

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. 1879
 Page 1 of 3

AGENCY: University of Maryland Biotechnology Institute Division/Unit

| ITEM NO. | DESCRIPTION | RETENTION |
|----------|--|---|
| 1 | <p>General Correspondence Alpha, Subject, Administrative and Chronological correspondence maintained by the department. These files contain internal and external, original incoming and outgoing correspondence, reports, memoranda, statistics, proposed programs, policy and procedure statements, special projects and data concerning the operation of the office that maintains it.</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 microfilmed or kept in paper form by the office of record for 25 years, then destroy. Material deemed to have historical value will be placed in UMBI archives for permanent retention.</p> |
| 2 | <p>Human Resource Records</p> <p>A. Timekeeping Records - individual time sheets approved by the supervisor which show leave taken and hours worked for classified, associate staff, students, and administrative employees.</p> <p>B. Timekeeping Records - individual time sheets or yearly summary sheets approved by the supervisor which show leave taken by faculty members.</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 5 or 10 only), and all information on appointed candidate.</p> <p>D. Personnel Folders - contains all or some of the following: application, transcripts, appointment letter, reference checks, grievance actions, disciplinary actions, performance evaluations, probation material, position history, resumes, letter of resignation, retirement paperwork, transfer or dismissal paperwork.</p> <p>E. Personnel I.D. Number Known as PIN for former BTSUC Institutions and Study Numbers for former University of Maryland institutions.</p> | <p>Retain for three (3) years until audit requirements are met, then destroy. Retain FINAL leave balances on employees for two (2) years beyond termination of employee, then destroy.</p> <p>Retain time sheet as above. Retain yearly summary sheet for three (3) years after termination of faculty member, then destroy.</p> <p>Office of Record (generally the main office of the department seeking the candidate) to retain material required in an archives in paper form for 25 years, then destroy. If minutes of search committee meetings contain data which is considered historical, they should be placed in an archives for permanent retention.</p> <p>UMBI to retain for three (3) years after termination of employment and then destroy.</p> <p>UMBI to retain permanently in paper form.</p> |

Approved by Institution.
 Date: February 7, 1997
 Signature: *Arche L. McAdoo*
 Type Name: Arche L. McAdoo
 Vice President, Administration and Finance
 Title:

Schedule Authorized by State Archivist.
 Date: APR 10 1997
 Signature: *Edward C. Papenfuss*

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 Continuation Sheet

SCHEDULE NO. 1879
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AGENCY: University of Maryland Biotechnology Institute

Division/Unit

| ITEM NO. | DESCRIPTION | RETENTION |
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| 3 | Payroll Records -journals, one pay certification cards, check register, journal vouchers and other internal adjustment forms. | UMBI to retain for three years until all audit requirements are met. Office of record is Central Payroll Office. |
| 4 | Purchasing Records - internal account records (copies of invoices, requisitions, packing slips). | Retain for three years until audit requirements are met, then destroy. Office of Record is Purchasing. |
| 5 | Accounting Records - honoraria payments, contract items, revolving fund, checkbook data, special payments, periodic financial reports, UMBI operating budget items including amendments, estimates, and other pertinent data. | Retain for three years until all audit requirements have been met, then destroy. |
| 6 | Contracts and Grants Consists of records which document grants/contracts received by the Institution from a source, including applications, proposals, agreements, research reports, publicity notices, acknowledgements and transfer of funds records, controlling rules and regulations, copies of periodic reports, correspondence and memos. | UMBI to retain State contracts and grants for three years after the close of the contract, and Federal contracts/grants under \$25,000 for three years after the close of the contract. Federal contracts/grants over \$25,000 for six years three months after close of contract, then destroy. |
| 7 | Faculty Evaluations - surveys to students to evaluate teaching of faculty members. | Office of Record to retain for two (2) years beyond the termination of the faculty member, then destroy. |
| 8 | Appointments, Promotion and Tenure Files, Faculty Material relating to appointment, promotion and tenure of UMBI faculty members. | APT files to be kept permanently in paper form by UMBI. |
| 9 | Advisory Council Files Council and other bodies which serve as advisory capacity to President. Files consist of original minutes and related records of proceedings and reports. | UMBI to retain policy items until superseded. Policies and minutes having historical value to be retained permanently. |
| 10 | Institution/Center/Department Meeting Minutes Policy issues and other data related to the operation of UMBI that is historical. Includes UMBI Faculty Senate minutes. | UMBI to retain permanently in paper form. UMSA is office of record for BOR material. |
| 11 | Graded Course Work of Students/Final Exams Graded materials not returned to students. | Retain final grade material for one full semester after the course has ended, then destroy. Retain other materials for 30 working days (6 weeks) after the first day of instruction of next semester, then destroy. |

