF MARYLAND AT LEGE PARK	AGENCY RECORDS INVENTORY  PAGE 1 1	
1. AGENCY University of Maryland at College Park	2. DIVISION Academi	c Affairs	3. UNIT Libraries	
DEFINITION - DECORDS CEDIES.		CORDS NORMALLY FILED AND LND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Call Slips-Maryland Room			5. EARLIEST YEAR/LATEST YEAR  1984 TO 1993	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIPTION (BRIEFLY DESCRIPTION) (BRIEFLY DESCRIP	INCLUDE THE PURPO	OSE OR FUNCTION OF THE	SERIES.)	
7. RECORD SERIES FORMAT(S)  1. LETTER SIZE	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER(SPECIFY)		9. VOLUME    FILE DRAWER(S)    MICROFILM(S)    NUMBER   COMPUTER TAPE(S)   OTHER(SPECIFY)   boxes	
□ AUDIO TAPE □ VIDEO TAPE  □ OTHER(SPECIFY)  3" X 5"			10. ANNUAL ACCUMULATION  1 FILE DRAWER(S)  NUMBER COMPUTER TAPE(S)  XXX OTHER(SPECIFY)  box	
11. FILE IS USED  **DAILY	ILY	12. FILE BECOMES INACT  1 20  NUMBER	IVE AFTER  MONTHS(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 3123A		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  PYES ZEKNO		
15. ACCESS RESTRICTIONS YEAVES ONO (IF YES, CITE LAW(S) & REGULATION(S)  Annotated Code of Maryland SC\$ 10-616		16. AUDIT REQUIREMENTS  **I NONE   STATE   FEDERAL   INDEPENDENT		
Annotated Code of Maryland SG\$ 10-616  17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  3 YES \$3 NO		18. RECOMMENDED RETENTION  Retain for seven (7) years, then destroy		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU		21. DATE	
Anne Turkos	405-90	60	12/15/93	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	UNIVERSIT	Y OF MARYLAND	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEGE PARK		PAGEOF	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland at College Park	Academic	Affairs	Libraries	
	GROUP OF RELATED RE		USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
Use Agreement Forms-Archives	and Manuscrip	ots	<u> 1985 то 1993</u>	
	INCLUDE THE PURPC	OSE OR FUNCTION OF THE	SERIES.)	
•	use of prima	ry source/origin	read and agree to abide by al materials; includes user's	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES S	SEQUENCE	9. VOLUME FILE DRAWER(S)	
A LETTER SIZE ☐ MICROFILM	XX ALPHABETICAL		2 . MICROFILM(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER COMPUTER TAPE(S)	
□ BOUND BOOK □ FLOPPY DISK	□ NUMERICAL □ CHRONOLOGICAL □ GEOGRAPHICAL □ OTHER(SPECIFY)		য other(specify) volumes	
□ AUDIO TAPE □ VIDEO TAPE			VOTUMES	
O OTHER(SPECIFY)			10. ANNUAL ACCUMULATION	
G OTHER(SPECIFI)			less than FILE DRAWER(S)	
			NUMBER   MICROFILM REEL(S)	
		,	1 COMPUTER TAPE(S)  5) OTHER(SPECIFY)	
			volume	
			VOLUME	
11. FILE IS USED	<u> </u>	12. FILE BECOMES INACT	IVE AFTER	
© DAILY ☐ WEEKLY ☐ MONTH	HLY		MONTHS(S)	
<del></del>		NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORD SERIES DU (IF YES, SPECIFY AGENC		
Byilding 035, Room 3119		☐ YES ☐ NO	T OK OFFICE)	
15. ACCESS RESTRICTIONS ₩ YES □ NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENT	rs	
Annotated Code of Maryland SG 10	-616	Ø NONE ☐ STA	TE O FEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN		18. RECOMMENDED RETE	NTION	
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		Retain perman	ently in library unit in	
-			Transfer periodically to the	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE	
Anne Turkos	405-9060	)	12/15/93	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	UNIVERSIT	Y OF MARYLAND	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	соп	AT EGE PARK	page1of1	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland at College Park	Academic	Affairs	Libraries	
DEFINITION - DECORD SERVES.		CORDS NORMALLY FILED AND ND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Collection Retrieval Requests-	Archives and	Manuscrints	5. EARLIEST YEAR 1985 1993	
<del></del>				
	INCLUDE THE PURPO	SE OR FUNCTION OF THE	SERIES.)	
Records of manuscript mat requested for use by patrons; security and copyright purpos	this is a pe			
			٠,	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES S	EOUENCE	9. VOLUME	
☐ LETTER SIZE ☐ MICROFILM	XX ALPHABETICAL		☐ FILE DRAWER(S)  1  ☐ MICROFILM(S)	
			1 MICROFILM(S)  NUMBER COMPUTER TAPE(S)	
	☐ NUME	RICAL	OTHER(SPECIFY)	
BOUND BOOK FLOPPY DISK	☐ CHRC	NOLOGICAL		
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOC	RAPHICAL	10. ANNUAL ACCUMULATION	
XX OTHER(SPECIFY)	□ отне	R(SPECIFY)	less than D FILE DRAWER(S)	
5" X 8"			NUMBER   MICROFILM REEL(S)	
			1/2 COMPUTER TAPE(S)	
			OTHER(SPECIFY)	
11. FILE IS USED		12. FILE BECOMES INACT	TVE AFTED	
TI. FILE IS USED  *** DAILY	HLY .	1	MONTHS(S) EX YEARS(S)	
		NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORD SERIES DU	PLICATED ELSEWHERE?	
Building 035, Room 3119		(IF YES, SPECIFY AGENO	Y OR OFFICE)	
15. ACCESS RESTRICTIONS \$25YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENT	rs .	
Annotated Code of Maryland SG 10	-616	X₫ none 🗆 sta	TE O FEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN		18. RECOMMENDED RETENTION		
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  THE YES NO .			ently in library unit in Transfer periodically to the	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE	
Anne Turkos	405-9060		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)		Y OF MARYLAND AT LEGE PARK	AGENCY RECORDS INVENTORY  PAGE 1 OF 1		
1.AGENCY University of Maryland at College Park	2. DIVISION Academic	Affairs	3. UNIT Libraries		
I DESINITION DECORD SERVES.		CORDS NORMALLY FILED AND UND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE		
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR		
Coin-Op Photocopier Usage Rep	orts		<u>1981 <sub>TO</sub> 1993</u>		
Reports listing beginning a	INCLUDE THE PURPO and ending meter read	ose or function of the ter readings, tot ding and money co	series.) al meter copies, money llected for each		
copier in each library on the U	MCP campus,	also includes dep	osits and income reports.		
			A a		
7. RECORD SERIES FORMAT(S)			9. VOLUME		
	8. RECORD SERIES S	SEQUENCE	9. VOLUME  28 FILE DRAWER(S)		
GR LETTER SIZE MICROFILM	C ALPH	ABETICAL	4		
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMERICAL		NUMBER COMPUTER TAPE(S)  OTHER(SPECIFY)		
□ BOUND BOOK □ FLOPPY DISK	ૐ chro	DNOLOGICAL	d OTHERGRECIFTY		
O AUDIO TAPE O VIDEO TAPE	D GFOO	DADHICAI			
OTHER(SPECIFY)	O GEOGRAPHICAL  OTHER(SPECIFY)		10. ANNUAL ACCUMULATION  1/2 XX FILE DRAWER(S)  NUMBER		
11. FILE IS USED	<u></u>	12. FILE BECOMES INACT	TVF AFTER		
DAILY DWEEKLY & MONTH	HLY	_	MONTHS(S) XX 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)  U YES  (IF YES, SPECIFY AGENCY OR OFFICE)			
15. ACCESS RESTRICTIONS TYES TO NO		16. AUDIT REQUIREMENTS			
(IF YES, CITE LAW(S) & REGULATION(S)		☐ NONE Ø STATE ☐ FEDERAL ☐ INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  U YES XXNO		18 RECOMMENDED RETENTION  Retain for three (3) years and until all aud requirements have been met, then destroy.			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NO	UMBER	21. DATE		
Anne Turkos	405-90		12/15/93		

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	UNIVERSITY OF MARYLAND AT COLLEGE PARK		AGENCY RECORDS INVENTORY  PAGEOF	
RMGT - 201 (7/92)				
1. AGENCY University of Maryland at College Park	2. DIVISION Academic A	Affairs	3.UNIT Libraries	
		ECORDS NORMALLY FILED AND	USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
Photocopy Requests	•		1981 TO 1993	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIPTION IN THE SERIES.  Copies of completed request Libraries Photocopy Center.	INCLUDE THE PURPO	OSE OR FUNCTION OF THE	SERIES.)	
