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	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.	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.
2	Human Resource Records	•
	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.	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.
	B. Timekeeping Records - individual time sheets or yearly summary sheets approved by the supervisor which show leave taken by faculty members.	Retain time sheet as above. Retain yearly summary sheet for three (3) years after termination of faculty member, then destroy.
	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.	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.
	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, tranfer or dismissal paperwork.	UMBI to retain for three (3) years after termination of employment and then destroy.
	E. Personnel I.D. Number Known as PIN for former BTSUC Institutions and Study Numbers for former University of Maryland institutions.	UMBI to retain permanently in paper form.
	Approved by Joseph Minn	Cahadula Authorizad by Chita Arabinish
	Approved by Institution. Date: February, 1997	Schedule Authorized by State Archivist. Date: APR 1 0 1997
	Signature: Arche L. McAdoo	Shound C. Paperpus fr
	Vice President, Administration and Finance Title:	Signature:

	DEPARTMENT OF GENERAL SERVICES	SCHEDULE NO. 1879
	RECORDS MANAGEMENT DIVISION	Page 2 of 3
	RECORDS RETENTION AND DISPOSAL SCHEDULE	
	Continuation Sheet	
	AGENCY:'University of Maryland Biotechnology Institute	Division/Unit
TEM	DESCRIPTION	DETENTION
10.	DESCRIPTION	RETENTION
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.
	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 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.	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.

SCHEDULE NO. 1879 DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION Page 3 of 3 RECORDS RETENTION AND DISPOSAL SCHEDULE **Continuation Sheet** AGENCY: 'University of Maryland Biotechnology Institute Division/Unit ITEM NO. DESCRIPTION RETENTION 12 Equipment Inventory Physical inventory of additions, deletions, surplus items Retain for three years until audit requirements are met, then to inventory done on a yearly basis. destroy. 13 State Budget Correspondence Includes all budget request documents, budget UMBI to retain for three years until audit requirements are instructions, CPS-related material, Capital Budget met, then destroy. UMSA is considered the office of related material, etc. (This item does not pertain to record for State related budget material. daily operating budget - see item #5 for this category). 14 Audits Legislative Audit Files-audits conducted by State UMBI to retain material for three years, then destroy. legislative auditors. (Please note Office of Record is State Legislative Audit Office; also UMSA keeps these records for 10 years). Internal Audit Files-audits conducted by UMS internal UMBI to retain material for three years, then destroy. auditors. (Please note Office of Records is UMSA Internal Audit Office which keeps reports permanently). 15 Donor (GIFT) Files Records which show name, date, amount, receipt and UMBI to retain gift envelope until audit is complete, then account number, and related data (including gift destroy. Remaining material having historical value envelope and receipt), on all gifts donated to the to be kept by UMBI in paper form for permanent retention. institution by friends, alumni, corporations, associations, or foundations. Endowment Fund Records Ledgers, journals, vouchers, bank statements, reports UMBI to retain permanently in paper form. to the Regents and dividend reports which document endowment fund transactions. 17 Faculty Member Publications, Reprints, Articles Articles, publications, and reprints of individual faculty UMBI to retain copy(ies) of articles, publications, and members of an institution. These are items that do reprints for 25 years beyond termination of faculty member. not appear in journals or as part of other major then destroy. However, if after 25 years the document is publications, books, etc. still being requested by the general public, retain document for another 25 years or until superseded by a more current document, then destroy. 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.

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

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED, RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP. MARYLAND 20794	AGENCY RECORDS INVENTORY
, SCHEDULE (DGS 550-1)		Page 1 Of 21 ITEM 1 ON SCHEDULE
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
University of Maryland Biot	echnology Institute	
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
General Correspondence		<u>1985 ro 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)
Alpha, subject, administrat department. These files co reports, memoranda, satisti statements, special project office that maintains it.	ntain incoming and outgo cs, proposed programs, p	ing correspondence, olicy and procedure
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
CX Letter Size	□ Alphabetical	ÖX File Drawer(s) ☐ Microfilm Reel (s)
□ Legal Size □ Computer Tape	Numerical	□ Computer Tape (s) □ Other (Specify)
□ Bound Book □ Floppy Disk	Chronological	30 Number
□ Audio Tape □ Video Tape	G Geographical	10. ANNUAL ACCUMULATION
☐ Other (Specify)	Other (Specify)	XEX File Drawer (s) Microfilm Reel (s)
3 Office (Specially)		☐ Computer Tape(s) ☐ Cither (Specify)
		10 Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
	1	Month(s) 🖰 Year(s)
X3 Daily	Number	
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
5th Floor, Room 500 Hartwick Building	□ Yes	닷 No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
⊐ Yes & No	∑ None □ State □ F	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	material having no fu	•
□ Yes d ^X No		rial to be kept for 25 ye orical material to be kep
19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President Administration and Finance	20. TELEPHONE NUMBER 403-4691	21. DATE January 10, 1997