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE
 Continuation Sheet

SCHEDULE NO. 1879
 Page 3 of 3

AGENCY: University of Maryland Biotechnology Institute Division/Unit

| ITEM NO. | DESCRIPTION | RETENTION |
|----------|---|--|
| 12 | <p>Equipment Inventory Physical inventory of additions, deletions, surplus items to inventory done on a yearly basis.</p> | <p>Retain for three years until audit requirements are met, then destroy.</p> |
| 13 | <p>State Budget Correspondence Includes all budget request documents, budget instructions, CPS-related material, Capital Budget related material, etc. (This item does not pertain to daily operating budget - see item #5 for this category).</p> | <p>UMBI to retain for three years until audit requirements are met, then destroy. UMSA is considered the office of record for State related budget material.</p> |
| 14 | <p>Audits Legislative Audit Files-audits conducted by State legislative auditors. Internal Audit Files-audits conducted by UMS internal auditors.</p> | <p>UMBI to retain material for three years, then destroy. (Please note Office of Record is State Legislative Audit Office; also UMSA keeps these records for 10 years). UMBI to retain material for three years, then destroy. (Please note Office of Records is UMSA Internal Audit Office which keeps reports permanently).</p> |
| 15 | <p>Donor (GIFT) Files Records which show name, date, amount, receipt and account number, and related data (including gift envelope and receipt), on all gifts donated to the institution by friends, alumni, corporations, associations, or foundations.</p> | <p>UMBI to retain gift envelope until audit is complete, then destroy. Remaining material having historical value to be kept by UMBI in paper form for permanent retention.</p> |
| 16 | <p>Endowment Fund Records Ledgers, journals, vouchers, bank statements, reports to the Regents and dividend reports which document endowment fund transactions.</p> | <p>UMBI to retain permanently in paper form.</p> |
| 17 | <p>Faculty Member Publications, Reprints, Articles Articles, publications, and reprints of individual faculty members of an institution. These are items that do not appear in journals or as part of other major publications, books, etc.</p> | <p>UMBI 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, retain document for another 25 years or until superseded by a more current document, then destroy.</p> |

Until audit requirements are met means three years for state related documents, three years for non-monetary federal related documents, three years for monetary federal related documents under \$25,000, and 6 years, 3 months for monetary federal related documents over \$25,000.

If University of Maryland Biotechnology Institute 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.

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| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY Page <u>1</u> of <u>21</u> ITEM 1 ON SCHEDULE | |
| 1. DEPARTMENT/AGENCY University of Maryland Biotechnology Institute | | 2. DIVISION | | 3. UNIT | |
| DEFINITION - Records 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 <u>1985</u> TO <u>1997</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) <p>Alpha, subject, administrative and chron correspondence maintained by the department. These files contain incoming and outgoing correspondence, reports, memoranda, statistics, proposed programs, policy and procedure statements, special projects and data concerning the operation of the office that maintains it.</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 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 Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>30</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>10</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>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) | | | |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 5th Floor, Room 500 Hartwick Building | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | | |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | 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 Screen annually destroying material having no further requirement. Admin. and legal material to be kept for 25 years then destroyed. Historical material to be kept permanently. | | | |
| 19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President Administration and Finance | | 20. TELEPHONE NUMBER 403-4691 | | 21. DATE January 10, 1997 | |

