

UNIVERSITY OF MARYLAND COLLEGE PARK

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No.: 1782 Page 1 of 2
RECORDS RETENTION AND DISPOSAL SCHEDULE		
Agency: University of Maryland College Park		Division/Unit: Department of Horticulture and Landscape Architecture
Item No.	Description	Retention
1	<u>General Files</u> (Alpha, Subject, Administrative, and Chronological Correspondence) Maintained by all departments at all institutions, these files contain internal and external, original incoming and copies of outgoing correspondence, reports, memoranda, statistics, proposed programs, minutes, policy and procedure statements, special projects, and substantive data concerning the operation of the office that maintains it.	Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value related to the development of the department to be kept in paper by the Office of Record for 25 year retention, then destroy. Material deemed to have historical value should be sent to University Archives in McKeldin Library for permanent retention.
2	Human Resource Records A. Timekeeping Records - individual sheets approved by the supervisor which show leave taken and hours worked for classified, associate staff, and administrative employees. B. Timekeeping Records - individual data showing hours worked and leave taken for faculty members. C. Search Committee Files - refers to search committee materials for faculty, administrators, and associate staff. Consists of advertisements, final recommendation of the committee (includes copy of minutes of meeting if the minutes contain final recommendation data), voting results, top candidate resumes (top 10 or 5 only), and all information on appointed candidate.	Retain for three years <u>until audit requirements are met,* then destroy.</u> Retain all data for five years after termination of faculty member, then destroy. These records are also subject to audit requirements. Office of Record (generally office of the department seeking the candidate) to retain material as required in a departmental archives for 25 years, then destroy.
Approved by Vice President of Administrative Affairs Date: <u>11/7/95</u> Signature: <u>Sylvia S. Stewart</u> Name: <u>Sylvia S. Stewart</u> Title: <u>Assoc VP Admin Affairs</u>		Schedule Authorized by State Archivist Date: <u>12/18/95</u> Signature: <u>[Signature]</u>

UNIVERSITY OF MARYLAND COLLEGE PARK

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION**

Schedule No.: 1782

Page 2 of 2

**RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)**

Item No.	Description	Retention
3	Payroll Records Journals, One Pay Certification Cards, Check Register, W2 forms, Journal Vouchers and other internal adjustment forms.	Retain for three years and <u>until all audit requirements have been fulfilled,* then destroy.</u> Office of Record is Central Payroll.
4	Purchasing Records Internal Account Records (copies of requisitions, invoices, and packing slips).	Retain for five years and until all audit requirements have been met,* then destroy. Office of Record is Purchasing.
5	Accounting Records Includes office budgets, key reports, requisitions, purchase orders, invoices, AMO 90+95-FAS report (expenditures by subcode), contract and grant files and inventory records.	Retain for three years and until all audit requirements have been fulfilled,* then destroy.
6	Faculty Evaluations - surveys to students to evaluate teaching of faculty members.	Office of Record to retain for two (2) years beyond termination of faculty member, then discard.
7	Course Final Exams - copy of course final exam with correct answers included - Professor specific.	Office of Record to retain for 25 years, then destroy.
8	Departmental Meeting Minutes - policy issues, other data relating to operation of the office which is historical (actual decisions).	Department to retain for 5 years, then send to University Archives in McKeldin Library for permanent retention.
9	Faculty Member Publications, Reprints, Articles Articles, publications, and reprints of individual faculty members of the department.	Department to retain copy (ies) of articles, publications, and reprints for 25 years beyond termination of faculty member, then destroy. However, if after 25 years the document is still being requested by the general public, etc., retain document for another 25 years or until superseded, then destroy.
<p>If University of Maryland College Park archives are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis, and material having limited retention (i.e. 25 years) will be transferred to the State Records Center in Jessup.</p>		<p>* Until audit requirements are met means 3 years for state-related documents, 3 years for non-monetary federal-related documents under \$25,000 and 6 years, 3 months for monetary federal-related documents over \$25,000.</p>

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

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 1 OF 9

1. AGENCY
University of Maryland College Park

2. DIVISION
College of Agriculture & Natural Resources

3. UNIT
Horticulture & Landscape Arch.

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 Files

5. EARLIEST YEAR/LATEST YEAR
1966 TO 95

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

These files contain internal and external, original incoming and copies of outgoing correspondence, reports, memoranda, statistics, proposed programs, minutes, policy and procedure statements, special projects and substantive data concerning the operation of this office.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
boxes

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
1120 Holzapfel Hall, 2nd Floor
1122 & Attic - 3rd 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))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative, legal or historical value related to the development of the agency to be microfilmed or kept in paper by the Office of Record for 25 year retention, then destroy.

