

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION**

Schedule No.: 1840

Page 1 of 10

RECORDS RETENTION AND DISPOSAL SCHEDULE

**Agency: University of Maryland
College Park**

**Division/Unit: Department of French and
Italian**

Item No.	Description	Retention
1	<p>General Correspondence (Alpha, Subject, Administrative and Chronological Correspondence.) These files contain internal and external correspondence, 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 Department of French and Italian.</p>	<p>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 of French and Italian to be kept in paper by the Department of French and Italian for 25 years, then destroyed. Material deemed to have historical value should be sent to University Archives at UMCP for permanent retention.</p>
2	<p>Capital / Facilities Planning / Physical Plant A. <u>Physical Inventory and Building Inventory (Capital and Non-Capital) Records consisting of:</u> 1. Inventory Addition Forms 2. Surplus Property Forms, etc. concerning changes to inventory (all backup material affecting inventory)</p>	<p>Retain for three years or until all audit requirements have been fulfilled, then destroy. Office of Record is the Office of the Comptroller.</p>

Authorized by Department Head or Designated Representative

Signature: Carl G. Moss

Title: CHAIR Date: _____

Authorized by Vice President of Administrative Affairs

Date: _____

Signature: Sylvia S. Stewart

Name: Assoc VP Admin Affairs

Title: KAR 9/24/96

Schedule Authorized by State Archivist

NOV 4 1996

Date: _____

Signature: Edward C. Papenfuss

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION**

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

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Item No.	Description	Retention
3	<p>B. <u>Key Material</u> Key Authorization Forms</p> <p>Key Record Cards</p> <p>Financial Records A. <u>Accounting Records</u></p> <p>1. Special Accounting Records Books of Final Entry General Ledgers</p> <p>2. Budget and Fiscal Planning Records Budget Estimates Budget Schedule Amendment Materials and Supplies Physical and Building Inventory Report of Materials and Supplies Request for Position Action</p> <p>3. Payroll Accounting Records Employee Roster Card Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals</p>	<p>Retain for one year or until all audit requirements have been met, then destroy.</p> <p>Retain until keys are returned, then destroy.</p> <p>Department of French and Italian to retain for three years or until audit requirements have been met, then destroy.</p> <p>Department of French and Italian to retain for three years or until audit requirements have been fulfilled, then destroy.</p> <p>Department of French and Italian to retain for three years and until all audit requirements have been fulfilled, then destroy.</p>

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Item No.	Description	Retention
	<p>4. Payroll Records Journals One-Pay Certification Cards</p> <p>Master Exceptions Check Register W2 Labor Savings Bond Material Journal Vouchers, Payroll Transfers, and Other Forms of Internal Adjustment</p>	<p>Department of French and Italian to retain for three years and until all audit requirements have been fulfilled, then destroy.</p> <p>Department of French and Italian to retain for three years and until all audit requirements have been fulfilled, then destroy. Annapolis is office of permanent retention.</p>

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**RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.	Description	Retention
	<p>5. Miscellaneous Accounting Records Alpha Vendor Files Bank Books, Statements, and Deposit Budget Papers and Work Sheets Cashier's Report Cash Receipts Canceled Checks, Check Copies, and Check Stubs Delivery Orders and Receipts Disbursement Voucher Files Financial Aid Records Insurance Correspondence Mail Remittance List Memorandum Receipt and Property Meter Postage Charge Statements Off-campus Accounts, Bills, etc. Paid Bills and Invoices Periodic Financial Reports Photocopier Statements Receipt Copies and Stubs Receiving Reports Reconciliation and Trial Balance Sheets Reports Requisitions and Purchase Orders Scholarship Account Records Student Accounts Telephone Bills Withholding Tax Forms and Statements (Local, State, and Federal Agencies)</p> <p>6. Special Payments Files Consists of documents which show the honorarium payments to non-employees. The files also include the request form and documentation supporting the payment / contract to pay.</p>	<p>Retain for three years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three years and until all audit requirements have been fulfilled, then destroy.</p> <p>Department of French and Italian to retain for three years and until all audit requirements are met, then destroy.</p>