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| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY Page <u>2</u> of <u>21</u> ITEM 2 ON SCHEDULE | |
| 1. DEPARTMENT/AGENCY University of Maryland Biotechnology Institute | | 2. DIVISION | | 3. UNIT | |
| DEFINITION - Records 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 Human Resources Records: Timekeeping Records - employees | | | | 5. EARLIEST YEAR / LATEST YEAR <u>1985</u> to <u>1997</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) Individual time sheets approved by the supervisor which show leave taken and hours worked for classified, associate staff, students, and administrative employees. | | | | | |
| 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 Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>24</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>8</u> Number | |
| 11. FILE IS USED Bi-weekly use <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly | | 12. FILE BECOMES INACTIVE AFTER <u>3</u> years except final leave balances to be retained <u>two</u> years beyond <u>Month(s)</u> <u>years</u> termination of employee. | | | |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 5th Floor, Room 500 Hartwick Building | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | | |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | 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 type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | 18. RECOMMENDED RETENTION Three years, then destroy. Final leave balances on employees retained for two years beyond termination of employee, then destroy. | | | |
| 19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President Administration and Finance | | 20. TELEPHONE NUMBER 403-4691 | | 21. DATE January 10, 1997 | |

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| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 · JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY Page <u>3</u> of <u>21</u> ITEM 2 ON SCHEDULE | |
| 1. DEPARTMENT/AGENCY University of Maryland Biotechnology Institute | | 2. DIVISION | | 3. UNIT | |
| DEFINITION - Records 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 Human Resource Records: Timekeeping Records - Faculty | | | | 5. EARLIEST YEAR / LATEST YEAR <u>1985 TO 1997</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) <p>Individual time sheets approved by the supervisor which show leave taken by the faculty members. Includes monthly/yearly summary sheet approved by the supervisor which shows cumulative leave taken by the faculty, carried over leave, and final balances.</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 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 Reel (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>2</u> Number | | | |
| 11. FILE IS USED bi-weekly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly | | 12. FILE BECOMES INACTIVE AFTER Three years. Summary sheet to be kept for three years after termination _____ of faculty member, then destroy. <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) | | | |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) Hartwick Building 5th Floor, Room 500 | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | | |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | 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 type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | 18. RECOMMENDED RETENTION Three years, then destroy. Final summary sheet to be kept for three years beyond termination of faculty member, then destroy. | | | |
| 19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President Administration and Finance | | 20. TELEPHONE NUMBER 403-4691 | | 21. DATE January 10, 1997 | |

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|---|--|---|--|---|--|
| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY Page <u>4</u> Of <u>21</u> ITEM <u>2</u> ON SCHEDULE | |
| 1. DEPARTMENT/AGENCY University of Maryland Biotechnology Institute | | 2. DIVISION | | 3. UNIT | |
| DEFINITION - Records 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 Human Resource Records: Search Committee Files | | | | 5. EARLIEST YEAR / LATEST YEAR <u>1985 to 1997</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) <p>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 5 or 10 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"/> Numeral <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 Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>10</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>2</u> Number | |
| 11. FILE IS USED Daily during search <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly Infrequently after search. | | 12. FILE BECOMES INACTIVE AFTER Pertinent data referred to above to be kept for <u>25</u> years, then destroy. <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) | | | |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 5th Floor, Room 500 Hartwick Building | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 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 25 years, then destroy for pertinent material only. Historical material to be kept permanently. | | | |
| 19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President Administration and Finance | | 20. TELEPHONE NUMBER 403-4691 | | 21. DATE January 11, 1997 | |