19. NAME AND TITLE OF PREPARER
Kathleen Hunt, Admin Aide

20. TELEPHONE NUMBER
301-405-4355

21. DATE
10/13/95

<p>INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)</p>	<p>UNIVERSITY OF MARYLAND COLLEGE PARK</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>9</u></p>
1. AGENCY University of Maryland College Park	2. DIVISION College of Agriculture & Natural Resources	3. UNIT Horticulture & Landscape Arch.
<p>DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES</p>		
4. RECORD SERIES TITLE Human Resources Records	5. EARLIEST YEAR/LATEST YEAR <u>1965</u> TO <u>95</u>	
<p>6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)</p> <p>A. Timekeeping Records-individual sheets approved by the supervisor which show leave taken and hours worked for classified, associate staff and administrative employees.</p> <p>B. Timekeeping Records-individual data showing hours worked and leave taken for faculty.</p> <p>C. Search Committee Files-refers to search committee materials for faculty, administrators, and associate staff. Consists of advertisements, final recommendation of the committee (includes copy of minutes of meeting if the minutes contain final recommendation data), voting results, top candidate resumes (top 10 or 5 only), and all information on appointed candidate.</p>		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) 10. ANNUAL ACCUMULATION <u>1 - 2</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>25</u> NUMBER <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 1120 & 1122F Holzapfel Hall, 2nd Floor 1120A & Attic (3rd Floor)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Some at Central Payroll	
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Need to know	16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Human Resource System - Classified Automated Data Recording.- Classified & Admin leave	18. RECOMMENDED RETENTION A. Retain for thee (3) years <u>until audit requirements are met.</u> B. Retain all data for five (5) years after termination of faculty member, then destroy. These records are also subject to audit requirements. C. Office of Record (generally office of the dept. seeking the candidate) to retain material as required in an archive for 25 years, then destroy.	
19. NAME AND TITLE OF PREPARER Kathleen Hunt, Admin Aide	20. TELEPHONE NUMBER 301-405-4355	21. DATE 10/13/95

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
COLLEGE PARK

AGENCY RECORDS INVENTORY

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1. AGENCY
University of Maryland College Park

2. DIVISION
College of Agriculture & Natural Resources

3. UNIT
Horticulture & Landscape Arch.

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
Payroll Records

5. EARLIEST YEAR/LATEST YEAR
1966 TO 95

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)
Journals, W2 Forms, Journal Vouchers and other internal adjustment forms.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
3
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
1120, 1122F, 1122H Holzappel, 2nd 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))
Need to Know 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
Retain for three years and until all audit requirements have been fulfilled, then destroy. Office of Record is Central Payroll.

19. NAME AND TITLE OF PREPARER
Kathleen Hunt, Admin Aide

20. TELEPHONE NUMBER
301-405-4355

21. DATE
10/13/95

<p>INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMTG - 201 (7/92)</p>		<p>UNIVERSITY OF MARYLAND COLLEGE PARK</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>4</u> OF <u>9</u></p>	
<p>1. AGENCY University of Maryland College Park</p>		<p>2. DIVISION College of Agriculture & Natural Resources</p>		<p>3. UNIT Horticulture & Landscape Arch.</p>	
<p>DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES</p>					
<p>4. RECORD SERIES TITLE Purchasing Records</p>				<p>5. EARLIEST YEAR/LATEST YEAR <u>1966</u> TO <u>95</u></p>	
<p>6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)</p> <p>Internal account records (copies of requisitions, invoices, packing slips).</p>					
<p>7. RECORD SERIES FORMAT(S)</p> <p><input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input checked="" type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)</p>		<p>8. RECORD SERIES SEQUENCE</p> <p><input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)</p>		<p>9. VOLUME</p> <p><input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)</p> <p style="text-align: center;"><u>8</u> NUMBER</p>	
				<p>10. ANNUAL ACCUMULATION</p> <p style="text-align: center;"><u>1</u> NUMBER</p> <p><input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)</p>	
<p>11. FILE IS USED</p> <p><input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY</p>			<p>12. FILE BECOMES INACTIVE AFTER</p> <p style="text-align: center;"><u>3</u> NUMBER</p> <p><input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)</p>		
<p>13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)</p> <p>1122H Holzapfel Hall - 2nd Floor 1124A H.J. Patterson - 2nd Floor</p>			<p>14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>		
<p>15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))</p> <p>Need to Know Basis</p>			<p>16. AUDIT REQUIREMENTS</p> <p><input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT</p>		
<p>17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>			<p>18. RECOMMENDED RETENTION</p> <p>Retain for five (5) years and until all audit requirements have been met, then destroy. Office of Record is Purchasing.</p>		
<p>19. NAME AND TITLE OF PREPARER Kathleen Hunt, Admin Aide</p>		<p>20. TELEPHONE NUMBER 301-405-4355</p>		<p>21. DATE 10/13/95</p>	