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COLLEGE PARK**

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

Item No.	Description	Retention
	<p>7. Revolving Fund Records Computer-produced reports which show a listing of funds deposited and withdrawn from the revolving fund.</p> <p>B. <u>Grants / Contracts</u> Consists of records which document grants / contracts received by the Department of French and Italian from any source, including applications, proposals, agreements, research reports, publicity notices, acknowledgments and transfer of funds records, controlling rules and regulations, copies of periodic reports, correspondence and memoranda.</p> <p>C. <u>Budget Records</u> Official budget request documents, budget instructions, CPS requests, Capital Budget requests, and related material.</p>	<p>Department of French and Italian to retain for three years and until all audit requirements are met, then destroy.</p> <p>Department of French and Italian to retain State contract and grants for three years after the close of the contract, and Federal contracts / grants over \$25,000 for 6 years, 3 months after the close of contract, then destroy. The Department of French and Italian will adhere to the records retention requirements in OMB circular No. A-110, Subpart C (attached).</p> <p>Department of French and Italian to retain for three years or until audit requirements are met, then destroy. UMSA keeps all CPS and Capital Budget related documents from each institution on microfilm for 25 years.</p>

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

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Item No.	Description	Retention
4	<p>Fundraising, Alumni, Endowments, Research and Development</p> <p>A. <u>Donor (Gift) Files</u> These records show name, date, amount, receipt and account number, and related data (including gift envelope and receipt), on all gifts donated to the Department of French and Italian by friends, alumni, corporations, associations, or foundations.</p> <p>B. <u>Alumni Files</u> Includes general correspondence, events and project files, reunion files, newsletter, and alumni cultivation files.</p>	<p>Department of French and Italian to retain gift files until audit is complete, then destroy.</p> <p>Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value to be kept in paper by the Department of French and Italian for 25 years, then destroyed. Material deemed to have historical value should be sent to University Archives in McKeldin Library for permanent retention.</p>
5	<p>Library Records</p> <p>A. <u>Donor Files</u> Correspondence, gift agreements, collection inventories, processing notes, publicity material, and working papers documenting the gift of library materials by outside donors to the library.</p> <p>Research notes, correspondence, and copies of gift receipts relating to gifts to the library. Includes files on individual donors, special projects, and prospective donors.</p>	<p>Retain permanently in departmental library unit in paper form.</p> <p>Retain for ten years after file is declared inactive, then destroy.</p>

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Item No.	Description	Retention
6	<p>B. <u>Photocopy Center</u> Reports listing beginning and ending readings, total meter copies, money collected, difference between meter reading and money collected for each copier, deposits and income reports, completed requests for photocopying services performed by the photocopy center, reports of cash income.</p> <p>C. <u>Library Technical Record Files</u> Includes card catalog, shelf list, acquisition files, serial record files, document files, withdrawal files, and circulation registration files.</p> <p>Personnel / Human Resources</p> <p>A. <u>Faculty Time Reports</u> Monthly reports showing days worked and leave taken by faculty members.</p> <p>B. <u>Employee Leave Balances</u> Leave balances for faculty members and if and when, contractual, classified, associate staff, and administrative employees.</p> <p>C. <u>Search Committee Files</u> 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>	<p>Retain for three years or until all audit requirements are met, then destroy.</p> <p>Retain for 25 years, then destroy.</p> <p>Retain individual monthly reports for five years, and until audit requirements are met, then destroy. Retain summary records of monthly time reports until the faculty member leaves employment.</p> <p>Retain final leave balance for three years after termination of employment. **During the time the employee is active, ongoing balances must be kept for three years for audit purposes.</p> <p>Department of French and Italian to retain material as required in a departmental archives for 25 years, then destroy.</p>

