

UNIVERSITY OF MARYLAND
AT COLLEGE PARK

SCHEDULE
NO. 1755

PAGE
NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

| University of Maryland College Park | | Academic Affairs |
|--|---|---|
| AGENCY | | DIVISION |
| Item No. | Description | Retention |
| 1. | Faculty personnel files include faculty Appointment, Promotion and Tenure information - Active (currently employed at the University) | Kept in the Personnel & Budget Section (Rm 2117 Mitchell Bldg) of the VP for Academic Affairs & Provost in paper form. Then microfilmed. Two copies kept in office, One sent to UMCP Archives to be permanent. |
| 2. | Faculty personnel files include faculty Appointment, Promotion, and Tenure information - Inactive (retired without emeriti status, deceased, or no longer with the University). | Microfilmed for permanent retention prior to 4/5/89, these files are permanently retained in UMCP Archives. After April 5, 1989, these files are permanently retained for five years in paper format by the Office of the Vice President for Academic Affairs & Provost, and then microfilmed. One microfilm copy to be retained by the Office and one to be sent to the UMCP Archives for permanent retention. |
| <p>IF INSTITUTION ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND STATE ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.</p> | | <p>This retention applies to both items 1 and 2.</p> |

Schedule Approved by the Vice
President of Administrative Affairs

Schedule Authorized by

6/7/95 Sylvia S. Stewart Assoc VP
Date Signature Title

OCT 31 1995 Edward C. Papenfuss
Date State Archivist

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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 <u>1</u> OF <u>3</u> | |
| 1. AGENCY University of Maryland at College Park | | 2. DIVISION Academic Affairs | | 3. UNIT Office of the VP for Academic Affairs & Provost | |
| DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES | | | | | |
| 4. RECORD SERIES TITLE Faculty Personnel Files (Active) | | | | 5. EARLIEST YEAR/LATEST YEAR <u>1955</u> TO <u>1995</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.) Files include incoming and outgoing correspondence; faculty requests for sabbaticals and leaves-without-pay; curriculum vitae; Appointment, Promotion and Tenure paperwork. | | | | | |
| 7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____ | | 8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____ | | 9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) shelves <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>Times two rotating filing sys</u> | |
| | | | | 10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>1/4 file shelf</u> | |
| 11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY | | | 12. FILE BECOMES INACTIVE AFTER <u>unknown</u> <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S) NUMBER Faculty member leaves university | | |
| 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Mitchell Building (052) Room 2117 | | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO College | | |
| 15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Md. Public Information Act" State Government * see below | | | 16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input type="checkbox"/> NO Article sections 10-611 Et seq (Md. Ann.code, 1984 Repl.Vol., 1994 cum supp) | | | 18. RECOMMENDED RETENTION Faculty files are to be retained permanently. The files are kept active until the individual leaves the University. Transferred to inactive files and retain for 5 years and then microfilmed. | | |
| 19. NAME AND TITLE OF PREPARER Jan Andrews, Coordinator & Budget Personnel | | 20. TELEPHONE NUMBER (301) 405-7226 | | 21. DATE 5/19/95 | |

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| 1. AGENCY University of Maryland at College Park | | 2. DIVISION Academic Affairs | | 3. UNIT Office of the VP for Academic Affairs & Provost | |
| DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES | | | | | |
| 4. RECORD SERIES TITLE Faculty Personnel Files (Inactive) | | | | 5. EARLIEST YEAR/LATEST YEAR <u>1990</u> TO <u>1995</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.) Inactive files include incoming and outgoing correspondence; faculty requests for sabbaticals and leaves-without-pay; curriculum vitae; and appointment, promotion and tenure paperwork. | | | | | |
| 7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____ | | 8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____ | | 9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) : <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____ 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____ | |
| 11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY | | | 12. FILE BECOMES INACTIVE AFTER <u>5</u> <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S) NUMBER | | |
| 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Mitchell Building (052) Room 2117 | | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO in each college | | |
| 15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S) Md. Public Information Act" State Government *see below | | | 16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | 18. RECOMMENDED RETENTION Faculty files are maintained permanently. Microfilmed after 5 years. | | |
| * Article sections 10-611 Et seq (Md Ann. code, 1984 Repl. Vol., 1994 cum.supp) | | | | | |
| 19. NAME AND TITLE OF PREPARER Jan Andrews, Coordinator & Budget | | 20. TELEPHONE NUMBER (301) 405-7226 | | 21. DATE 5/19/95 | |

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| | | | | PAGE <u>3</u> OF <u>3</u> | |
| 1. AGENCY University of Maryland at College Park | | 2. DIVISION Academic Affairs | | 3. UNIT Office of the VP for Academic Affairs & Provost | |
| DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES | | | | | |
| 4. RECORD SERIES TITLE Faculty Personnel Files (Inactive) | | | | 5. EARLIEST YEAR/LATEST YEAR <u>1950</u> TO <u>1990</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.) Faculty files for those who left the university. The file includes incoming and outgoing correspondence; faculty requests for sabbaticals and leaves-without-pay; curriculum vitae; and Appointment, Promotion and Tenure paperwork, | | | | | |
| 7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input checked="" type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____ | | 8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____ | | 9. VOLUME <u>10</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input checked="" type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____ | |
| | | | | 10. ANNUAL ACCUMULATION <u>0</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input checked="" type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) accumulate <u>10</u> every <u>5</u> years | |
| 11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY <input checked="" type="checkbox"/> Yearly | | | 12. FILE BECOMES INACTIVE AFTER <u>unknown</u> <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S) Faculty member leaves univ. | | |
| 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Mitchell Building (052) Room 2117 | | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO In each college | | |
| 15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S) Md. Public Information Act: State Government * see below | | | 16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Article sections 10-611 Et seq Md. Ann. code, 1984 Repl. Vol., 1994 cum supp | | | 18. RECOMMENDED RETENTION Microfilm is retained permanently. Two copies are to be kept : one for retention in the office and one for retention in the Hall of Records in Annapolis. | | |
| 19. NAME AND TITLE OF PREPARER Jan Andrews, Coordinator, & Budget | | 20. TELEPHONE NUMBER (301) 405-7226 | | 21. DATE 5/19/95 | |