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	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 2 Of 21 ITEM 2 ON SCHEDULE
1. DEPARTMENT/AGENCY University of Maryland Biot	2. DIVISION echnology Institute	3. UNIT
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Human Resources Records: Timekeeping Records - emp	lovees	1985 _{TO} 1997
6. RECORD SERIES DESCRIPTION (Briefly describe the types of Individual time sheets approtaken and hours worked for cadministrative employees.	ved by the supervisor wh	ich show leave
		·
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME & File Drawer(s)
□X Letter Size □ Microfilm	Xo Alphabetical	☐ Microfilm Reel (s) ☐ Computer Tape (s)
□ Legai Size □ Computer Tape	□ Numencal	24 Other (Specify)
□ Sound Book □ Floppy Disk	☐ Chronological	Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION X File Drawer (s)
□ Other (Specify)	Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tabe(s)
		Other (Specify)
		Number
11. FILE IS USED Bi-weekly use □ Daily □ Weekly □ Monthly	12. FILE BECOMES INACTIVE AFTER 3 years except final leave balances to be retained two years beyond Number termination of employee.	
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	
5th Floor, Room 500 Hartwick Building	□ Yes	ox No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes 🗗 DĀ No	□ None ČK State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Three years, then destroy. Final leave balances on employees retained for	
□ Yes □X No	two years beyond termi destroy.	nation of employee, then
19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President Administration and Finance	20. TELEPHONE NUMBER 403-4691	21. DATE January 10, 1997

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 3 of 21 ITEM 2 ON SCHEDULE
1. DEPARTMENT/AGENCY University of Maryland Bio	2. DIVISION technology Institute	3. UNIT
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Human Resource Records: Timekeeping Records - Fac	ulty	<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 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.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME E File Drawer(s)
X□ Letter Size □ Microfilm	CX Alphabetical	☐ Microfilm Reel (s) ☐ Computer Tape (s)
□ Legal Size □ Computer Tape	☐ Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	☐ Chronological	Number
☐ Audio Tape ☐ Video Tape	□ Geographicai	10. ANNUAL ACCUMULATION X File Drawer (s)
☐ Other (Specify)	Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)
		2 Other (Specify)
		Number
11. FILE IS USED bi-weekly Daily Weekly Monthly	to be kept for three	ee years. Summary sheet years after termination Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor Room) Hartwick Building	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
Hartwick Building 5th Floor, Room 500	a Yes	X ₀ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes ŽX. No	□ None OX State □ F	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) □ Yes □ X 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	20. TELEPHONE NUMBER	21. DATE
Arche L. McAdoo, Vice President Administration and Finance	403-4691	January 10, 1997

