RMGT -101 (7/92)

UNIVERSITY OF MARYLAND
AT COLLEGE PARK

SCHEDULE NO. 1751

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RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND AT COLLEGE PARK — AGENCY

DEPARTMENT OF METEOROLOGY — DIVISION

Item No.	Description	Retention
1	GENERAL CORRESPONDENCE Files include incoming and outgoing correspondence including letters, faxes, and computer disks.	Screen annually and destroy that material no longer needed for current business. Directives, policies, and other material delated to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the UMCP Archives.*
2	GENERAL DEPARMENTAL FILES Files include departmental policies and procedures course and degree requirements, training materials, brochures, application materials, applications received, student records, research records and statistical data, employee list, and publications.	Same as above.

Schedule Approved by the Vice President of Administrative Affairs

12/22/94 — Sylvia S. Stewart — Assoc VP

Date — Signature — Title

Schedule Authorized by Edward C. Papenfuse

OCT 31 1995

Date — State Archivist

RMGT -101 (7/92)

UNIVERSITY OF MARYLAND AT COLLEGE PARK

RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. 1751

UNIVERSITY OF MARYLAND AT COLLEGE PARK — AGENCY

DEPARTMENT OF METEOROLOGY — DIVISION

Item No.	Description	Retention
3	MISCELLANEOUS ACCOUNTING RECORDS Files include telephone bill summary, department financial statements, account ledgers, purchase orders, requisitions, invoices, JF entries, postal charges, reconciliations, travel requests, expense reports, purchase orders, work orders, maintenance contracts, effort reports, capital inventory and payroll, time and leave records.	Retain for three years and until all audit requirements have been fullfilled then destroy **

* IF UMCP ARCHIVES IS NOT AVAILABLE, MATERIAL FOR PERMANENT RETENTION WILL BE TRANSFERRED TO STATE ARCHIVE IN ANNAPOLIS AND MATERIAL WITH LIMITED RETENTION PERIOD (5-25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS FACILITY IN JESSUP.

** UNTIL AUDIT REQUIEMENTS HAVE BEEN FULFILLED MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, TREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER $25,000 AND SIX YEARS THREE MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER $25,000.

Schedule Approved by the Vice President of Administrative Affairs

12/22/94 — Sylvia S. Stewart — Assoc VP

Date — Signature — Title

Schedule Authorized by Edward C. Papenfuse

OCT 31 1995

Date — State Archivist

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 CMPS	3. UNIT Meteorology

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

4. RECORD SERIES TITLE	5. EARLIEST YEAR/LATEST YEAR
General Coorespondence	1991 TO 1994

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

General Coorespondence including letters, faxes, E-Mail, and computer disks.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☒ LETTER SIZE ☐ LEGAL SIZE ☐ BOUND BOOK ☐ AUDIO TAPE ☐ OTHER(SPECIFY) ☐ MICROFILM ☐ COMPUTER TAPE ☐ FLOPPY DISK ☐ VIDEO TAPE	☒ ALPHABETICAL ☒ NUMERICAL ☒ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	80 NUMBER ☒ FILE DRAWER(S) ☐ MICROFILM(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION 12 NUMBER ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☒ OTHER(SPECIFY) Bankers Boxes

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☒ DAILY ☐ WEEKLY ☐ MONTHLY	3 NUMBER ☐ MONTHS(S) ☒ YEARS(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Computer & Space Sciences Building Various offices on the second floor	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) Individual files used on personal basis	16. AUDIT REQUIREMENTS ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT
17 IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☐ NO	18. RECOMMENDED RETENTION Assess yearly Documents having any permanent value will be sent to UMCP Archives.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Richard Bosley, Fin. Dir.	55392	11/2/94

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

UNIVERSITY OF MARYLAND
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AGENCY RECORDS INVENTORY

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1. AGENCY	2. DIVISION	3. UNIT
University of Maryland at College Park	CMPS	Meteorology

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

4 RECORD SERIES TITLE
General Departmental Files

5. EARLIEST YEAR/LATEST YEAR
1991 TO 1994

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

Departmental policies and procedures, course and degree requiements, training materials brochures, application materials, applications received, student records, research records, statistical data, employees list, publications, student papers

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- [x] ALPHABETICAL
- [x] NUMERICAL
- [x] CHRONOLOGICAL
- [x] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME

675 NUMBER

- [x] FILE DRAWER(S)
- [ ] MICROFILM(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

60 NUMBER

- [ ] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [x] OTHER(SPECIFY) Bankers boxes

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

12. FILE BECOMES INACTIVE AFTER
3 NUMBER [ ] MONTHS(S) [x] YEARS(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Computer and Space Sciences Bldg
Various offices on second floor

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

15. ACCESS RESTRICTIONS [x] YES [ ] NO
(IF YES, CITE LAW(S) & REGULATION(S)
Individual files used on personal basis

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

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

18. RECOMMENDED RETENTION
Screen Annually for documents having a legal Financial, or historical significance. Documents having any permanent value will be sent to UMCP Archives.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Richard Bosley	55392	11/3/94

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

UNIVERSITY OF MARYLAND
AT
COLLEGE PARK

AGENCY RECORDS INVENTORY

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1. AGENCY: University of Maryland at College Park

2. DIVISION: CMPS

3. UNIT: Meteorology

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

4. RECORD SERIES TITLE: Misc. Accounting Records

5. EARLIEST YEAR/LATEST YEAR: 1987 TO 1994

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

Files include telephone bill summary, department financial statements, account ledgers purchase orders, requisitions, invoices, JV entries, postal charges, reconcilations, travel requests, expense reports, work orders, maintenance contrats, contracts and Grants, effort reports, capital inventory, time and leave records, payroll and employee records

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- [X] ALPHABETICAL
- [X] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME

105 NUMBER

- [X] FILE DRAWER(S)
- [ ] MICROFILM(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

105 NUMBER

- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [X] OTHER(SPECIFY) 105 Bankers Boxes

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

12. FILE BECOMES INACTIVE AFTER: 7 NUMBER [ ] MONTHS(S) [X] YEARS(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Computer and Space Sciences Bldg
Various second floor offices

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

15. ACCESS RESTRICTIONS [X] YES [ ] NO
(IF YES, CITE LAW(S) & REGULATION(S)
Payroll, financial records etc. authorized personnel only

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

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

18. RECOMMENDED RETENTION
7 years and until audit requirements are met.

19. NAME AND TITLE OF PREPARER: Richard Bosley Fin. Dir.

20. TELEPHONE NUMBER: 55392

21. DATE: 11/-/94