			•	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME	
₺ LETTER SIZE ☐ MICROFILM	2		S FILE DRAWER(S)  10 MICROFILM(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ ALPHABETICAL		NUMBER COMPUTER TAPE(S)	
☐ BOUND BOOK ☐ FLOPPY DISK	80 NUMI		□ OTHER(SPECIFY)	
□ AUDIO TAPE □ VIDEO TAPE	]	DNOLOGICAL		
O OTHER(SPECIFY)	☐ GEOGRAPHICAL ☐ OTHER(SPECIFY) ——————		10. ANNUAL ACCUMULATION  2 FILE DRAWER(S)  NUMBER	
11. FILE IS USED		12. FILE BECOMES INACT	TWE A PUED	
A DAILY O WEEKLY O WONTH	HLY		MONTHS(S) SYEARS(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)  UYES ARNO		
15. ACCESS RESTRICTIONS THE YES TO YES (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)  17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18 RECOMMENDED RETENTION Retain for three (3) years and until all audit requirements have been met, then des		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	IMPER	21. DATE	
Anne Turkos	405-906		12/15/93	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES FORWARD	UNIVERSITY OF MARYLAND AT COLLEGE PARK		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF1	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland at College Park	Academic	Affairs	Libraries	
		CORDS NORMALLY FILED AND ND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
Register Reports			1992 TO 1993	
•	INCLUDE THE PURPO	NFORMATION/DOCUMENTS DSE OR FUNCTION OF THE	SERIES.)	
			A <sub>A</sub>	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES S	SECTIENCE	9. VOLUME	
© LETTER SIZE ☐ MICROFILM	8. RECORD SERIES S	SEQUENCE	FILE DRAWER(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ ALPH	ABETTCAL	1	
	☐ NUMERICAL  ☐ CHRONOLOGICAL  ☐ GEOGRAPHICAL		OTHER(SPECIFY)	
□ AUDIO TAPE □ VIDEO TAPE			10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	D OTHE	ER(SPECIFY)	1/2	
			NUMBER   MICROFILM REEL(S)	
		<del></del>	☐ COMPUTER TAPE(S)	
			OTHER(SPECIFY)	
11. FILE IS USED	<del></del>	12. FILE BECOMES INACT	IVE AFTER	
O DAILY O WEEKLY SYMONTI	HLY	1 O	MONTHS(S) XEX YEARS(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)	13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		PLICATED ELSEWHERE? CY OR OFFICE)	
Building 035, Room 1217		☐ YES Ø NO	<u></u>	
15. ACCESS RESTRICTIONS ☐ YES ☎ NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS		
		□ NONE ÆKSTA	TE O FEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  O YES  XX 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	20. TELEPHONE NU	JMBER	21. DATE	
Anne Turkos	405-9060		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  PAGEOF	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland at College Park	Academic A		Libraries	
INFERRITION - DECORD SERVES.		CORDS NORMALLY FILED AND UND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
Student Copy Card Receipts			1990 TO 1993	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIPTION IN THE SERIES.  Receipt issued to student a part of assistantship benefits.	SSISTANT TO	OSE OR FUNCTION OF THE	SERIES.)	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES S	SEQUENCE	9. VOLUME  3 FILE DRAWER(S)	
☑ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)		1/2   MICROFILM(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER COMPUTER TAPE(S)  OTHER(SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK			G OffickGreen 1)	
□ AUDIO TAPE □ VIDEO TAPE			10 ANDWAY ACCIDING ATION	
O OTHER(SPECIFY)			10. ANNUAL ACCUMULATION  1ess than XX FILE DRAWER(S)	
			NUMBER   MICROFILM REEL(S)	
	<del></del>	_ <del></del>	1/2 COMPUTER TAPE(S)	
			OTHER(SPECIFY)	
			•	
11. FILE IS USED  DAILY  DWEEKLY  MONTH	пv	12. FILE BECOMES INACT	ive after  Months(s) **\overline{\Overline{O}}\text{VEARS(s)}	
- Dider - D Webler - D MONTE		NUMBER	MONTHS(S) -2- TEXAS(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 1217	14. IS RECORD SERIES D  (IF YES, SPECIFY AGEN  YES  14. IS RECORD SERIES D  (IF YES, SERIES D  NO			
15. ACCESS RESTRICTIONS YES & NO		16. AUDIT REQUIREMENT	TS .	
(IF YES, CITE LAW(S) & REGULATION(S)		Ø none □ sta	TE   FEDERAL   INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN		18. RECOMMENDED RETE	NTION	
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		Retain for five (5) years, then destroy.		
G 1 E2		Retain for in	ve (5) years, then descroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE	
Anne Turkos	405-9060		12/15/93	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	UNIVERSIT	TY OF MARYLAND	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	AT COLLEGE PARK		PAGEOF	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland at College Park	Academic	Affairs	Libraries	
DEFINITION - RECORD SERIES: AS	GROUP OF RELATED RE WELL AS RETENTION A	CORDS NORMALLY FILED AND ND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
Suppőy Requisitions			1992 TO 1993	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRI		FORMATION/DOCUMENTS OSE OR FUNCTION OF THE		
Internal requisitions for c (e.g. paper, toner, fuser oil).		es for Libraries'	administrative copies	
			\$1 <sub>0</sub>	
		•		
7 DECORD SERVES FORMATION				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  XX OTHER(SPECIFY)  by_type of supply		9. VOLUME  B FILE DRAWER(S)	
LETTER SIZE   MICROFILM			1/2   MICROFILM(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER COMPUTER TAPE(S)  OTHER(SPECIFY)	
□ BOUND BOOK □ FLOPPY DISK				
☐ AUDIO TAPE ☐ VIDEO TAPE				
OTHER(SPECIFY)			10. ANNUAL ACCUMULATION	
			1/2 FILE DRAWER(S)  MICROFILM REEL(S)	
	order		NUMBER COMPUTER TAPE(S)	
	Older	Cu	☐ OTHER(SPECIFY)	
11. FILE IS USED  DAILY SEWEEKLY DIMONTI-	7737	12. FILE BECOMES INACTIVE AFTER		
a dati di weekli a monif	ILY	1 MONTHS(S) XX YEARS(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 1217	14. IS RECORD SERIES  (IF YES, SPECIFY AC		PLICATED ELSEWHERE? CY OR OFFICE)	
15. ACCESS RESTRICTIONS O YES NO	<del></del>	16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULATION(S)		•		
		☑ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN		18. RECOMMENDED RETENTION		
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  U YES XX NO		Retain for one (1) year, then destroy.		
•				
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE	
Anne Turkos	405–9060		12/15/93	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	UNIVERSITY OF MARYLAND AT COLLEGE PARK		AGENCY RECORDS INVENTORY	
RMGT - 201 (7/92)			PAGEOF	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland at College Park	Academic	A664	Libraries	
DEFINITION - DECORD SERIES.	GROUP OF RELATED RE		USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE	WELL AS RETENTION A	DISPOSITION PURPOSES	5. EARLIEST YEAR/LATEST YEAR	
Equipment/Service Call Reports			<u> 1988 то 1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCR		VFORMATION/DOCUMENTS	/FORMS FOUND	
Records of chargeable and named and repair for UMCP Libraries'			or equipment maintenance	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES S	SEOUENCE	9. VOLUME	
D LETTER SIZE  MICROFILM		•	TK FILE DRAWER(S)  1	
☐ LEGAL SIZE ☐ COMPUTER TAPE		ABETICAL	1 U MICROFILM(S)  NUMBER C COMPUTER TAPE(S)	
□ BOUND BOOK □ FLOPPY DISK	☐ NUMERICAL ☐ CHRONOLOGICAL		OTHER(SPECIFY)	
□ AUDIO TAPE □ VIDEO TAPE				
O OTHER(SPECIFY)	G GEOG	GRAPHICAL	10. ANNUAL ACCUMULATION	
2 Offich(Specifi)		ER(SPECIFY)	1/2 d file drawer(s)	
***************************************	by ve	endor	NUMBER   MICROFILM REEL(S)	
			☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)	
			G OTHERGRECIFT)	
11. FILE IS USED		12. FILE BECOMES INACT		
O DAILY SO WEEKLY O MONTH	HLY	NUMBER	MONTHS(S) YEARS(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORD SERIES DU (IF YES, SPECIFY AGENC		
Building 035, Room 1217		☐ YES XXNO		
15. ACCESS RESTRICTIONS TYPES YOUNG (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS		
		<b>₹</b> NONE ☐ STA	TE O FEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN		18. RECOMMENDED RETI	ENTION	
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  1 YES 12 NO		Retain until of them destroy.	equipment is no longer in use,	
•				
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	I JMBER	21. DATE	
Anne Turkos	405–9060		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  PAGEOF	
RMG1 - 201 (//92)			·	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland at College Park	Academic A	ffairs	Libraries	
INWEINITEIAN - DECADIA CEDIEC.		CORDS NORMALLY FILED AND ND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE  Vehicle Sign-out Sheets			5. EARLIEST YEAR/LATEST YEAR  1992 TO 1993	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIPTION IN THE SERIES.)  Sign-out sheets recording using vehicles and the series of th	se of vehicle	es assigned to UM	SERIES.)	