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	AGENCY RECORDS INVENTORY
	PO. BOX 275 - JESSUP, MARYLAND 20794	Page 4 Of 21 ITEM 2 ON SCHEDULE
1. DEPARTMENT/AGENCY University of Maryland Bio	2. DIVISION technolgy Institute	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Human Resource Records: Search Committee Files		<u>1985 ro 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 Senes)
Refers to search committee massociate staff. Consists o committee (includes copy of recommendation data), voting only), and all information o	f advertisements, final minutes of meeting if th results, top candidate	recommendation of the e minutes contain final
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. YOLUME
□ CX Letter Size □ Microfilm	XX Alphabetical	čl. File Drawer(s) □ Microfilm Reel (s)
-		Computer Tabe (s) Other (Specify)
□ Legal Size □ Computer Tape	Numencal	10
□ Bound Book © Floppy Disk	☐ Chronological	Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION & File Drawer (s)
□ Other (Specify)	Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)
		2 Other (Specify)
		Number
11. FILE IS USED Daily during search XD Daily	h 12. FILE BECOMES INACTIVE AFTER Pert above to be kept for	inent data referred to 25 years, then destroy. Month(s) % Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
5th Floor, Room 500 Hartwick Building	□ Yes	₹ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes 0 X No)X None □ State □ F	Federal
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	1	rs, then destroy for ly. Historical material tly.
19. NAME AND TITLE OF PREPARER	20 TELEBRONE WINDER	21. DATE
Arche L. McAdoo, Vice President Administration and Finance	20. TELEPHONE NUMBER 403-4691	January 11, 1997
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)		Page 5
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1. DEPARTMENT/AGENCY University of Maryland Biote	2. DIVISION chnology Institute	3. UNIT
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Human Resource Records: Per	ssonnel Folders	1985 _{TO} 1997
6. RECORD SERIES DESCRIPTION (Bnefty describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Senes)
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.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME X File Drawer(s)
Letter Size Microfilm	St. Alphabetical	☐ Microfilm Real (s) ☐ Computer Tabe (s)
□ Legal Size □ Computer Tape	□ Numencal	Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	CI Geographical	10. ANNUAL ACCUMULATION X File Drawer (s)
□ Other (Specify)	Other (Specify)	□ Microfilm Reel (s) □ Computer Tape(s)
		Other (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER 3 yes	ars after termination of
d ^X Daily	employment, then de	Stroy. Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
5th Floor, Room 500 Hartwick Building	□ Yes	X No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
X Yes Limited to HR staff	X [□] None □ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	
describe any hardware/software) ☐ Yes ☐ No	Three years after to then destroy.	ermination of employment
19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President Administration and Finance	20. TELEPHONE NUMBER 403-4691	21. DATE January 10, 1997

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	AGENCY RECORDS INVENTORY Page 6 of 2 h
	PO. BOX 275 - JESSUP, MARYLAND 20794	Page 6 Cf 2F ITEM 2 ON SCHEDULE
1. DEPARTMENT/AGENCY University of Maryland Biote	2. DIVISION echnology Institute	3. UNIT
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Personnel I.D. Number		<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)
Pin numbers for former BTSU		Numbers for former
University of Maryland inst	itutions.	
		9. YOLUME
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	Ä. File Drawer(s)
Q Letter Size □ Microfilm	© Alphabeticai	□ Microfilm Reel (s) □ Computer Tabe (s)
□ Legal Size □ Computer Tape	□ Numerical	□ Other (Specify)
□ Sound Book □ Floppy Disk	☐ Chronological	Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION 2. File Drawer (s)
□ Other (Specify)	Other (Specify)	☐ Microfilm Reel (s)
		Computer Tabe(s) Cother (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER PER	MANENT
□ Daily □ Weekhy Xo Monthly		Month(s)
1 day 1 monny	Number	
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
5th Floor, Room 500	□ Yes	₹ No
Hartwick Building		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
☐ Yes Xi No	Xo None □ State XO F	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	·
describe any hardware/software)	UMBI to retain permane	ently in paper form.
□ Yes ōX No		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Arche L. McAdoo, Vice President Administration and Finance	403-4691	January 14, 1997