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|--|--|---|--|---|--|
| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY Page <u>5</u> of <u>21</u> ITEM 2 ON SCHEDULE | |
| 1. DEPARTMENT/AGENCY University of Maryland Biotechnology Institute | | 2. DIVISION | | 3. UNIT | |
| DEFINITION - Records 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 Human Resource Records: Personnel Folders | | | | 5. EARLIEST YEAR / LATEST YEAR <u>1985</u> TO <u>1997</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) <p>Contains all or some of the following: application, transcripts, appointment letter, reference checks, grievance actions, disciplinary actions, performance evaluations, probation material, position history, resumes, letter of resignation, retirement paperwork, transfer or dismissal paperwork.</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 type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ | | 9. VOLUME <input checked="" type="checkbox"/> File Drawers(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>10</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>4</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</u> years after termination of employment, then destroy. <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number | | | |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 5th Floor, Room 500 Hartwick Building | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <u>Limited to HR staff</u> <input type="checkbox"/> No | | 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 Three years after termination of employment then destroy. | | | |
| 19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President Administration and Finance | | 20. TELEPHONE NUMBER 403-4691 | | 21. DATE January 10, 1997 | |

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|--|--|---|--|---|--|
| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY Page <u>6</u> of <u>21</u> ITEM 2 ON SCHEDULE | |
| 1. DEPARTMENT/AGENCY University of Maryland Biotechnology Institute | | 2. DIVISION | | 3. UNIT | |
| DEFINITION - Records 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 I.D. Number | | | | 5. EARLIEST YEAR / LATEST YEAR <u>1985 to 1997</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) Pin numbers for former BTSUC institutions and Study Numbers for former University of Maryland institutions. | | | | | |
| 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"/> Numeral <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 Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>4</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</u> Number | |
| 11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly | | 12. FILE BECOMES INACTIVE AFTER PERMANENT _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) | | | |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 5th Floor, Room 500 Hartwick Building | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 18. RECOMMENDED RETENTION UMBI to retain permanently in paper form. | | | |
| 19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President Administration and Finance | | 20. TELEPHONE NUMBER 403-4691 | | 21. DATE January 14, 1997 | |

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|--|--|--|--|---|--|
| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY Page <u>7</u> Of <u>21</u> ITEM 3 ON SCHEDULE | |
| 1. DEPARTMENT/AGENCY University of Maryland Biotechnology Institute | | 2. DIVISION | | 3. UNIT | |
| DEFINITION - Records 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 <u>1985</u> TO <u>1997</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) <p>One pay certification cards, check register, journal vouchers and other internal adjustment forms.</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 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 Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>10</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>3</u> Number | |
| 11. FILE IS USED BI-WEEKLY <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly | | 12. FILE BECOMES INACTIVE AFTER 3 years _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) | | | |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 5th Floor, Room 500 Hartwick Building | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes _____ <input type="checkbox"/> No | | | |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | 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 type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | 18. RECOMMENDED RETENTION Three years until all audit requirements have been met, then destroy. Office of Records is Central Payroll Office at College Park. | | | |
| 19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President Administration and Finance | | 20. TELEPHONE NUMBER 403-4691 | | 21. DATE 1/14/97 | |

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|--|--|---|--|--|--|
| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 · JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY Page <u>9</u> of <u>21</u> ITEM <u>5</u> ON SCHEDULE | |
| 1. DEPARTMENT/AGENCY University of Maryland Biotechnology Institute | | 2. DIVISION | | 3. UNIT | |
| DEFINITION - Records 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 <u>1985</u> to <u>1997</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) Honoraria payments, contract items, revolving fund, checkbook data, special payments, periodic financial reports, UMBI operating budget items including amendments, estimates and other pertinent data. | | | | | |
| 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 type="checkbox"/> Alphabetical <input checked="" 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 Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>15</u> Number | |
| | | | | 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tapes(s) <input type="checkbox"/> Other (Specify) _____ <u>4</u> Number | |
| 11. FILE IS USED <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly | | 12. FILE BECOMES INACTIVE AFTER Three years _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) | | | |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) Hartwick Building 5th Floor, Room 500 | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>Part in accounts payable</u> <input type="checkbox"/> No | | | |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | 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 type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | 18. RECOMMENDED RETENTION Retain for three years until audit requirements are met, then destroy. | | | |
| 19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President Administration and Finance | | 20. TELEPHONE NUMBER 403-4691 | | 21. DATE 1/14/97 | |

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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ITEM 6 ON SCHEDULE

1. DEPARTMENT/AGENCY
University of Maryland Biotechnology Institute

2. DIVISION

3. UNIT

DEFINITION - Records 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
Contracts and Grants

5. EARLIEST YEAR / LATEST YEAR
1985 to 1997

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)
Consists of records which document grants/contracts received by the institution from an source, including applications, proposals, agreements, research reports, publicity notices, acknowledgements and transfer of funds records, controlling rules and regulations, copies of periodic reports, correspondence and memos.