			÷ g	
7. RECORD SERIES FORMAT(S)	8 RECORD SERIES	SPOUPNCE	9. VOLUME	
B LETTER SIZE □ MICROFILM	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER(SPECIFY)		☑ FILE DRAWER(S)	
			1/2   MICROFILM(S)	
O LEGAL SIZE O COMPUTER TAPE			NUMBER COMPOTER TAPE(S)  O OTHER(SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK				
☐ AUDIO TAPE ☐ VIDEO TAPE			10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)			1/2 NUMBER  The property of the drawer(s)  Microfilm reel(s)  Computer tape(s)  Other(specify)	
11. FILE IS USED		12 FILE RECOMES INACT	IVE AFTER sheet is filled	
St DAILY D WEEKLY D MONTH	ILY		MONTHS(S) U YEARS(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 1209A		14. IS RECORD SERIES DU (IF YES, SPECIFY AGENC		
15. ACCESS RESTRICTIONS TYES NO		16. AUDIT REQUIREMENT	rs ·	
(IF YES, CITE LAW(S) & REGULATION(S)		⊠ NONE □ STA	TE O FEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  U YES XX NO		18. RECOMMENDED RETE Retain for tw	ENTION o (2) years, then destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE	
Anne Turkos	405-9060		12/15/93	

<u>INSTRUCTIONS</u> : TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	UNIVERSITY OF MARYLAND AT COLLEGE PARK		AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF
1. AGENCY	2. DIVISION		3. UNIT
University of Maryland at College Park	Academic A	Affairs	Libraries
I THE INTERNAL DECORDS CEDIES.	GROUP OF RELATED RE		USED AS A UNIT FOR REFERENCE
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Key Sign-out Sheets			1993 TO 1993
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRINTHE SERIES.  Records of usage of keys is UMCP Libraries.	INCLUDE THE PURPO	SE OR FUNCTION OF THE	SERIES.)
orde Elbraries.			
7. RECORD SERIES FORMAT(S)	8 BECORD SERVES	PROJENCE	9. VOLUME
	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CE CHRONOLOGICAL  GEOGRAPHICAL  OTHER(SPECIFY)		FILE DRAWER(S)
			MICROFILM(S)  NIMBER COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER COMPUTER TAPE(S)
□ BOUND BOOK □ FLOPPY DISK			
☐ AUDIO TAPE ☐ VIDEO TAPE			10. ANNUAL ACCUMULATION
OTHER(SPECIFY)			
			T/ T MICEOFILM PERICE)
			NUMBER COMPUTER TAPE(S)
			□ OTHER(SPECIFY)
		<del></del>	
11. FILE IS USED			TVE AFTER sheet is filled
Ø DAILY ☐ WEEKLY ☐ MONTE	HLY	NUMBER	MONTHS(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)	13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		JPLICATED ELSEWHERE? CY OR OFFICE)
Building 035, Room 1209A		□ YES 💆 NO	
15. ACCESS RESTRICTIONS YES NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS	
		Ø none □ sta	TE   FEDERAL   INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  O YES  YES NO		18. RECOMMENDED RET Retain for si	ENTION x (6) months, then destroy.
			·
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE
Anne Turkos	405-9060		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  PAGEOF		
1. AGENCY University of Maryland at College Park	2. DIVISION Academic	Affairs	3. UNIT Libraries		
		ECORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE		
4. RECORD SERIES TITLE  Card Key Registration Forms			5. EARLIEST YEAR/ATEST YEAR 1992 TO 1993		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIPTION IN THE SERIES.  Information forms completed McKeldin Library.	INCLUDE THE PURPC	OSE OR FUNCTION OF THE	SERIES.)		
	·				
7. RECORD SERIES FORMAT(S)  2. LETTER SIZE	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER(SPECIFY)		9. VOLUME    FILE DRAWER(S)    MICROFILM(S)    NUMBER   COMPUTER TAPE(S)    OTHER(SPECIFY)   binder		
O:AUDIO TAPE VIDEO TAPE OTHER(SPECIFY)			10. ANNUAL ACCUMULATION  Less than MICROFILM REEL(S)  COMPUTER TAPE(S)  AT OTHER(SPECIFY)  binder		
11. FILE IS USED  □ DAILY	łLY	1	IVE AFTER termination of employee  MONTHS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  Building 035, Room 1209A		14. IS RECORD SERIES DU (IF YES, SPECIFY AGENC			
15. ACCESS RESTRICTIONS YES SE NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES \ XX NO .		18. RECOMMENDED RETE Retain until destroy.	ENTION termination of employee, then		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	UMBER	21. DATE		
Anne Turkos	405-9060		12/15/93		

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND AT COLLEGE PARK		AGENCY	RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE	OF
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland at College Park	Academic	Affairs	Librarie	S
		CORDS NORMALLY FILED AND NO DISPOSITION PURPOSES	USED AS A UNIT FO	OR REFERENCE
4. RECORD SERIES TITLE			5. EARLIEST YEAR	R/LATEST YEAR
General Correspondence-Associate Directors			_ <u>1</u>	976 то <u>1993</u>
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRI	IBE THE TYPES OF IN	NFORMATION/DOCUMENTS DSE OR FUNCTION OF THE		
Files documenting the issument of each of the Libraries minutes, reports, publication budget information.	' divisions.	Include policie	s and proce	dures, correspondence,
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES S	SEQUENCE	9. VOLUME	ar
Skietter size ☐ microfilm		•		F file drawer(s)  Microfilm(s)
XX LEGAL SIZE COMPUTER TAPE		ABETICAL		COMPUTER TAPE(S)
BOUND BOOK FLOPPY DISK	CHRONOLOGICAL  GEOGRAPHICAL  OTHER(SPECIFY)			OTHER(SPECIFY)
			_	
AUDIO TAPE UVIDEO TAPE			10. ANNUAL ACC	CUMULATION
OTHER(SPECIFY)			5 8	FILE DRAWER(S)
			NUMBER	MICROFILM REEL(S)
	<del></del>			COMPUTER TAPE(S)
			□ OTHER(SPECIFY)	
			-	
11. FILE IS USED		12 FILE BECOMES INACT	TVE AFTER	· · · · · · · · · · · · · · · · · · ·
11. FILE IS USED  *★ DAILY □ WEEKLY □ MONTH	RLY	12. FILE BECOMES INACTIVE AFTER		
		NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035	14. IS RECORD SERIES D (IF YES, SPECIFY AGEN U YES • NO			HERE
15. ACCESS RESTRICTIONS YES S NO		16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULATION(S)				
		■ STA	ATE   FEDERA	AL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE: 32 YES  ONO some associate directors have created index listings using word processing software		screening. Mate administrative,	then send trial having fiscal, or etained. De	n in office for o UMCP Archives for continuing legal, historical value will estroy material for is required.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	UMBER	21. DATE	
Anne Turkos	405-9060		12/13/93	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	UNIVERSITY OF MARYLAND AT COLLEGE PARK		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF	
AGENCY	2. DIVISION		3. UNIT	
University of Maryland at College Park	Academic A	ffaire	Libraries	
DEFINITION DECORD SERVES. A	GROUP OF RELATED RE		USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
General Correspondence-Libra	ry Units		1968 <sub>TO</sub> 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.				
	,		<b>`</b> .	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME	
☑ LETTER SIZE ☐ MICROFILM			DS FILE DRAWER(S)  115	
☐ LEGAL SIZE ☐ COMPUTER TAPE	OX ALPH	ABÉTICAL	NUMBER COMPUTER TAPE(S)	
	□ NUMERICAL		OTHER(SPECIFY)	
D BOUND BOOK FLOPPY DISK	☐ CHRC	NOLOGICAL		
AUDIO TAPE VIDEO TAPE	☐ GEOC	GRAPHICAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPECIFY)		xix file drawer(s)	
			NUMBER   MICROFILM REEL(S)	
			COMPUTER TAPE(S)	
			□ OTHER(SPECIFY)	
11. FILE IS USED	<u> </u>	12. FILE BECOMES INACT	IVE AFTER	
8 DAILY WEEKLY MONTH	ILY	5		
		NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORD SERIES DU		
Buildings 035, 174, 146, 145, 091,	and 084	(IF YES, SPECIFY AGENO	T OR OFFICE)	