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 7 Of 21 ITEM 3 ON SCHEDULE
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
University of Maryland Bio		, s
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Payroll Records		1985_to_1997_
rayioli kecolus		1905 10 1997
6. RECORD SERIES DESCRIPTION (Briefly describe the types of One pay certification can other internal adjustments	ards, check register, jou	
		÷
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
⅓ Letter Size □ Microfilm	☐ Alphabetical	X File Drawer(s) □ Microfilm Reel (s)
□ Legal Size □ Computer Tape	□ Numerical	☐ Computer Tabe (s) ☐ Other (Specify)
□ Bound Book □ Floppy Disk	☐ Chronological	10 Number
· · ·	_	10. ANNUAL ACCUMULATION
□ Audio Tape □ Video Tape	☐ Geographical	改 File Drawer (s)
☐ Other (Specify)	Other (Specify)	□ Microfilm Reel (s) □ Computer Tape(s)
		3 Other (Specify)
		Number
11. FILE IS USED BI-WEEKLY	12. FILE BECOMES INACTIVE AFTER 3	years
□ Daily □ . Weekly □ Monthly		Month(s) □ Year(s)
	Number	
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
5th Floor, Room 500 Hartwick Building	XaX Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ ^X No	□ None □ ^X State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	
describe any hardware/software)		ll audit requirements
□ Yes Kan No		destroy. Office of Record Office at College Park.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Arche L. McAdoo, Vice President Administration and Finance	. 403–4691	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 PO. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
SCREDULE (DGS 350-1)		Page 8 of 21 ITEM 4 ON SCHEDULE
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
University of Maryland Bio	technology Institute	
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Purchasing Records		<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 Senes)
Internal account records in		
slips, etc.		
		•
7 DECODD CEDIEC CORMATICS	A CEAND OFFICE SEATENCE	9. VOLUME
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	X File Drawer(s)
CX Letter Size Microfilm	Alphabetical	☐ Microfilm Reel (s) ☐ Computer Tape (s)
□ Legal Size □ Computer Tape	Xo Numencal	12 Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
☐ Audio Tape ☐ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION X File Drawer (s)
□ Other (Specify)	Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)
		3 Cther (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER 3	years
XD Daily XD Weekly XD Monthly		Month(s) 🗆 Year(s)
	Number	
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
5th Floor, Room 500 Hartwick Building	X Yes <u>part in Purc</u> ha	sing No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes 0 X No	□ None OX State □ F	ederal Independent
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
v		it requirements are met,
□ Yes □ ^A No	then destroy. Office	of Record is Purchasing.
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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY	
SCHEDULE (DGS 550-1)		Page 9 C1 21 ITEM 5 ON SCHEDULE	
1 DEDARTMENTIA OFMEY	2 DUGGON	3. UNIT	
1. DEPARTMENT/AGENCY University of Maryland Bio	2. DIVISION technology Institute	J. UNII	
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR	
Accounting Records		1985 _{TO} 1997	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of Honoraria payments, contract payments, periodic financial including amendments, estimated	t items, revolving fund, reports, UMBI operating	checkbook data, special budget items	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
C Letter Size □ Microfilm	☐ Alphabetical	Xi File □rawer(s) □ Microfilm Reel (s) □ Computer Tape (s)	
□ Legal Size □ Computer Tape	X Numencal	15 Other (Specify)	
☐ Bound Book ☐ Floppy Disk	□ Chronological	Number	
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION X File Drawer (s)	
□ Other (Specify)	Other (Specify)	☐ Microfilm Reel (S) ☐ Computer Tape(S)	
		C Other (Specify)	
		4 3 61161 (6)66477	
		Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER Three	ee years	
Daily X Weekly d ^X Monthly		Month(s)	
d daily d weekly d monthly	Number	woulds, a resito,	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)	
Hartwick Building	u ^X Yes Part in accounts		
5th Floor, Room 500	Yes Tale in accounts	s payabete No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes □X No	□ None yo State □ F	ederal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION		
describe any hardware/software)		s until audit requirement	
□ Yes Yo	are met, then destroy		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
Arche L. McAdoo, Vice President	403-4691	1/14/97	
Administration and Finance	403-4071		