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Item No.	Description	Retention
7	<p>Procurement Records <u>Purchasing Records (including the following)</u></p> <ol style="list-style-type: none"> 1. Actual Emergency and Repair Reports 2. Invoices / Expenditure Transfer 3. Issue Tickets or Receipts 4. Materials / Supplies Specifications 5. Monthly Expenditure Printouts 6. Packing Slips, Shipping Tickets, Bills of Lading 7. Purchase Orders 8. Receiving Reports 9. Report of Delivery / Partial Delivery 10. Requisition Forms, Miscellaneous 11. Requisition for Supplies 	<p>Department of French and Italian to retain for five years and until all audit requirements are met, then destroy. Office of Record for HM and LM Small Procurement Orders is the Department of French and Italian. Office of Record for remaining material is Procurement and Supply.</p>
8	<p>Student / Academic Records A. <u>Undergraduate Students</u></p> <ol style="list-style-type: none"> 1. General correspondence relating to undergraduate student matters. 2. Counseling files connected with undergraduate or graduate students. 	<p>Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value to be kept in paper by the Department of French and Italian for 25 years, then destroyed.</p> <p>Department of French and Italian to retain for seven years after student graduates, then destroy.</p>

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**RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.	Description	Retention
	<p>B. Graduate Students</p> <p>1. Graduate Faculty Meeting Files.</p> <p>2. Graduate Faculty <u>Resume</u> only files.</p> <p>3. Faculty Research Awards and Faculty Fellowships.</p> <p>4. Theses / Dissertations</p> <p>C. General Academic Files:</p> <p>1. Bookstore / Textbook Related Material:</p> <p style="padding-left: 20px;">A. Textbooks Adoption Form - a list of textbooks used for each course.</p> <p style="padding-left: 20px;">B. Faculty Charge Forms and In-House Charge Forms: Lists of charges made by staff members or individual departments including signed authorization forms and works orders.</p> <p>2. Departmental Meeting Minutes (includes Dean's Office, etc.).</p>	<p>Department of French and Italian to screen and forward minutes having historical value to University Archives in McKeldin Library for permanent retention. Retain all other material for five years, then destroy.</p> <p>Office of Record to retain for five years, then destroy.</p> <p>Department of French and Italian to retain for three years after termination or until all audit requirements have been fulfilled, then destroy.</p> <p>Retain permanently in original form in Department of French and Italian Library.</p> <p>Department of French and Italian to retain for six years, then destroy.</p> <p>Department of French and Italian to retain for three years or until audit requirements are met, then destroy.</p> <p>Department of French and Italian to retain for five years, then send to University Archives at UMCP for permanent retention.</p>

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(CONTINUATION SHEET)**

Item No.	Description	Retention
	<p>3. Faculty Evaluations - surveys to students to evaluate teaching of faculty members.</p> <p>4. Course Final Exams, Course Descriptions, Grade Rosters.</p> <p>5. Faculty Publications, Reprints, Articles - includes all articles, publications, reprints of individual faculty members of the department.</p>	<p>Department of French and Italian to retain for two years beyond termination of faculty member, then discard.</p> <p>Department of French and Italian to retain for 25 years (either paper or microfilm), then destroy.</p> <p>Department of French and Italian to retain copy(ies) of articles, publications, and reprints in Department of French and Italian Library 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 more up-to-date document, then destroy.</p>
9	<p>Telecommunications / Communications</p> <p>A. <u>Communications Material</u></p> <p>1. Telephone Bills</p> <p>2. Bell Atlantic Reports detailing all equipment rented by the Department of French and Italian.</p> <p>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 at UMCP, material having limited retention (i.e. 25 years) will be transferred to State Records center in Jessup.</p>	<p>Department of French and Italian to retain for three years and until all audit requirements are met, then destroy.</p> <p>Department of French and Italian to retain for three years, then destroy.</p> <p>*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.</p>

Records Retention and Disposal Standards
Office of Management and Budget
Circular No. A-110, Subpart C
SUBPART C - Post-Award Requirements

.53 Retention and access requirements for records.