15. ACCESS RESTRICTIONS YES XNO		16. AUDIT REQUIREMENT	rs .	
(IF YES, CITE LAW(S) & REGULATION(S)		<b>25</b> KNONE		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES NO		•	and destroy materials for	
	Materials having		reference is required. g continuing value should be P Archives for permanent	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	JMBER	21. DATE	
Anne Turkos	405.0060		12/13/93	
taure Talkos	405-9060		14/13/ <i>3</i> 3	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	UNIVERSITY OF MARYLAND AT COLLEGE PARK		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland at College Park	F.cademic	Affairs	Libraries	
		ECORDS NORMALLY FILED AND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Chron Files			5. EARLIEST YEAR/LATEST YEAR  1978  TO 1993	
IN THE SERIES.  Copies of out-going corresp	include the purpo		series.) ual library units or	
administrators, including the I Associate Director for Public S		tor's Office, Dev	relopment Office, and	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME	
St LETTER SIZE ☐ MICROFILM		-	TILE DRAWER(S)  10  MICROFILM(S)	
	☐ ALPH	ABETICAL	NUMBER COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL  St CHRONOLOGICAL		OTHER(SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK				
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEO	GRAPHICAL	10. ANNUAL ACCUMULATION	
☐ OTHER(SPECIFY)	D OTHE	ER(SPECIFY)		
			1.5 Gx FILE DRAWER(S)  MICROFILM REEL(S)	
			NUMBER COMPUTER TAPE(S)	
			OTHER(SPECIFY)	
11. FILE IS USED	<u> </u>	12 FILE RECOMES INACT	TVE A ETTER	
DAILY □ WEEKLY □ MONTH	41V	12. FILE BECOMES INACTIVE AFTER  12. FILE BECOMES INACTIVE AFTER  MONTHS(S)  YEARS(S)		
		NUMBER	MONTES() = 1210()	
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)  ☐ YES   NO		
15. ACCESS RESTRICTIONS  YES NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS		
		81 NONE   STATE   FEDERAL   INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN		18. RECOMMENDED RET	ENTION	
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		Donada da off	ica for fifteen (15) years	
☐ YES ☑ NO		then destroy.	ice for fifteen (15) years,	
		then descroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE	
Anne Turkos	405-9060		12/13/93	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	UNIVERSITY OF MARYLAND AT COLLEGE PARK		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE PMGT - 201 (7/92)			PAGEOF	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland at College Park	Academic A	ffairs	Libraries	
	GROUP OF RELATED RE		USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
Donor Files-Library Units			<u>1941</u> то <u>1993</u>	
Correspondence, gift agree	ements, colle	ose OR FUNCTION OF THE ction inventories the gifts of lib		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES S	SECUENCE	9. VOLUME	
₩ LETTER SIZE	o. Incola Strats		FILE DRAWER(S)	
	xax alph	ABETICAL	10 MICROFILM(S) NUMBER COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMERICAL		NUMBER GOMPUTER TAPE(S)  OTHER(SPECIFY)	
BOUND BOOK  FLOPPY DISK	☐ CHRC	NOLOGICAL		
AUDIO TAPE UIDEO TAPE	☐ GEOGRAPHICAL		10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	□ отна	R(SPECIFY)	2  FILE DRAWER(S)	
			NUMBER   MICROFILM REEL(S)	
			COMPUTER TAPE(S)  OTHER(SPECIFY)	
11. FILE IS USED	L	12. FILE BECOMES INACT	TVE AFTER	
DAILY DWEEKLY DMONTH	HLY		MONTHS(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Buildings 035 and 174		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  □ YES **S**NO		
15. ACCESS RESTRICTIONS X YES □ NO		16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULATION(S)				
Annotated Code of Maryland SG 10-616		XXNONE   STATE   FEDERAL   INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN		18. RECOMMENDED RETENTION		
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES  SPANO		Retain permanently in library unit in paper		
	form. Trans Archives.		r periodically to the UMCP	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE	
Anne Turkos	405-90	60	12/13/03	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)  1. AGENCY	UNIVERSITY OF MARYLAND AT COLLEGE PARK  2. DIVISION		AGENCY RECORDS INVENTORY  PAGE1 OF1  3. UNIT	
University of Maryland at College Park	<u> </u>		Libraries D USED AS A UNIT FOR REFERENCE	
THE INTLICAN - DECORDING CEDIES.		AND DISPOSITION PURPOSES	D GSED IS A GIAL FOR IELEMAN	
4. RECORD SERIES TITLE General Correspondence-Librar	y Director's	Office	5. EARLIEST 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.)  Correspondence, minutes, reports, publications, budgetary records, committee project files, and other records documenting the daily activities of and issues concern to the Director of Libraries.				
7. RECORD SERIES FORMAT(S)  *C* LETTER SIZE	8. RECORD SERIES SEQUENCE  SK ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER(SPECIFY)		9. VOLUME  20	
☐ AUDIO TAPE ☐ OTHER(SPECIFY)			10. ANNUAL ACCUMULATION  3 FILE DRAWER(S)  NUMBER	
11. FILE IS USED  The Daily    WEEKLY    MONTH	ILY	12. FILE BECOMES INACT	TVE AFTER  MONTHS(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 4121-Current Building 035, Room 4100F-Archives		14. IS RECORD SERIES DU (IF YES, SPECIFY AGENC		
15. ACCESS RESTRICTIONS UPS ONO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMEN  M NONE  STA		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  3 YES	·	for five (5) yea destroy material is required. Ma administrative,	ENTION Retain in Director's Office rs, then screen annually and for which no further reference terial having continuing legal, fiscal, or historical value shoul MCP Archives for permanent	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE	
Anne Turkos	405-9060		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		
1.AGENCY University of Maryland at College Park	2. DIVISION Academic A	Affairs	3. UNIT Libraries		
DEFINITION - RECORD SERIES: AS	GROUP OF RELATED RE	CORDS NORMALLY FILED AND ND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE		
4. RECORD SERIES TITLE  Donor Files-Development Office			5. EARLIEST YEAR/LATEST YEAR  1986 TO 1993		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIPTION IN THE SERIES.		FORMATION/DOCUMENTS			
Research notes, corresponde to the UMCP Libraries. Include prospective donors.	ence, and cope es files on in	ies of gift recei ndividual donors,	pts relating to gifts special projects, and		
			:		
7. RECORD SERIES FORMAT(S)  XX LETTER SIZE	8. RECORD SERIES SEQUENCE  XXX ALPHABETICAL  INUMERICAL  ICHRONOLOGICAL  IGEOGRAPHICAL  IOTHER(SPECIFY)		9. VOLUME    STATE   S		
(			NUMBER COMPUTER TAPE(S)  OTHER(SPECIFY)		
11. FILE IS USED  □ DAILY □ WEEKLY □ MONTH	HLY	12. FILE BECOMES INACTIVE AFTER donor no longer active			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 3118		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  U YES UNO			
15. ACCESS RESTRICTIONS WEYES IN NO (IF YES, CITE LAW(S) & REGULATION(S)  Apportated Code of Maryland SG 10-616		16. AUDIT REQUIREMENTS  XR NONE   STATE   FEDERAL   INDEPENDENT			
Annotated Code of Maryland SG 10  17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) XXYES	010	18. RECOMMENDED RETE Retain in offi donor is decla	ENTION ce for ten (10) years after cred inactive, then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NO 405-9060		21. DATE 12/13/93		
Anne Turkos	403-9060		201 201 70		

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	UNIVERSIT	Y OF MARYLAND	AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	AT COLLEGE PARK		PAGEOF1
1. AGENCY	2. DIVISION		3. UNIT
University of Maryland at College Park	Academic .	Affairs	Libraries
DEFINITION - RECORD SERIES: AS	GROUP OF RELATED RE WELL AS RETENTION A	CORDS NORMALLY FILED AND LND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR  1986 TO 1993
Events Files-Development Offi			
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCR IN THE SERIES.		FORMATION/DOCUMENTS DSE OR FUNCTION OF THE	
Correspondence, guest lists for auxiliary services such as			cion, and arrangements
			<del></del>
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  Alphabetical  NUMERICAL		9. VOLUME  23 FILE DRAWER(S)
☐ LETTER SIZE ☐ MICROFILM			2 MICROFILM(S)  COMPUTER TAPE(S)  OTHER(SPECIFY)
☐ LEGAL SIZE ☐ COMPUTER TAPE			
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRC	NOLOGICAL	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOC	RAPHICAL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	о отне	R(SPECIFY)	. Ø FILE DRAWER(S)
			1/2   MICROFILM REEL(S)
			☐ COMPUTER TAPE(S)
			OTHER(SPECIFY)
11. FILE IS USED		12. FILE BECOMES INACT	IVE AFTER
☐ DAILY ☐ WEEKLY 3 MONTH	ILY		MONTHS(S) X YEARS(S)
12 CURRENT LOCATION CONTRACTOR		NUMBER	· · · · · · · · · · · · · · · · · · ·
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 3118		14. IS RECORD SERIES DU (IF YES, SPECIFY AGENC	
building 055, Room 5110		☐ YES XX NO	
15. ACCESS RESTRICTIONS TYPES ONO		16. AUDIT REQUIREMENT	rs
(IF YES, CITE LAW(S) & REGULATION(S)		Charles Comment Company Company	
Annotated Code of Maryland SG%	10-616	x <b>⊡</b> x none □ sta	TE G FEDERAL G INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN		18. RECOMMENDED RETI	ENTION
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  XX YES  NO		Screen annuall	y and destroy materials for
word processing			ner reference is required.