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY		
SCHEDULE (DGS 550-1)		Page 10 or 21 ITEM 6 ON SCHEDULE		
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT		
University of Maryland Biot	1			
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.		
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR		
Contracts and Grants		<u>1985 to 1997</u>		
6. RECORD SERIES DESCRIPTION (Brefly describe the types of Consists of records which do from an source, including apreports, publicity notices, controlling rules and regula and memos.	ocument grants/contracts oplications, proposals, a acknowledgements and tra	received by the institutingreements, research ensfer of funds records,		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME X File Drawer(s)		
X2 Letter Size Microfilm	☐ Alphabetical	☐ Microfilm Reel (s) ☐ Computer Tabe (s)		
☐ Legal Size ☐ Computer Tape	⊠ Numencal	50 Other (Specify)		
□ Sound Book □ Floppy Disk	□ Chronological	Number		
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION		
□ Other (Specify)	Other (Specify)	ở∑ File Drawer (s) ☐ Microfilm Reel (s)		
	Giller (openin)/	□ Computer Tabe(s) □ Other (Specify)		
		Number		
11. FILE IS USED	contract. Federal und	te-3 years after close of ier \$25,000 for 3 years;		
e Daily E Weekty Xo Monthly	Number over \$25,000	Month(s) □ Year(s) , 6 years, 3 months after		
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	close of cont	ract. 7 (If yes. specify agency or office)		
5th Floor, Room 500	□ Yes	₹ No		
Hartwick Building	u res	2		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS			
□ Yes XX No	□ None)© State 🕱 F	ederal 🗆 Independent		
163 170	a None A State M	cocia		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) Uses No	for State items. Fede	after close of contract eral under \$25,000 for for 6 years, 3 months		
	arter crose or contrac			
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 PO BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page 11 Of 21 ITEM 7 ON SCHEDULE
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
University of Maryland Bio		
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	s well as retention and disposition purposes.
4 RECORD SERIES TITLE Faculty Evaluations		5. EARLIEST YEAR / LATETEST YEAR
Faculty Evaluations		<u> 1985 -a 1997 </u>
6. RECORD SERIES DESCRIPTION (Briefly describe the types of Surveys to students to eval:		
7. RECORD SERIES FORMAT(S) **S Letter Size	8. RECORD SERIES SEQUENCE Alphabetical X Numerical by semester	9. VOLUME □ File Drawer(s) □ Microfilm Reel (s) □ Computer Tape (s) □ Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronologicai	0 Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
□ Other (Specify)	☐ Other (Specify)	File Drawer (s) Microfilm Reel (s) Computer Tape(s) O Number
11. FILE IS USED Yearly	I 1/ PILE REGUMES INACTIVE AFTER	ars beyond termination
□ Daily □ Weekly □ Monthly		faculty member, then destr Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERI	E? (If yes, specify agency or office)
5th Floor, Room 500 Hartwick Building	Yes Xo No	
15. ACCESS RESTRICTIONS (If yes. cite iaw(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes & No	X None 🗆 State 🗆 F	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) □ Yes	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

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION		AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)		ITEM 8 ON SCHEDULE
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
University of Maryland Bio		J. 31111
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
4. RECORD SERIES TITLE Appointments, Promotion and	I Tenure Files -Faculty	
		<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)
Material relating to appoing members.	ntment, promotion and ter	ure of UMBI faculty
members.		
	•	
T. DECORD OFFICE COUNTY		a volume
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME X File Drawer(s)
Xo Letter Size □ Microfilm ,	& Afphabeticai	☐ Microfilm Reel (s)
□ Legal Size □ Computer Tape	☐ Numericat	□ Computer Tape (s) □ Other (Specify)
□ Sound Book □ Floopy Disk	□ Chronological	5 Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
□ Other (Specify)	□ Other (Specify)	X File Drawer (s) □ Microfilm Reel (s)
- Office (Specify)	d Other (Specify)	☐ Computer Tape(s)
		2 Other (Specify)
		Number
11. FILE IS USED Yearly	12. FILE BECOMES INACTIVE AFTER Perma	inent
□ Daily □ Weekly □ Monthly		Month(s)
	Number	
13. CURRENT LOCATION(S) (Bidg., Floor. Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
5th Floor, Room 500	□ Yes	X No
Hartwick Building		
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes Y _{EI} No	X None □ State □ F	ederai 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	
describe any hardware/software)	Permanent retention in paper form.	
□ Yes Xi No		
10 NAME AND TITLE OF PREPARED	20 TELEDUONE NUMBER	DA DATE
19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President	20. TELEPHONE NUMBER	21. DATE 1/14/97
Administration and Finance	403-4691	1/14/2/

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 PO BOX 275 - JESSUP. WARYLAND 20794	Page 13 of 21
		ITEM 9 ON SCHEDULE
1. DEPARTMENT/AGENCY University of Maryland Biot	2. DIVISION echnology Institute	3. UNIT
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Advisory Council Files		1985 _{TO} 1997
6. RECORD SERIES DESCRIPTION (Briefly describe the types of :	nformation/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)	8. RECORD SERIES SEQUENCE	9. VOLUME
As Letter Size ☐ Microfilm	☐ Alphabeticai)
□ Legal Size □ Computer Tape	og Numerica⊢ by date	Computer Tape (s) Cther (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
□ Other (Specify)	•	
- One (Specify)	□ Other (Specify)	☐ Computer Tape(s) ☐ Other (Specify)
		Number
11. FILE IS USED □ Daily □ Weekly X [□] Monthly	12. FILE BECOMES INACTIVE AFTER RETAIN POLICY ITEMS UNTIL SUPERSEDED. RETAIN HISTORICAL MATERIAL Month(s) PERMANENTLY.	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes. specify agency or office)
Hartwick Building 5th Floor, Room 500	O Yes	X No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes X No	Ys None ⊐ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 2 Yes X No		n policy items until historical material
40. NAME AND TITLE OF POSTORO		A 017F
19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President Administration and Finance	20. TELEPHONE NUMBER 403-4691	21. DATE January 15, 1997

