UNIVERSITY OF MARYLAND COLLEGE PARK

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION			Schedule No.: 1830 Page 1 of 3
	ORDS RETENTION AND DISPOSAL SCHE	Division/Unit: School of Architecture	
Agency: (Jniversity of Maryland College Park		
Item No.	Description		Retention
1	<u>General Files</u> Alpha, Subject, Administrative, and Chronological Correspondence containing internal and external, o incoming and copies of outgoing correspondence (student-related correspondence), statistical reports accreditation reports, memoranda, minutes of mee special project files.	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 School of Architecture to be kept in paper by the School of Architecture for 25 years, then destroyed. Material deemed to have historical value to be sent to University Archives in McKeldin Library for permanent retention.	
2	Human Resource Records A. Timekeeping Records - individual sheets approving supervisor which show leave taken and hours we and when, contractual, classified, associate state administrative employees.	vorked for if	Retain for three years and until audit requirements are met, then destroy.
	B. Faculty Time Reports - monthly reports showing worked and leave taken by faculty members.	j days	Retain individual monthly reports for five (5) years, and until audit requirements are met, then destroy. Retain summary records of monthly time reports until the faculty member leaves employment. Then destroy.
	C. Student Timekeeping Records - individual records by the supervisor which show hours worked by employees.		Retain for three (3) years and until audit requirements are met. Then destroy.
	D. Employee Leave Balances - leave balances for members and if and when, contractual, classific staff, and administrative employees.		Retain final leave balance for three (3) years after termination of employment. **During the time the employee is active, ongoing balances must be kept for three (3) years for audit purposes. Then destroy.
Authorized I	by Department Head or Designated Representative		
Signature: Manay 16 Parmine			edule Authorized by State Archivist
Title: <u>(13.04 70 flan</u> Date: <u>7/7/94</u>			1996
Authorized by Vice President of Administrative Affairs Date: 7/23/96 Date:			SEP 4
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Type Name: Sylvia S. Stewart KAF Signature			Swand C. Jeperfort
Title:	Asoac VP Adrim AFE		

DGS 550-1 (Rev. 10/92)

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UNIVERSITY OF MARYLAND COLLEGE PARK

RECO	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No.: 1830 Page 2 of 3
	(CONTINUATION SHEET)	
Item No.	Description	Retention
3	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.	School of Architecture to retain material as required in a departmental archives for 25 years, then destroy.
4	Payroll Records - Journals, One Pay Certification Cards, W2 forms, and Journal Vouchers.	Retain for three (3) years and until all audit requirements are met, then destroy. Office of Record is Payroll Services.
5	Purchasing Records - Internal account records (copies of requisitions, invoices, packing slips).	Retain for five (5) years (or until end of project if project is longer than five years) and until all audit requirements are met, then destroy. Office of Record for HM and LM Small Procurement Orders is the School of Architecture. Office of Record for remaining material is Procurement and Supply.
6	Accounting Records - Honoraria payments, special payments, financial reports, budget items including amendments, and revolving fund requests.	Retain for three (3) years and until all audit requirements are met, then destroy. Office of Record is Comptroller or Budget and Fiscal Analysis.
7	Faculty Evaluations - surveys to students to evaluate teaching of faculty members.	School of Architecture to retain for two (2) years beyond termination of faculty member, then discard.
8	Course Final Exams - copy of course final exam with correct answers included.	School of Architecture to retain for 25 years, then destroy.
9	Departmental Meeting Minutes - policy issues, other data relating to operation of the office which is historical.	School of Architecture to retain for 5 years, then send to University Archives in McKeldin Library for permanent retention.
10	Faculty Publications, Reprints, Articles - includes all articles, publications, and reprints (not published in journals) of individual faculty members of the School of Architecture.	School of Architecture to retain copy (ies) of articles, publications, and reprints for 25 years beyond termination of faculty member, then destroy. If after 25 years the document is still being requested by the general public, retain document for an additional 25 years or until superseded by a more up-to-date document, then destroy.

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UNIVERSITY OF MARYLAND COLLEGE PARK

RECO	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)	Schedule No.: ¹⁸³⁰ Page 3 of 3
Item No.	Description	Retention
	Graded Coursework of Undergraduate and Graduate Students: graded materials not returned to undergraduate and graduate students.	Professors to retain final examinations for one full semester after the course has ended (excluding summer terms), then destroy. Professors to retain other materials for 30 working days (6 weeks) after the first day of instruction of the next semester (excluding summer terms), then destroy.
12	Counseling and academic advising files for undergraduate or graduate students.	School of Architecture to retain academic advising and counseling files for seven (7) years after student graduates, then destroy.
	If UMCP Archives are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available, material having limited retention (i.e. 25 years) will be transferred to the State Records Center in Jessup.	*Until audit requirements are met means 3 years for state-related documents, 3 years for non- monetary federal-related documents, 3 years for monetary federal-related documents under \$25,000, and 6 years, 3 months for monetary federal-related documents over \$25,000.

DGS 550-1A (Rev. 10/92)

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	UNIVERS	ITY OF MARYLAND	AGENCY RECORDS INVENTORY		
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	cc	DILEGE PARK	PAGEOF		
1. AGENCY	2. DIVISION		3. UNIT		
University of Maryland College Park	Academic Af	fairs	School of Architecture		
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4. RECORD SERIES TITLE	······		5. EARLIEST YEARAATEST YEAR		
General Files			<u>1969 то 1996</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.) Memos, letters of general and specific nature, statistical reports and accreditation reports, minutes of meetings, special project files, and student related correspondence.					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME S FILE DRAWER(S).		
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17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION			
0א צבי צוייך ⊂		material that h policy and accr	to dispose of duplicates, and as no archival value. Retain editation material and all others or administrative value.		
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	MBER	21. DATE		
Nancy Lapanne, Assistant to Dean	(301)405-63	10	6/27/96		
RMCT - 201 (7/92)					

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INSTRUCTIONS: TYPE OR PRENT A SEPARATE FORM FOR EACH NEW OR	UNIVERSI	TY OF MARYLAND	AGENCY RECORDS INVENTO
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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)		ITY OF MARYLAND DULEGE PARK	AGENCY RECORDS INVENTORY PAGE 3_OF 11	
1.AGENCY University of Maryland College Park	I ACAGEMAC MA		3. UNTT School of Architecture	
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Nancy Lapanne, Assistant to Dean	(301)405-63	10	6/27/96	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE4OF11	
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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)	}	SITY OF MARYLAND DILLEGE PARK	AGENCY RECORDS INVENTORY PAGE			
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Nancy Lapanne. Assistant to Dean	(301)405-63	10	6/27/96			

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	j	ITY OF MARYLAND	AGENCY RECORDS INVENTORY
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