word brocessing			ing continuing value should be MCP Archives for permanent
		retention.	of mentioned for permanent
19. NAME AND TITLE OF PREPARER	20 77777777	BADED.	21 DATE
	20. TELEPHONE NU		21. DATE
Anne Turkos	405-9060		12/13/93

	<u>-</u>	<u> </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 AT COLLEGE PARK		AGENCY RECORDS INVENTORY  PAGEOF	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland at College Park	Academic	A.C	Libraries	
	·			
DEFINITION - RECORD SERIES: AS	GROUP OF RELATED RE WELL AS RETENTION A	CORDS NORMALLY FILED AND IND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
Prange Collection Records			1986 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, 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)  © LETTER SIZE	SIZE MICROFILM ALPI		9. VOLUME  2	
□ AUDIO TAPE □ VIDEO TAPE □ OTHER(SPECIFY)		GRAPHICAL ER(SPECIFY)	10. ANNUAL ACCUMULATION  1 FILE DRAWER(S)  NUMBER O MICROFILM REEL(S)  COMPUTER TAPE(S)  OTHER(SPECIFY)	
11. FILE IS USED		12. FILE BECOMES INACT	TVE AFTER	
☑ DAILY ☐ WEEKLY ☐ MONTH	ILY	5 NUMBER	MONTHS(S) XX YEARS(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 3118			PLICATED ELSEWHERE? TY OR OFFICE)	
15. ACCESS RESTRICTIONS XXYES ON NO (IF YES, CITE LAW(S) & REGULATION(S)	0 616	16. AUDIT REQUIREMENTS  ** ** ** ** ** ** ** ** ** ** ** ** *		
Annotated Code of Maryland SG \$10  17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  \$\overline{\Pi}\$ YES \$\overline{\Pi}\$ NO  word processing	18. RECOMMENDED RE Screen annua which no fur Materials ha		ENTION  1y and destroy materials for her reference is required. ing continuing value to be he UMCP Archives.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE	
Anne Turkos	<u>405-9060</u>	)	12/13/93	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	UNIVERSIT	Y OF MARYLAND	AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	AT COLLEGE PARK		PAGE 1 OF 1
1. AGENCY	2. DIVISION		3. UNIT
University of Maryland at College Park	Academic .	Affairs	Libraries
		CORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR 1992 1993
Time Sheets, Staff			то
Individual sheets approved	OSE OR FUNCTION OF THE	SERIES.)	
leave time taken.			
			• •
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES S	SEQUENCE	9. VOLUME
☑ LETTER SIZE ☐ MICROFILM	o. Ness and server segments		Dx FILE DRAWER(S)  12
	XOX ALPH	ABETICAL	G COLUMNIA TURNOS
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMERICAL		NUMBER G COMPUTER TAPE(S)  OTHER(SPECIFY)
D BOUND BOOK D FLOPPY DISK	☐ CHRC	NOLOGICAL	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOC	GRAPHICAL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPECIFY)		2 XI FILE DRAWER(S)
			NUMBER   MICROFILM REEL(S)
			☐ COMPUTER TAPE(S)
			OTHER(SPECIFY)
11 FILE IS USED.	L	12. FILE BECOMES INACT	IVE AFTED
11. FILE IS USED  23 DAILY	H.Y		MONTHS(S) ** YEARS(S)
		NUMBER	Months Ar 12100)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORD SERIES DU	PLICATED ELSEWHERE
Building 035, Room 4109-Current	t '	(IF YES, SPECIFY AGENCE TO YES NO	TY OR OFFICE)
Building 035, Attic-Archives		O IES WINO	
15. ACCESS RESTRICTIONS ☐ YES ☑ NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENT	rs
(ii 123, cite 24 w(5) & REGULATION(5)		□ NONE ASSTATE □ FEDERAL □ INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN		18. RECOMMENDED RETI	ENTION
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  U YES  S NO			ree (3) years and until all
- 10			ments have been met, then
		destroy.	
			·
	<b>,</b>		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE
Anne Turkos	405-9060	)	12/13/93

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	UNIVERSITY OF MARYLAND AT COLLEGE PARK		AGENCY RECORDS INVENTORY	
RMGT - 201 (7/92)			PAGEOF	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland at College Park	Academic	Affairs	Libraries	
	GROUP OF RELATED RE		USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
Time Sheets, Student Assis	tants		<u> 1992</u> то <u>1993</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIPTION IN THE SERIES.		NFORMATION/DOCUMENTS DSE OR FUNCTION OF THE		
Individual sheets approved student assistant.	by the superv	visor showing hou	rs worked by each	
7. RECORD SERIES FORMAT(\$)	8. RECORD SERIES S	SEOUENCE	9. VOLUME	
☐ LETTER SIZE ☐ MICROFILM		•	☑ FILE DRAWER(S)  18 □ MICROFILM(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE		ABETICAL	NUMBER COMPUTER TAPE(S)	
□ BOUND BOOK □ FLOPPY DISK	☐ NUMERICAL ☐ CHRONOLOGICAL		O OTHER(SPECIFY)	
□ AUDIO TAPE □. VIDEO TAPE				
O OTHER(SPECIFY)	į	GRAPHICAL	10. ANNUAL ACCUMULATION	
	J OTHE	ER(SPECIFY)	4 FILE DRAWER(S)	
		<del></del>	NUMBER   MICROFILM REEL(S)   COMPUTER TAPE(S)	
			OTHER(SPECIFY)	
11. FILE IS USED		12. FILE BECOMES INACT	TVF AFTER	
DAILY WEEKLY DMONTE	HLY	1 O MONTHS(S) YEARS(S)		
		NUMBER		
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)  □ YES  □ YES		
15. ACCESS RESTRICTIONS TYES TO NO		16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULATION(S)		D NONE 28 STA	TE   FEDERAL   INDEPENDENT	
		d NONE 651A	TE G FEDERAL G INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN		18. RECOMMENDED RETI	NTION	
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES INO		Retain for th	ree (3) years and until all	
		audit require	ments have been met, then destroy	
,				
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE	
Anne Turkos	405-9060		12/13/93	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	UNIVERSIT	ITY OF MARYLAND AT	AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	соп	LEGE PARK	PAGE 1 OF 1
I.AGENCY University of Maryland at College Park	2. DIVISION Academic A	Affairs	3. UNIT Libraries
		CORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE
4. RECORD SERIES TITLE Search Files, Associate Staff	· · · · · · · · · · · · · · · · · · ·		5. EARLIEST YEAR/LATEST YEAR  1988 TO 1993
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIPTION IN THE SERIES.)		NFORMATION/DOCUMENTS DSE OR FUNCTION OF THE	
Search committee minutes a candidate resumes and letters documentation of history of se	of recommend	lation, affirmati	ve action approval, and
	•		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME
© LETTER SIZE ☐ MICROFILM	☐ ALPH	ABETTCAL	5 . D MICROFILM(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	ואטא ם	ERICAL	NUMBER COMPUTER TAPE(S)  OTHER(SPECIFY)
□ BOUND BOOK □ FLOPPY DISK	x-x CHRC	DNOLOGICAL	
AUDIO TAPE UIDEO TAPE	□ GEO	GRAPHICAL	10. ANNUAL ACCUMULATION
□ OTHER(SPECIFY)	OTHER(SPECIFY)		1 EX FILE DRAWER(S)  NUMBER COMPUTER TAPE(S)  OTHER(SPECIFY)
			<del></del>
11. FILE IS USED  TO DAILY WEEKLY O MONTH	ily		IVE AFTER completion of search MONTHS(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 4105		14. IS RECORD SERIES DU (IF YES, SPECIFY AGENC ☐ YES 점 NO	
15. ACCESS RESTRICTIONS DYES ONO		16. AUDIT REQUIREMENT	rs
(IF YES, CITE LAW(S) & REGULATION(S)		⊋ none □ sta	
Annotated Code of Maryland SG 10	-616		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  TYES XT NO .	then destroy advertisemen voting, and		eral correspondence. Retain minut committee recommendations and ten candidate resumes for years, then destroy.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	J UMBER	21. DATE
Anne Turkos	405–9060		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 1 0f 1	
1. AGENCY University of Maryland at College Park	2. DIVISION Academic A	Affairs	3. UNIT Libraries	
	GROUP OF RELATED RE		USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Personnel Files, Staff			5. EARLIEST YEAR/LATEST YEAR  1988 TO 1993	
	INCLUDE THE PURPO I entries and statements, y letters, and	d changes, beneficonsulting reported separation not staff members and	series.)  Its information, applications/ Its, performance appraisals, Itices. These materials It include several types of	
7. RECORD SERIES FORMAT(S)  1. LETTER SIZE	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER(SPECIFY)		9. VOLUME  28 FILE DRAWER(S)  15	
□ AUDIO TAPE □ VIDEO TAPE □ OTHER(SPECIFY)			10. ANNUAL ACCUMULATION    1.5	
11. FI <b>LE IS</b> USED  ***SE DAILY *** O WEEKLY O MONTE	ily	12. FILE BECOMES INACT  3  NUMBER	IVE AFTER  MONTHS(S) XX 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)  ☑ YES □ NO some duplication in UMCP Personnel		
15. ACCESS RESTRICTIONS UPS ONO (IF YES, CITE LAW(S) & REGULATION(S)  Annotated Code of Maryland SG § 10-616		16. AUDIT REQUIREMENTS  X NONE   STATE   FEDERAL   INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  PYES  SYNO		18 RECOMMENDED RETENTION  Retain for three (3) years after terminati  of employee, then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE	
Anne Turkes	405-9060		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 1 OF 1
1. AGENCY	2. DIVISION Academic	Affairs	3. UNIT Libraries
University of Maryland at College Park	· · · · · · · · · · · · · · · · · · ·		
		ND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR  1989 TO 1993
Borrowing Requests	<del></del>		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCR IN THE SERIES.		NFORMATION/DOCUMENTS DSE OR FUNCTION OF THE	_
Requests generated by UMCP articles from off-campus source		borrow books and	photocopies of journal
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER(SPECIFY)		9. VOLUME  Significant Drawer(s)
☐ LETTER SIZE ☐ MICROFILM			20 MICROFILM(S) NI IMPER COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER G COMPUTER (APE(S))  OTHER(SPECIFY)
BOUND BOOK D FLOPPY DISK			
□ AUDIO TAPE □ VIDEO TAPE			10. ANNUAL ACCUMULATION
OTHER(SPECIFY)			7 25 FILE DRAWER(S)
5" x 8"			NUMBER   MICROFILM REEL(S)   COMPUTER TAPE(S)   OTHER(SPECIFY)
11. FILE IS USED	L	12. FILE BECOMES INACT	IVF AFTFR
daily   weekly   month	ily	1 O MONTHS(S) XST YEARS(S) NUMBER	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 1137-Current Building 035, Fumigation Room-Archives		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  U YES XU NO	
15. ACCESS RESTRICTIONS YES NO		16. AUDIT REQUIREMENTS	
(IF YES, CITE LAW(S) & REGULATION(S)  Annotated Code of Maryland SC\$ 10-616		Ø NONE □ STATE □ FEDERAL □ INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN		10 880011111111111111111111111111111111	
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETE Retain for the	rention ree (3) years, then destroy.