- (a) This section sets forth requirements for **record retention** and access to records for awards to recipients. Federal awarding agencies shall not impose any other **record retention** or access requirements upon recipients.

- (b) Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of three years from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by the Federal awarding agency. The only exceptions are the following.
 - 1. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
 - 2. Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.
 - 3. When records are transferred to or maintained by the Federal awarding agency, the 3-year retention requirement is not applicable to the recipient.
 - 4. Indirect cost rate proposals, cost allocations plans, etc. as specified in paragraph .53(g).

- (c) Copies of original records may be substituted for the original records if authorized by the Federal awarding agency.

- (d) The Federal awarding agency shall request transfer of certain records to its custody from recipients when it determines that the records possess long term retention value. However, in order to avoid duplicate recordkeeping, a Federal

awarding agency may make arrangements for recipients to retain any records that are continuously needed for joint use.

- (e) The Federal awarding agency, the Inspector General, Comptroller General of the United States, or any of their duly authorized representatives, have the right of timely and unrestricted access to any books, documents, papers, or other records of recipients that are pertinent to the awards, in order to make audits, examinations, excerpts, transcripts and copies of such documents. This right also includes timely and reasonable access to a recipient's personnel for the purpose of interview and discussion related to such documents. The rights of access in this paragraph are not limited to the required retention period, but shall last as long as records are retained.

- (f) Unless required by statute, no Federal awarding agency shall place restrictions on recipients that limit public access to the records of recipients that are pertinent to an award, except when the Federal awarding agency can demonstrate that such records shall be kept confidential and would have been exempted from disclosure pursuant to the Freedom of Information Act (5 U.S.C. 552) if the records had belonged to the Federal awarding agency.

- (g) Indirect cost rate proposals, cost allocations plans, etc. Paragraphs (g)(1) and (g)(2) apply to the following types of documents, and their supporting records: indirect cost rate computations or proposals, cost allocation plans and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).
 1. If submitted for negotiation. If the recipient submits to the Federal awarding agency or the subrecipient submits to the recipient the proposal, plan, or other computation to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts on the date of such submission.

 2. If not submitted for negotiation. If the recipient is not required to submit to the Federal awarding agency or the subrecipient is not required to submit to the recipient the proposal, plan, or other computation for negotiation purposes, then the 3-year retention period for the proposal, plan, or other computation and its supporting records starts at the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

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 Arts and Humanities
3. UNIT: Department of French and Italian

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 Correspondence
5. EARLIEST YEAR/LATEST YEAR: 1975 TO 1996

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)
(Alpha, Subject, Administrative and Chronological Correspondence.) These files contain internal and external correspondence, 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 Department of French and Italian.

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)
- 18
NUMBER

10. ANNUAL ACCUMULATION

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 MONTHS(S) YEARS(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Jimenez Hall / Room 3106B

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
Compendium of letters, correspondence forms disk (separated by type)

18. RECOMMENDED RETENTION
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 French and Italian Department to be kept in paper for 25 year retention, then destroyed. Historical

19. NAME AND TITLE OF PREPARER
Joline Celentano, Admin. Aide

20. TELEPHONE NUMBER
(301)405-4025

21. DATE material to be sent to University Archives
5/23/96

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
University of Maryland College Park

2. DIVISION College of
Arts and Humanities

3. UNIT Department of
French and Italian

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
Capital / Facilities Planning / Physical Plant

5. EARLIEST YEAR/LATEST YEAR
1975 TO 1996

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

- A. Physical Inventory and Building Inventory (Capital and Non-Capital) Records
- B. Key Material