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 Reel (s)
 Computer Tape (s)
 Other (Specify) _____

50
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

10
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER State-3 years after close of contract. Federal under \$25,000 for 3 years; _____ over \$25,000, 6 years, 3 months after close of contract.
Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
5th Floor, Room 500
Hartwick Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes No

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 3 years after close of contract for State items. Federal under \$25,000 for 3 years; over \$25,000 for 6 years, 3 months after close of contract.

19. NAME AND TITLE OF PREPARER
Arche L. McAdoo, Vice President
Administration and Finance

20. TELEPHONE NUMBER
403-4691

21. DATE
1/14/97

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|--|--|---|--|--|--|
| INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY Page <u>11</u> of <u>21</u> ITEM <u>7</u> ON SCHEDULE | |
| 1. DEPARTMENT/AGENCY University of Maryland Biotechnology Institute | | 2. DIVISION | | 3. UNIT | |
| DEFINITION - Records 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 <u>1985</u> to <u>1997</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) 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 type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical by semester <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ | | 9. VOLUME <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>0</u> Number | |
| | | | | 10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>0</u> Number | |
| 11. FILE IS USED Yearly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly | | 12. FILE BECOMES INACTIVE AFTER 2 years beyond termination of faculty member, then destroy _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) | | | |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 5th Floor, Room 500 Hartwick Building | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | | |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | 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 Two years beyond termination of faculty member, then destroy. | | | |
| 19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President Administration and Finance | | 20. TELEPHONE NUMBER 403-4691 | | 21. DATE 1/14/97 | |

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|--|--|---|--|---|--|
| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY Page <u>12</u> of <u>21</u> ITEM <u>8</u> ON SCHEDULE | |
| 1. DEPARTMENT/AGENCY University of Maryland Biotechnology Institute | | 2. DIVISION | | 3. UNIT | |
| DEFINITION - Records 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 Appointments, Promotion and Tenure Files -Faculty | | | | 5. EARLIEST YEAR / LATEST YEAR <u>1985</u> to <u>1997</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) <p>Material relating to appointment, promotion and tenure of UMBI faculty members.</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"/> Numeral <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 Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>5</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>2</u> Number | |
| 11. FILE IS USED Yearly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly | | 12. FILE BECOMES INACTIVE AFTER Permanent _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) | | | |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 5th Floor, Room 500 Hartwick Building | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | | |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | 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 Permanent retention in paper form. | | | |
| 19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President Administration and Finance | | 20. TELEPHONE NUMBER 403-4691 | | 21. DATE 1/14/97 | |

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|--|--|---|--|--|--|
| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY Page <u>13</u> of <u>21</u> ITEM 9 ON SCHEDULE | |
| 1. DEPARTMENT/AGENCY University of Maryland Biotechnology Institute | | 2. DIVISION | | 3. UNIT | |
| DEFINITION - Records 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 Advisory Council Files | | | | 5. EARLIEST YEAR / LATEST YEAR <u>1985</u> to <u>1997</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) Council and other bodies which serve as advisory capacity to President. Files consist of original minutes and related records of proceedings and reports. | | | | | |
| 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 type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical by date <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 Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>4</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</u> Number | |
| 11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly | | 12. FILE BECOMES INACTIVE AFTER RETAIN POLICY ITEMS UNTIL SUPERSEDED. RETAIN HISTORICAL MATERIAL <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) _____ Number PERMANENTLY. | | | |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) Hartwick Building 5th Floor, Room 500 | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 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 Retain policy items until superseded. Retain historical material permanently. | | | |
| 19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President Administration and Finance | | 20. TELEPHONE NUMBER 403-4691 | | 21. DATE January 15, 1997 | |