☐ YES 23 NO			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE
Anne Turkos	405–9060		12/13/93

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD		Y OF MARYLAND AT LEGE PARK	AGENCY RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF		
1. AGENCY	2. DIVISION		3. UNIT		
University of Maryland at College Park	Academic A	Affairs	Libraries		
I INFFINITION - DECODIN SEDIES.		CORDS NORMALLY FILED AND LIND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE		
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR		
Filled Interlibrary Loan Requ	ests		1989 TO 1993		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCR		NFORMATION/DOCUMENTS DISE OR FUNCTION OF THE			
IN THE SERIES.	INCLUDE THE PURPO	ose or function of the	SERIES.)		
Requests by non-UMCP borrow	ers to borro	w books and copie	s of journal articles		
owned by UMCP Libraries.					
			$\mathfrak{D}_{\mathcal{C}}$		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES S	SEQUENCE	9. VOLUME  St FILE DRAWER(S)		
☐ LETTER SIZE ☐ MICROFILM	ZI AIPH	ABETICAL	60 MICROFILM(S)		
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)		NUMBER		
□ BOUND BOOK □ FLOPPY DISK			☐ OTHER(SPECIFY)		
☐ AUDIO TAPE ☐ VIDEO TAPE					
<b>ざ</b> other(specify)			10. ANNUAL ACCUMULATION		
5" x 8"		(0. 2011 1)	12 XEX FILE DRAWER(S)  NUMBER		
			COMPUTER TAPE(S)		
			□ OTHER(SPECIFY)		
11. FILE IS USED		12. FILE BECOMES INACT	IVE AFTER		
Q DAILY ☐ WEEKLY ☐ MONTH	łLY	MONTHS(S) XX YEARS(S)			
		NUMBER			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room 1137-Current		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  12 YES  13 NO			
Building 035, Fumigation Room-Arc	hived				
15. ACCESS RESTRICTIONS PYES ONO (IF YES, CITE LAW(S) & REGULATION(S)	· · · · · · · · · · · · · · · · · · ·	16. AUDIT REQUIREMENTS			
		□ NONE ÆKSTATE □ FEDERAL □ INDEPENDENT			
Annotated Code of Maryland SG 10  17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN	-010		<del></del>		
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION			
O YES XX NO			ree (3) years and until all ments are met, then destroy.		
		audit teduite	money are mer, enen debure,		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE		
Anne Turkos	405–9060		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	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland at College Park	Academic	Affairs	Libraries	
INVERSIFICAL DECORA CEDIEC.		CORDS NORMALLY FILED AND IND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE	-		5. EARLIEST YEAR/LATEST YEAR 1988 1993	
Bill Listings			1988 1993 TO	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIPTION THE SERIES.)  Printouts listing all invoil library materials; includes such vend date, invoice number, objectives.	nclude the purpo ces paid on a h information	ose or function of the a daily basis for a as vendor name,	the acquisition of account number,	
7. RECORD SERIES FORMAT(\$)	8. RECORD SERIES S	SFOUENCE	9. VOLUME	
□ LETTER SIZE □ MICROFILM	S. Accord Strates Strates		FILE DRAWER(S)  6  MICROFILM(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE		ABETICAL	NUMBER COMPUTER TAPE(S)	
□ BOUND BOOK □ FLOPPY DISK	MUMERICAL		OTHER(SPECIFY)	
□ AUDIO TAPE □ VIDEO TAPE	☑ CHRONOLOGICAL.			
	☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)		10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)  11" X 14"			1 S FILE DRAWER(S)	
11 X 14			NUMBER   MICROFILM REEL(S)	
			☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)	
			U Omengreen)	
			<del></del>	
11. FILE IS USED		12. FILE BECOMES INACT	IVE AFTER	
M DAILY O WEEKLY O MONTH	ILY		MONTHS(S)	
		NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORD SERIES DU		
Building 035, Room 2200		O YES 20 NO		
15. ACCESS RESTRICTIONS YES NO		16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULATION(S)				
		O NONE XX STA	TE   FEDERAL   INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN		18. RECOMMENDED RETI	NIION	
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)				
☐ YES ♀ NO			ree (3) years and until all nents are met, then destroy.	
		dual require		
•		_		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE	
Anne Turkos	405-90	60	12/13/93	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	соп	AT LEGE PARK	PAGE1OF1	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland at College Park	Academic	Affairs	Libraries	
INGGINITION - DECONDING CEDIUS.	GROUP OF RELATED RE		USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE	, - 555 15 15 15 15 17 10 17 1		5. EARLIEST YEAR/LATEST YEAR	
System-wide Log			1 <u>993 — то</u> <u>1993 </u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCR	INCLUDE THE PURPO	OSE OR FUNCTION OF THE	SERIES.)	
			\$14 	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES S	SECUENCE	9. VOLUME	
© LETTER SIZE ☐ MICROFILM	8. RECORD SERIES SEQUENCE		☐ FILE DRAWER(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ ALPH	ABETICAL	1   MICROFILM(S)  NUMBER   COMPUTER TAPE(S)	
_	☐ NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER(SPECIFY)		OX OTHER(SPECIFY)	
D BOUND BOOK			volume	
□ AUDIO TAPE □ VIDEO TAPE			10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)			1	
			NUMBER   MICROFILM REEL(S)	
			COMPUTER TAPE(S)	
			OTHER(SPECIFY)	
			volume	
11. FILE IS USED		12. FILE BECOMES INACT	TVE AFTER	
O DAILY & WEEKLY O MONTE	łly	NUMBER E	MONTHS(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORD SERIES DU		
Building 035, Room B0293		(IF YES, SPECIFY AGENCY OR OFFICE)		
15. ACCESS RESTRICTIONS YES NO		16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULATION(S)		ĕ none □ sta	ATE D FEDERAL D INDEPENDENT	
		d NONE d 317	TIE G FEDERAL G INDEFENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN		18. RECOMMENDED RET	ENTION	
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  U YES XX NO		Retain until t	apes are re-used, then destroy.	
	•			
19. NAME AND TITLE OF PREPARER	T ao amin'ny faritr'i N		Lo. 0.00	
Anne Turkos	20. TELEPHONE NO 405-906		21. DATE 12/13/93	
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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.AGENCY University of Maryland at College Park	2. DIVISION Academic Affairs		3. UNIT Libraries	
DEFINITION DECORD SERVES. A	GROUP OF RELATED RE	CORDS NORMALLY FILED AND	USED AS A UNIT FOR REFERENCE	
AS	WELL AS RETENTION A	IND DISPOSITION PURPOSES		
4. RECORD SERIES TITLE Tape Backup Records			5. EARLIEST YEAR/LATEST YEAR  1993 TO 1993	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRINTHE SERIES.  Lists of disk files copied	INCLUDE THE PURPC	ose or function of the		
11000 01 4100 11100 00 1110				
	<del></del>			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER(SPECIFY)		9. VOLUME	
☐ LETTER SIZE ☐ MICROFILM			1	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER COMPUTER TAPE(S)  OTHER(SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK			volume	
☐ AUDIO TAPE ☐ VIDEO TAPE			10 ANDULA ACCIDATE ATION	
XX OTHER(SPECIFY)			10. ANNUAL ACCUMULATION    FILE DRAWER(S)	
11" X 14"			NUMBER O MICROFILM REEL(S)  COMPUTER TAPE(S)	
	<u></u>	atabase		
			XX OTHER(SPECIFY)	
			volume	
11. FILE IS USED		12. FILE BECOMES INACT	TVE AFTER	
XZ DAILY WEEKLY MONTH	4I.Y	_	MONTHS(S)	
		NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room B0293		14. IS RECORD SERIES DU (IF YES, SPECIFY AGENC U YES Č NO		
15. ACCESS RESTRICTIONS TYES TO NO		16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULATION(S)				
		₩ NONE ☐ STA	TE G FEDERAL G INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES XX NO		18. RECOMMENDED RETI Retain for o re-used, the	ne (1) month or until tape is	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	IMBER	21. DATE	
Anne Turkos	405-9060		12/13/93	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		Y OF MARYLAND AT LEGE PARK	AGENCY RECORDS INVENTORY  PAGE
1. AGENCY	2. DIVISION		3. UNIT
University of Maryland at College Park			
<del></del>	Academic Af		Libraries USED AS A UNIT FOR REFERENCE
I DEFINITION - DECORD SERVES.		IND DISPOSITION PURPOSES	OSED AS A UNIT FOR REPERENCE
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Backup Logs			1993 <sub>TO</sub> 1993
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRING THE SERIES).  Records of when backups of what tape was used.	INCLUDE THE PURPO	OSE OR FUNCTION OF THE	SERIES.)
what tape was used.			