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

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Jimenez Hall / Room 3106B

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

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
Retain physical and building inventory records for three years or until audit requirements are met, then destroy. Retain key authorization forms for one year or until audit requirements are met, then destroy. Retain key record cards until keys are returned, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Joline Celentano, Admin. Aide

(301) 405-4025

5/23/96

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

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1. AGENCY
University of Maryland College Park

2. DIVISION College of Arts and Humanities

3. UNIT Department of French and Italian

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
Financial Records

5. EARLIEST YEAR/LATEST YEAR
1975 TO 1996

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

A. Accounting Records

1. Accounting
2. Budget and Fiscal Planning Records
3. Payroll Accounting Records
4. Payroll Records
5. Miscellaneous Accounting Records

6. Special Payments File
7. Revolving Fund Records

- B. Grants / Contracts
C. Budget Records

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)
- 4
NUMBER

10. ANNUAL ACCUMULATION

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Jimenez Hall / Room 3106B

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Payroll Services

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

Fiscal yearly budgets kept on floppy disks.

18. RECOMMENDED RETENTION

Department of French and Italian to retain for three years and until all audit requirements are met, then destroy. The Department of French and Italian will adhere to the records retention requirements in OMB circular No. A-110, Subpart C (attached).

19. NAME AND TITLE OF PREPARER

Joline Celentano, Admin Aide

20. TELEPHONE NUMBER

(301) 405-4025

21. DATE

5/23/96

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>4</u> OF <u>9</u>
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1. AGENCY University of Maryland College Park	2. DIVISION College of Arts and Humanities	3. UNIT Department of French and Italian
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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 Fund Raising, Alumni, Endowments, Research and Development	5. EARLIEST YEAR/LATEST YEAR <u>1975</u> TO <u>1996</u>
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6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)

A. Donor (Gift) Files
 B. Alumni Files

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) _____
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11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S)
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13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Jimenez Hall / Room 31063	14. IS RECORD SERIES DUPLICATED ELSEWHERE (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Institutional Advancement
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15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))	16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
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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 A. Retain gift files until audit is complete, then destroy. B. Screen annually and retain material with administrative or legal value for 25 years, then destroy. Send historical material to University Archives.
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19. NAME AND TITLE OF PREPARER Joline Galentano, Admin. Aide	20. TELEPHONE NUMBER (301) 405-4025	21. DATE 5/23/96
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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 COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>5</u> OF <u>9</u>
1. AGENCY University of Maryland College Park	2. DIVISION College of Arts and Humanities	3. UNIT Department of French and Italian	
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 Library Records		5. EARLIEST YEAR/LATEST YEAR <u>1975</u> TO <u>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.) A. <u>Donor Files</u> B. <u>Photocopy Center</u> C. <u>Library Technical Record Files</u>			
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 checked="" type="checkbox"/> BOUND BOOK <input checked="" 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 checked="" type="checkbox"/> OTHER(SPECIFY) <u>By Century</u> <u>By Genre</u>	
		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) _____ <u>1</u> NUMBER	
		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) _____ <u>1/8</u> NUMBER	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES ENACTIVE AFTER <u>3-25</u> <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S) NUMBER	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Jimenez Hall / Room 3106B		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 type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT <u>For Photocopy Center Records</u>	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <u>List of books kept on disk.</u>		18. RECOMMENDED RETENTION A. Retain for 10 years or permanently depending on type of file. B. Retain for 3 years or until all audit requirements are met, then destroy. C. Retain for 25 years, then destroy.	
19. NAME AND TITLE OF PREPARER Joline Celentano, Admin. Aide	20. TELEPHONE NUMBER (301) 405-4025	21. DATE 5/23/96	