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| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY Page <u>14</u> Of <u>21</u> ITEM 10 ON SCHEDULE | |
| 1. DEPARTMENT/AGENCY University of Maryland | | 2. DIVISION Biotechnology Institute | | 3. UNIT | |
| DEFINITION - Records 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 Institution/Center/Department Meeting Minutes | | | | 5. EARLIEST YEAR / LATEST YEAR <u>1985</u> TO <u>1997</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) Policy issues and other data related to the operation of UMBI that is historical (example: UMBI Faculty Senate minutes). | | | | | |
| 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 type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical by mtg. date <u>3</u> <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 Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ _____ 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</u> Number | | | |
| 11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly | | 12. FILE BECOMES INACTIVE AFTER Permanent record. _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) | | | |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) Hartwick Building 5th Floor, Room 500 | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | | |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | 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 UMBI to retain permanently in paper form. | | | |
| 19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President Administration and Finance | | 20. TELEPHONE NUMBER 403-4691 | | 21. DATE January 15, 1997 | |

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| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY Page <u>15</u> of <u>21</u> ITEM <u>11</u> on SCHEDULE | |
| 1. DEPARTMENT/AGENCY University of Maryland | | 2. DIVISION Biotechnology Institute | | 3. UNIT | |
| DEFINITION - Records 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 Graded Course Work of Students/Final Exams | | | | 5. EARLIEST YEAR / LATEST YEAR <u>1985</u> TO <u>1997</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) Graded materials not returned to students. | | | | | |
| 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 type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numencal by date <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ | | 9. VOLUME <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>0</u> Number | |
| | | | | 10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>0</u> Number | |
| 11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly | | 12. FILE BECOMES INACTIVE AFTER Final grade material for one full semester after course ends, then destroy. <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) <u> </u> Number Other items, 30 days (6 weeks) after first day of instruction of next semester. | | | |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) Hartwick Building 5th Floor, Room 500 | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 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 Final grade material for one full semester after course ends, then destroy. Other materials, 6 weeks after first day of instruction of next semester, then destroy. | | | |
| 19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President Administration and Finance | | 20. TELEPHONE NUMBER 403-4691 | | 21. DATE January 15, 1997 | |

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| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY Page <u>16</u> Of <u>21</u> ITEM <u>12</u> ON SCHEDULE | |
| 1. DEPARTMENT/AGENCY University of Maryland Biotechnology Institute | | 2. DIVISION Biotechnology Institute | | 3. UNIT | |
| DEFINITION - Records 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 Equipment Inventory | | | | 5. EARLIEST YEAR / LATEST YEAR <u>1985</u> TO <u>1997</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) Physical inventory of additions, deletions, surplus items to inventory done on a yearly basis. | | | | | |
| 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 type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical by year <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 Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>4</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</u> Number | | | |
| 11. FILE IS USED Yearly audit <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly | | 12. FILE BECOMES INACTIVE AFTER 3 years until audit requirements are met <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) | | | |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) Hartwick Building 5th Floor, Room 500 | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | | |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | 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 type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | 18. RECOMMENDED RETENTION 3 years until audit requirements are met, then destroy. | | | |
| 19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President Administration and Finance | | 20. TELEPHONE NUMBER 403-4691 | | 21. DATE January 10, 1997 | |