; ·			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL		9. VOLUME
© LETTER SIZE ☐ MICROFILM			FILE DRAWER(S)
			1
☐ LEGAL SIZE ☐ COMPUTER TAPE			© OTHER(SPECIFY)
O BOUND BOOK FLOPPY DISK	♂ CHRONOLOGICAL		volume
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL  ③ OTHER(SPECIFY)		10. ANNUAL ACCUMULATION
OTHER(SPECIFY)			1 □ FILE DRAWER(S)
			NUMBER   MICROFILM REEL(S)
			☐ COMPUTER TAPE(S)
			*D OTHER(SPECIFY)
			volume
	<u> </u>	12. FILE BECOMES INACT	N. A. M. T. P.
11. FILE IS USED  DAILY WEEKLY DIMONTS	41. <b>V</b>	İ	MONTHS(S)
		NUMBER	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORD SERIES DU	IPLICATED ELSEWHERE
Building 035, Room B0293		(IF YES, SPECIFY AGENO	CY OR OFFICE)
		G IES C NO	
15. ACCESS RESTRICTIONS YES NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS	
		DE NONE - STA	TE G FEDERAL G INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES XXNO		18. RECOMMENDED RETI Retain for on used, then de	e (1) month or until tape is re-
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NO	JMBER	21. DATE
Anne Turkos	405-9060		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
I THE INTERIOR - DECORD CEDIES.	GROUP OF RELATED RE		USED AS A UNIT FOR REFERENCE
4. RECORD SERIES TITLE Shift Log		_	5. EARLIEST YEAR/LATEST YEAR  1993 TO 1993
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIPTION (BRIEFLY DESCRIPTION)  Summary and highlight of system one operator's shift; reconstruction systems.	NCLUDE THE PURPO	ose OR FUNCTION OF THE s reported that π	series.)  may continue over more
7. RECORD SERIES FORMAT(S)  © LETTER SIZE	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER(SPECIFY)		9. VOLUME  4
11. FILE IS USED  ***ZE DAILY	HLY	NUMBER  14. IS RECORD SERIES DU (IF YES, SPECIFY AGENC	MONTHS(S)
Building 035, Room B0293  15. ACCESS RESTRICTIONS  YES NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES XX NO			ix (6) months, 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
	<del></del>		
1. AGENCY	2. DIVISION		3. UNIT
University of Maryland at College Park	Academic A	Affairs	Libraries
		CORDS NORMALLY FILED AND LND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Problem Reports			1 <u>991 <sub>TO</sub> 1993</u>
		VFORMATION/DOCUMENTS OSE OR FUNCTION OF THE	
Records of open and closed all University of Maryland (Sys	problems wit tem) sites.	h the Libraries'	CARL system reported by
7. RECORD SERIES FORMAT(S)	8 DECORD SERIES	SECTIFNCE	9. VOLUME
© LETTER SIZE ☐ MICROFILM	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER(SPECIFY)		S FILE DRAWER(S)
, , , , , , , , , , , , , , , , , , , ,			MICROFILM(S)  NUMBER O COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER U COMPUTER TAPE(S)
☐ BOUND BOOK ☐ FLOPPY DISK			
☐ AUDIO TAPE ☐ VIDEO TAPE			
O OTHER(SPECIFY)			10. ANNUAL ACCUMULATION
electronic			1 x FILE DRAWER(S)  MICROFILM REEL(S)
			NUMBER COMPUTER TAPE(S)  OTHER(SPECIFY)
		<del>,</del>	
11. FILE IS USED		12. FILE BECOMES INACT	TVE AFTER
XX DAILY O WEEKLY O MONTH	ILY	1 D	MONTHS(S) XIX YEARS(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  Building 035, Room B0293		14. IS RECORD SERIES DU (IF YES, SPECIFY AGENC	
15. ACCESS RESTRICTIONS TYPES X NO		16. AUDIT REQUIREMENT	rs
(IF YES, CITE LAW(S) & REGULATION(S)		x52 NONE 🗅 STA	TE   FEDERAL   INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN	<del></del>	18. RECOMMENDED RETE	PNTION
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES  **OK NO	,	Retain in ele	ectronic form until no longer in paper copies for two (2)
	į	years, then d	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE
Anne Turkos	405-9060		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  PAGE1OF1
1. AGENCY University of Maryland at College Park	2. DIVISION Academic	Affairs	3. UNIT Libraries
		CORDS NORMALLY FILED AND IND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Operator Logs			1990 <sub>TO</sub> 1993
Record of system operators' tasks, system problems, and any	NCLUDE THE PURPO	ose or function of the ities, including	SERIES.)
7. RECORD SERIES FORMAT(S)	a proops crape	Prouting P	9. VOLUME
© LETTER SIZE	8. RECORD SERIES SEQUENCE  Alphabetical  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER(SPECIFY)		TILE DRAWER(S)  1/2  NUMBER  COMPUTER TAPE(S)  OTHER(SPECIFY)
O'AUDIO TAPE  O OTHER(SPECIFY)			10. ANNUAL ACCUMULATION  1/4
11. FILE IS USED	<u> </u>	12. FILE BECOMES INACT	IVF AFTER
XOX DAILY O WEEKLY O MONTH	ILY		MONTHS(S) U YEARS(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 035, Room B0293		14. IS RECORD SERIES DU (IF YES, SPECIFY AGENC U YES R NO	
15. ACCESS RESTRICTIONS YES NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  U YES XIKNO		18. RECOMMENDED RETE Retain for si	ENTION x (6) months, then destroy.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	JMBER	21. DATE
Anne Turkos	405–9060		12/14/93

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSIT	Y OF MARYLAND AT	AGENCY	RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEGE PARK		PAGEOF	
1. AGENCY	2. DIVISION	······································	3. UNIT	
University of Maryland at College Park	Academic	Affairs	Librar	ies
		ECORDS NORMALLY FILED ANI	USED AS A UNIT F	OR REFERENCE
4. RECORD SERIES TITLE				AR/LATEST YEAR
Transaction Logs			$\frac{1}{2}$	982_TO 1993
	patrons and p		SERIES.)	l, including
			÷ ;	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SPOLIFNOR	9. VOLUME	
□ LETTER SIZE □ MICROFILM	8. RECORD SERIES SEQUENCE		1//	FILE DRAWER(S)  MICROFILM(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE		ABETICAL	1	☐ COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	XX NUMERICAL			☐ OTHER(SPECIFY)
□ AUDIO TAPE □ VIDEO TAPE	_	ONOLOGICAL		
© OTHER(SPECIFY)		GRAPHICAL	10. ANNUAL AC	CUMULATION
microfiche & electronic	OTHER(SPECIFY)		NUMBER	FILE DRAWER(S)  MICROFILM REEL(S)  COMPUTER TAPE(S)  OTHER(SPECIFY)
11. FILE IS USED	<u> </u>	12. FILE BECOMES INACT	IVE AFTER	
3 DAILY O WEEKLY O MONTE	HLY			₫ YEARS(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Buildings 035, 174, 146, 145, 091	, 084	14. IS RECORD SERIES DE (IF YES, SPECIFY AGEN YES 20 NO		OHERE?