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>6</u> OF <u>9</u>
1. AGENCY University of Maryland College Park	2. DIVISION College of Arts and Humanities	3. UNIT Department of French and Italian	
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 Personnel / Human Resources		5. EARLIEST YEAR/LATEST YEAR 1975 TO 1996	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) A. <u>Faculty Time Reports</u> - Monthly reports showing days worked and leave taken by faculty members. B. <u>Employee Leave Balances</u> - Leave balances for faculty members and if and when, contractual, classified, associate staff, and administrative employees. C. <u>Search Committee Files</u> - 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.			
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) <u>Faculty appointments and time-keeping kept on-line.</u>		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) <u>6</u> NUMBER	
		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) <u>1/8</u> NUMBER	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>3-25</u> <input type="checkbox"/> MONTHS(S) <input checked="" type="checkbox"/> YEARS(S) NUMBER	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Jimenez Hall / Room 3106B		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Personnel Services	
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" 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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO <u>Faculty appointments and non-exempt employees time keeping kept on-line.</u>		18. RECOMMENDED RETENTION Retain individual monthly reports for five years and until all audit requirements are met, then destroy. Retain final leave balances for three years after termination of employment. Department of French and Italian to retain material as required in a departmental archives for 25 years, then destroy.	
19. NAME AND TITLE OF PREPARER Joline Celentano, Admin. Aide		20. TELEPHONE NUMBER (301) 405-4025	
		21. DATE 5/23/96	

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 7 OF 9

1. AGENCY
University of Maryland College Park

2. DIVISION
College of Arts and Humanities

3. UNIT
Department of French and Italian

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
Procurement Records

5. EARLIEST YEAR/LATEST YEAR
1975 TO 1996

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

Purchasing Records (including the following)

1. Actual Emergency and Repair Reports;
2. Invoices/Expenditure Transfer;
3. Issue Tickets or Receipts;
4. Materials/Supplies Specifications;
5. Monthly Expenditure Printouts;
6. Packing Slips, Shipping Tickets, Bills of Lading;
7. Purchase Orders;
8. Receiving Reports;
9. Report of Delivery/Partial Delivery
10. Requisition Forms, Miscellaneous;
11. Requisition for Supplies.

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)
- 6
NUMBER

10. ANNUAL ACCUMULATION

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 MONTHS(S) YEARS(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Jimenez Hall/Room 3106B

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

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
Department of French and Italian to retain for five (5) years and until all audit requirements are met, then destroy. Office of Record for HM and LM Small Procurement Orders is the Department of French and Italian. Office of Record for remaining material is Procurement and Supply.

19. NAME AND TITLE OF PREPARER
Joline Celentano, Admin. Aide

20. TELEPHONE NUMBER
(301) 405-4025

21. DATE
5/23/96

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 8 OF 9

1. AGENCY
University of Maryland College Park

2. DIVISION
College of Art and Humanities

3. UNIT
Department of French and Italian

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
Student / Academic Records

5. EARLIEST YEAR/LATEST YEAR
1975 TO 1996

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

- A. Undergraduate Students
- B. Graduate Students
- C. General Academic Files

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

29
NUMBER

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

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 MONTHS(S) YEARS(S) YEARS(S)

NUMBER up to 25 years after termination of faculty member.

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Jimenez Hall / Room 3106B

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

All students and faculty pertinent info kept on-line.

18. RECOMMENDED RETENTION

Retain records for 5-25 years, depending on type of record. Retain Theses/Dissertations permanently. Retain articles, publications, and reprints for 25 years beyond termination of faculty member.