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
COLLEGE PARK

AGENCY RECORDS INVENTORY

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1. AGENCY
University of Maryland College Park

2. DIVISION
College of Agriculture & Natural Resources

3. UNIT
Horticulture & Landscape Arch.

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
Accounting Records

5. EARLIEST YEAR/LATEST YEAR
1966 TO 1995

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)
Includes office budgets, key reports, requisitions, purchase orders, invoices, AMO 90+95 - Fas reports (expenditures by subcode), contract and grant files and inventory records.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)
Cards & Bound Printouts

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
2
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
79 boxes

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
1122H Holzapfel Hall, 2nd Floor
Attic, 3rd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? 1. Comptroller
(IF YES SPECIFY AGENCY OR OFFICE) 2. Personnel Services
 YES NO 3. Office of Res. Admin & Adv.
4. Elkins Bldg. 5. Foundation Office

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
in box inventory on boxes themselves and accounting office - 1122H

18. RECOMMENDED RETENTION
Retain for three years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER
Kathleen Hunt, Admin Aide

20. TELEPHONE NUMBER
301-405-4355

21. DATE
10/13/95

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE MGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>6</u> OF <u>9</u>
1. AGENCY University of Maryland College Park		2. DIVISION College of Agriculture & Natural Resources	3. UNIT Horticulture & Landscape Arch.
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 Evaluations		5. EARLIEST YEAR/LATEST YEAR 1980 TO 95	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) These files include surveys to students to evaluate teaching of faculty members.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)	
		9. VOLUME <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
		10. ANNUAL ACCUMULATION <u>1/2</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Rm. 1120 Holzapfel hall, 2nd Floor		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Office of record to retain for two (2) years beyond termination of faculty member, then discard. <i>destroy</i>	
19. NAME AND TITLE OF PREPARER Kathleen Hunt, Admin Aide		20. TELEPHONE NUMBER 301-405-4355	
		21. DATE 10/13/95	

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
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2. DIVISION
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3. UNIT
Horticulture & Landscape Arch.

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
Course Final Exams

5. EARLIEST YEAR/LATEST YEAR
1980 TO Present

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

includes copies of course final exams with correct answers included - Professor specific.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

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

10. ANNUAL ACCUMULATION

- 1/4
NUMBER
- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
25
NUMBER MONTHS(S) YEARS(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Professor specific - Holzapfel Hall

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

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Office of Record to retain for 25 years, then destroy.

19. NAME AND TITLE OF PREPARER
Kathleen Hunt, Admin Aide

20. TELEPHONE NUMBER
301-405-4355

21. DATE
10/13/95

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

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1. AGENCY
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2. DIVISION
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3. UNIT
Horticulture & Landscape Arch.

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
Departmental Meeting Minutes

5. EARLIEST YEAR/LATEST YEAR
1990 TO Present

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

Policy issues, other data relating to operation of the office which is historical (actual decisions).

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

1
NUMBER

- FILE DRAWER(S)
- MICROFILM(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)
boxes

10. ANNUAL ACCUMULATION

1/10
NUMBER

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Rm. 1122F, 1120 - 2nd Floor Holzappel Hall
Attic - 3rd Floor Holzappel Hall

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

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Office of Record to retain for 25 years,
then destroy.

19. NAME AND TITLE OF PREPARER
Kathleen Hunt, Admin Aide

20. TELEPHONE NUMBER
301-405-4355

21. DATE
10/13/95

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 COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>9</u> OF <u>9</u>
1. AGENCY University of Maryland College Park		2. DIVISION College of Agriculture & Natural Resources	3. UNIT Horticulture & Landscape Arch.
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 Member Publications, Reprints, Articles		5. EARLIEST YEAR/LATEST YEAR <u>1960</u> TO <u>Present</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.) Articles, publications, reprints of individual faculty members of the department.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____	
		9. VOLUME <u>4</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>0</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Rm 1116 Holzapfel, 2nd Floor		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Department to retain copy(ies) of articles, publications reprints for 25 years beyond termination of faculty member, then destroy. However, if after 25 years the document is still being requested by the general public, etc., retain document for another 25 years or until superseded, then destroy.	
19. NAME AND TITLE OF PREPARER Kathleen Hunt, Admin Aide		20. TELEPHONE NUMBER 301-405-4355	
		21. DATE 10/13/95	