15. ACCESS RESTRICTIONS \$\frac{1}{2}\$ YES  NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMEN	TS	
Annotated Code of Maryland SG \$ 10	-616	□ NONE XEXSTA	ATE O FEDER	AL Q INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  「YES X對 NO		format for three back-up. Retain Information Tech Then reuse Reta	(3) years electronic nnology Div in in compu	in online electronic. Then transfer to tape tape backups in the until no longer neede uter-generated microficatil all audit require-
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NO	•	21. DATE	<i>J</i> -
Anne Turkos	405-9060	)	12/14/93	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	UNIVERSITY OF MARYLAND AT COLLEGE PARK		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland at College Park	Academic		Libraries	
		CORDS NORMALLY FILED AND LND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
Billing Records	<del></del>		1989 то 1993	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIPTION IN THE SERIES.  Correspondence regarding bi invoices, and reports of billing replacement costs, and other li	NCLUDE THE PURPO	ons and problems, overdue fines, 1	series.) , copies of bills and library materials'	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES S	SEQUENCE	9. VOLUME	
© LETTER SIZE ☐ MICROFILM	XX ALPHABETICAL  XX NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER(SPECIFY)		x3 FILE DRAWER(S)  54  MICROFILM(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER COMPUTER TAPE(S)	
☐ BOUND BOOK ☐ FLOPPY DISK			☐ OTHER(SPECIFY)	
□ AUDIO TAPE □ VIDEO TAPE				
G OTHER(SPECIFY)			10. ANNUAL ACCUMULATION	
			18 XX FILE DRAWER(S)	
5" X 8"; 11" X 14"			NUMBER MICROFILM REEL(S)	
			☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)	
			G CHEROS ECH I)	
11. FILE IS USED	·	12. FILE BECOMES INACT	TVE AFTER	
S DAILY G WEEKLY G MONTH	īLY	1 NUMBER	MONTHS(S) 举YEARS(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORD SERIES DU		
Buildings 035, 174, 146, 145, 091	, 084	(IF YES, SPECIFY AGENO	Y OR OFFICE)	
15. ACCESS RESTRICTIONS ENGRES ON NO (IF YES, CITE LAW(S) & REGULATION(S)			16. AUDIT REQUIREMENTS	
Annotated Code of Maryland SG \$10-616		□ NONE ¾ STA	ATE   FEDERAL   INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  U YES XX NO .		18 RECOMMENDED RET Retain for thre requirements ha	ENTION Le (3) years and until all audit Live been met, then destroy.	
19. NAME AND TITLE OF PREPARER	20 TELEBRICA	1,000	2) DITE	
Anne Turkos	20. TELEPHONE NU 405-9060	DWRFK	21. DATE 12/14/93	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	UNIVERSIT	Y OF MARYLAND AT	AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	соп	LEGE PARK	PAGEOF
1. AGENCY University of Maryland at College Park	2. DIVISION Academic	Affairs	3. UNIT Libraries
	<u></u>		USED AS A UNIT FOR REFERENCE
DEFINITION - RECORD SERIES: AS		AND DISPOSITION PURPOSES	
4. RECORD SERIES TITLE  Patron Registration			5. EARLIEST YEAR/LATEST YEAR  1992 TO 1993
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCR	IDE THE TYPES OF IN	TEODMATION/POCI BARNES	
	NCLUDE THE PURPO	ose or function of the	series.)
•			<i>≒</i> :
			·
			•
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER(SPECIFY)		9. VOLUME
XI LETTER SIZE   MICROFILM			©£ FILE DRAWER(S) 6 ☐ MICROFILM(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER COMPUTER TAPE(S)
☐ BOUND BOOK ☐ FLOPPY DISK			OTHER(SPECIFY)
☐ AUDIO TAPE ☐ VIDEO TAPE			
OTHER(SPECIFY)			10. ANNUAL ACCUMULATION
		•	3 XIX FILE DRAWER(S)  NUMBER   MICROFILM REEL(S)
			COMPUTER TAPE(S)
			OTHER(SPECIFY)
	i		
11. FILE IS USED	L.,,,	12. FILE BECOMES INACT	IVE AFTER
© DAILY ☐ WEEKLY ☐ MONTH	fLY	6 NUMBER	MONTHS(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORD SERIES DU (IF YES, SPECIFY AGENC	
Building 035, 174, 145, 146, 091,	084	O YES ONO	T OR OFFICE)
15. ACCESS RESTRICTIONS TO YES IN NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENT	rs
Annotated Code of Maryland SG§ 10	-616	□ NONE XXSTA	TE O FEDERAL O INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES XXNO		18. RECOMMENDED RETT Retain for six paper copy. R	ENTION  (6) months, then destroy, for letain information on active
		borrowers in a	utomated system on a perpetual as borrower becomes inactive.
	r		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NO		21. DATE 12/14/93
Anne Turkos	405-9060		T71 T21 73

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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 ACBNOW	2 27 75 75 75		2 Inim		
1.AGENCY University of Maryland at College Park	2. DIVISION Academic	Affairs	3. UNIT Libraries		
		CORDS NORMALLY FILED AND IND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE		
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR		
User_Notices			1992 то 1993		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRINTHE SERIES.  Copies of recall, availabil	INCLUDE THE PURPO	OSE OR FUNCTION OF THE	SERIES.)		
·					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES S	SEOUENCE	9. VOLUME		
☐ LETTER SIZE ☐ MICROFILM	☑ ALPHABETICAL ☑ NUMERICAL ☑ CHRONOLOGICAL		FILE DRAWER(S)		
			48   MICROFILM(S)		
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER G COMPUTER TAPE(S)  OTHER(SPECIFY)		
☐ BOUND BOOK ☐ FLOPPY DISK					
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOC	GRAPHICAL	10. ANNUAL ACCUMULATION		
☑ OTHER(SPECIFY)	OTHER(SPECIFY)		XX FILE DRAWER(S)		
5" X 8"			20 MICPORTIM PERICS)		
	<del></del>		NUMBER COMPUTER TAPE(S)		
		•	☐ OTHER(SPECIFY)		
11. FILE IS USED		12. FILE BECOMES INACT	IVE A FIED		
DE DAILY DEEKLY DEMONTS	41.7		MONTHS(S) U YEARS(S)		
- DAME: C WELLE: C MONTE		NUMBER	MONTHS(3) C TEARS(3)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORD SERIES DU	·		
Buildings 035, 174, 145, 146, 091	Buildings 035, 174, 145, 146, 091, 084		(IF YES, SPECIFY AGENCY OR OFFICE)  U YES  NO		
15. ACCESS RESTRICTIONS YES NO		16. AUDIT REQUIREMENT	'S		
(IF YES, CITE LAW(S) & REGULATION(S)  Annotated Code of Maryland SG \$ 10-616		□ NONE XXSTA	TE O FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES YENO		18 RECOMMENDED RETE Retain for th audit require destroy.	NTION ree (3) years and until all ments have been met, then		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE		
Anne Turkos	405–9060		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  PAGEOF
	<del></del>		
1.AGENCY University of Maryland at College Fark	2. DIVISION Academic	Affairs	3.UNIT Libraries
		CORDS NORMALLY FILED AND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Collection Information Repor	to		1992 to 1993
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIPTION IN THE SERIES.)  Reports listing temporary c	IBE THE TYPES OF IN	OSE OR FUNCTION OF THE	SERIES.)
missing.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES S	SECUENCE	9. VOLUME
☐ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK	☐ ALPH	ABETICAL	FILE DRAWER(S)  6
☐ AUDIO TAPE ☐ VIDEO TAPE	GEOGRAPHICAL  OTHER(SPECIFY)		10. ANNUAL ACCUMULATION
☐ OTHER(SPECIFY)			12 OX FILE DRAWER(S)
11* X 14"			NUMBER   MICROFILM REEL(S)   COMPUTER TAPE(S)   OTHER(SPECIFY)
11 FUR to VICED	<u> </u>	12. FILE BECOMES INACT	TVP A FTPD
11. FILE IS USED  3 DAILY UWEEKLY UMONTE	пу		MONTHS(S) XX YEARS(S)
		NUMBER	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Buildings 035, 174, 145, 146, 091.	, 084	14. IS RECORD SERIES DU (IF YES, SPECIFY AGENC YES 14 NO	
15. ACCESS RESTRICTIONS TYPES IN NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENT	rs
Annotated Code of Maryland SG% 10-	-616	NONE □ STA	TE O FEDERAL O INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  O YES XX NO		online record	ENTION  ports for one (1) month or until  appears, then destroy. Retain  reports for one (1) year, then
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE
Anne Turkos	405–9060		12/14/93

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND AT COLLEGE PARK		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland at College Park	Academic	Affairs	Libraries	
		CORDS NORMALLY FILED AND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
Manual Charge Slips-Reserves			1992 TO 1993	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRINTHE SERIES.  Records of items on reserve	INCLUDE THE PURPO	OSE OR FUNCTION OF THE	SERIES.)	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER(SPECIFY)		9. VOLUME FILE DRAWER(S)	
☐ LETTER SIZE ☐ MICROFILM			3 D MICROFILM(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER CI COMPUTER TAPE(S)	
D BOUND BOOK FLOPPY DISK			□ OTHER(SPECIFY)	
☐ AUDIO TAPE ☐ VIDEO TAPE				
▼ OTHER(SPECIFY)			10. ANNUAL ACCUMULATION	
,			5 XEK FILE DRAWER(S)	
3" X 5"			NUMBER   MICROFILM REEL(S)	
			☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)	
	į.		G Official Fourty	
11. FILE IS USED	-	12. FILE BECOMES INACT	TVE AFTER	
A DAILY D WEEKLY D MONTH	łLY	1 NUMBER	MONTHS(S)   YEARS(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
Buildings 035, 174, 145, 146, 091, 084		(IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☐ NO		
15. ACCESS RESTRICTIONS SO YES NO (IF YES, CITE LAW(S) & REGULATION(S)			16. AUDIT REQUIREMENTS	
Annotated Code of Maryland SG § 10-616		₩ NONE STATE FEDERAL INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION		
□ YES ¾ NO		Retain for one	e (1) month, then destroy.	
		·		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	JMBER	21. DATE	
Anne Turkos	405-9060		12/14/93	