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| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY Page <u>17</u> Of <u>21</u> ITEM <u>13</u> ON SCHEDULE | |
| 1. DEPARTMENT/AGENCY University of Maryland Biotechnology Institute | | 2. DIVISION Biotechnology Institute | | 3. UNIT | |
| DEFINITION - Records 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 State Budget Correspondence | | | | 5. EARLIEST YEAR / LATEST YEAR <u>1985</u> to <u>1997</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) Includes all budget request documents, budget instructions, CPS related material, Capital Budget related material, etc. (This item does not pertain to daily operating budget material-see item #5 on schedule for this category) | | | | | |
| 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 type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical by Fiscal Year <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 Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>5</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</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</u> years until audit requirements are met, then destroy. UMSA is office of record. <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) | | | |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) Hartwick Building 5th Floor, Room 500 | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>UMSA</u> <input type="checkbox"/> No | | | |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | 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 type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | 18. RECOMMENDED RETENTION <u>3</u> years until audit requirements are met, then destroy. UMSA is office of record for State related budget items. | | | |
| 19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President Administration and Finance | | 20. TELEPHONE NUMBER 403-4691 | | 21. DATE January 15, 1997 | |

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| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY Page <u>19</u> of <u>21</u> ITEM 15 ON SCHEDULE | |
| 1. DEPARTMENT/AGENCY University of Maryland Biotechnology Institute | | 2. DIVISION University of Maryland Biotechnology Institute | | 3. UNIT | |
| DEFINITION - Records 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 Donor (GIFT) Files | | | | 5. EARLIEST YEAR / LATEST YEAR <u>1985</u> to <u>1997</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) Records which shown name, date, amount, receipt and account number, and related data (including gift envelope and receipt), on all gifts donated to the institution by friends, alumni, corporations, associations, or foundations. Historical material would consist of MOU, etc. | | | | | |
| 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 name of donor <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 Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>2</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</u> Number | |
| 11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly | | 12. FILE BECOMES INACTIVE AFTER Gift envelopes retained until audit is complete, then destroy. Historical material retained permanently. _____ Number Month(s) Year(s) | | | |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) Hartwick Building 5th Floor, Room 500 | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 18. RECOMMENDED RETENTION Gift envelope retained until audit requirements are satisfied. Historical material retained permanently. | | | |
| 19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President Administration and Finance | | 20. TELEPHONE NUMBER 403-4691 | | 21. DATE January 15, 1997 | |

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|--|--|--|--|---|--|
| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY Page <u>20</u> of <u>21</u> ITEM 16 ON SCHEDULE | |
| 1. DEPARTMENT/AGENCY University of Maryland Biotechnology Institute | | 2. DIVISION | | 3. UNIT | |
| DEFINITION - Records 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 Endowment Fund Records | | | | 5. EARLIEST YEAR / LATEST YEAR <u>1985</u> TO <u>1997</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) <p>Ledgers, journals, vouchers, bank statements, reports to the Regents and dividend reports which document endowment fund transactions.</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 type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical Fiscal Year <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 Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>3</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</u> Number | |
| 11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly | | 12. FILE BECOMES INACTIVE AFTER Permanent. _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) | | | |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) Hartwick Building 5th Floor, Room 500 | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | | |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | 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 type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | 18. RECOMMENDED RETENTION Permanent. | | | |
| 19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President Administration and Finance | | 20. TELEPHONE NUMBER 403-4691 | | 21. DATE January 15, 1997 | |

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| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY Page <u>21</u> Of <u>21</u> ITEM <u>17</u> ON SCHEDULE | |
| 1. DEPARTMENT/AGENCY University of Maryland Biotechnology Institute | | 2. DIVISION | | 3. UNIT | |
| DEFINITION - Records 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>1985</u> to <u>1997</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, and reprints of individual faculty member of an institution. These are items that do not appear in journals or as part of othe major publications, books, etc. | | | | | |
| 7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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) <u>May take lots of forms.</u> | | 8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Alphabetical by faculty name <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 Reel (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>1/2</u> Number | |
| 11. FILE IS USED <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly | | 12. FILE BECOMES INACTIVE AFTER 25 years beyond termination _____ of faculty member. <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) | | | |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) Hartwick Building 5th Floor, Room 500 | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | | |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | | 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 25 years beyond termination of faculty, then destroy. If publication, etc is still being used by public, etc., retain document for another 25 years or until superse then destroy. | | | |
| 19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President Administration and Finance | | 20. TELEPHONE NUMBER 403-4691 | | 21. DATE January 15, 1997 | |