19. NAME AND TITLE OF PREPARER
Joline Celentano, Admin. Aide

20. TELEPHONE NUMBER
(301)405-4025

21. DATE
5/23/96

<p>INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE MGT - 201 (7/92)</p>	<p>UNIVERSITY OF MARYLAND COLLEGE PARK</p>	<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: center;">PAGE <u>9</u> OF <u>9</u></p>
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1. AGENCY University of Maryland College Park	2. DIVISION College of Art and Humanities	3. UNIT Department of French and Italian
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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 Telecommunications / Communications	5. EARLIEST YEAR/LATEST YEAR <u>1975</u> TO <u>1996</u>
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6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)

A. Communications Material

1. Telephone Bills
2. Bell Atlantic Reports detailing all equipment rented by the Department of French and Italian.

<p>7. RECORD SERIES FORMAT(S)</p> <p><input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM</p> <p><input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE</p> <p><input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK</p> <p><input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE</p> <p><input type="checkbox"/> OTHER(SPECIFY)</p> <p>_____</p>	<p>8. RECORD SERIES SEQUENCE</p> <p><input checked="" type="checkbox"/> ALPHABETICAL</p> <p><input type="checkbox"/> NUMERICAL</p> <p><input type="checkbox"/> CHRONOLOGICAL</p> <p><input type="checkbox"/> GEOGRAPHICAL</p> <p><input type="checkbox"/> OTHER(SPECIFY)</p> <p>_____</p>	<p>9. VOLUME</p> <p><input checked="" type="checkbox"/> FILE DRAWER(S)</p> <p><input type="checkbox"/> MICROFILM(S)</p> <p><input type="checkbox"/> COMPUTER TAPE(S)</p> <p><input type="checkbox"/> OTHER(SPECIFY)</p> <p style="text-align: center;"><u>1</u> NUMBER</p> <hr/> <p>10. ANNUAL ACCUMULATION</p> <p><input checked="" type="checkbox"/> FILE DRAWER(S)</p> <p><input type="checkbox"/> MICROFILM REEL(S)</p> <p><input type="checkbox"/> COMPUTER TAPE(S)</p> <p><input type="checkbox"/> OTHER(SPECIFY)</p> <p style="text-align: center;"><u>1/8</u> NUMBER</p> <p>_____</p>
--	---	---

11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input 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) Jimenez Hall / Room 3106B.	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) Office of Record <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO For Telephone Bills is Dept. Comm. and Bus. Services
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15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))	16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
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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 of French and Italian to retain for three (3) years and until all audit requirements are met, then destroy.
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19. NAME AND TITLE OF PREPARER Joline Celentano, Admin. Aide	20. TELEPHONE NUMBER (301)405-4025	21. DATE 5/23/96
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Models for role of CIO in UMS

Extracted from discussion on September 13, 1996

Present: Joe Vivona, Chris Granger, Ruth Robertson, Richard Rose, Tony Kayser, Lorri McMann

Three distinct models were proposed, with variations that came to six different possibilities for describing the role the UMS CIO must play.

1. Leader - An intellectual power who commands respect in a wide community.
 - a) An academic who would write and speak nationally and who would be welcomed as a visiting professor on UMS campuses
 - b) A consensus builder who assumes the mantle of leadership by the acclamation of IT colleagues throughout the UMS
 - c) A wise, experienced IT professional who would lead a think tank of IT representatives, envisioning the long term future and planning strategically to make it happen

2. Manager - A person competent in a wide range of information technologies who would direct shared IT services
 - a) Directors of UMSSC, UMATS, LIMS, FMIS, and any other shared technology services would report to this manager
 - b) This person would coordinate among the various systemwide functions and committees

3. Politician - A person who would obtain resources, negotiate agreements within the system, reduce interference from outsiders, forcefully represent the interests of the universities in state forums, and form alliances with other organizations

Among those who must be satisfied by the appointment are:

- a) Regents
- b) State agency representatives
- c) Legislators
- d) Presidents and vice presidents
- e) IT committee
- f) UMSA staff and managers of LIMS and UMSSC
- g) Chancellor
- h) IT community
- i) Students

The chancellor seems to want someone who will command the respect of outsiders because of accomplishments in the field.

The IT committee has said that it wants

- a strategic and tactical thinker
- someone with a vision for at least five years
- an advocate who knows campus problems
- a manager for shared services
- a politically astute representative with knowledge of the business of universities

RECEIVED

SEP 13 1996