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 PO. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page 14 Of 21
		ITEM 10 ON SCHEDULE
1. DEPARTMENT/AGENCY University of Maryland I	2. DIVISION Biotechnology Institute	3. UNIT
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Institution/Center/Departme	ent Meeting Minutes	_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) Policy issues and other data related to the operation of UMBI that is historical (example: UMBI Faculty Senate minutes).		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
v		質 File Drawer(s) □ Microfilm Reel (s)
← Letter Size ☐ Microfilm	☐ Alphabeticai	☐ Computer Tape (s)
□ Legal Size □ Computer Tabe	∝ Numenca≀ by mtg. dat	e 3 Cther (Specify)
□ Bound Book □ Floppy Disk	☐ Chronological	Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
□ Other (Specify)	□ Other (Specify)	質 File Orawer (s) □ Microfilm Reel (s)
	, , , ,	□ Computer Tape(s) □ Other (Specify)
		<u> </u>
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER Per	manent record.
□ Daily □ Weekly ^X □ Monthly		Month(s) Year(s)
	Number	
13. CURRENT LOCATION(S) (Bidg., Floor. Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
Hartwick Building 5th Floor, Room 500	□ Yes	₫ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes ¾ No	□X None □ State □ F	ederal Independent
17. IS AN INDEX SYSTEM USED? (If yes. explain briefly and describe any hardware/software) Ps No	18. RECOMMENDED RETENTION UMBI to retain perm	anently in paper form.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Arche L. McAdoo, Vice President Administration and Finance	403–4691	January 15, 1997

	<u> </u>	
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	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 330-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP. MARYLAND 20794	Page 15 of 21 ITEM 11 on SCHEDULE
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
University of Maryland E	iotechnology Institute	
DEFINITION - Records Series - A group of related records	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Graded Course Work of Stu	dents/Final Exams	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)		
Graded materials not retu	irned to students.	
	or to beatenes.	
		·
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME G File Drawer(s)
aX Letter Size □ Microfilm	☐ Alphabetical	□ Microfilm Reel (s)
□ Legal Size □ Computer Tape	Xo Numenca∣ by date	Computer Tape (s) Cther (Specify)
□ Bound Book □ Floppy Disk	Chronological	Number
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
□ Other (Specify)	□ Other (Specify)	□ File Drawer (s) □ Microfilm Reel (s)
		☐ Computer Tape(s) ☐ Other (Specify)
		Number
11. FILE IS USED	12 FILE RECOMES (NACTIVE AFTER Final	grade material for one
□ Daily □ Weekhy Xo Monthly	full semester after c	ourse ends, then destroy.
a daily a weekly 25 monthly	Number Other items,	30 days(6 weeks) after
13. CURRENT LOCATION(S) (Bidg., Floor. Room)	first day of instructio 14. IS RECORD SERIES DUPLICATED ELSEWHERE	n of next semester. ? (If yes, specify agency of office)
Hartwick Building	U Yes	ð⊈ No
5th Floor, Room 500		
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes Xa No	Xo None □ State □ F	ederal
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION Final g	rade material for an
describe any hardware/software)	iull semester after c	ourse ends, then destroy!
□ Yes 5¶ No	Other materials, 6 we	eks after first day of emester, then destroy.
19. NAME AND TITLE OF PREPARER		
Arche L. McAdoo, Vice President Administration and Finance	20. TELEPHONE NUMBER	21. DATE
Administration and I mance	403-4691	January 15, 1997

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, WARYLAND 20794	AGENCY RECORDS INVENTORY Page 16 Of 21
	- 0. 00X 210 32333 WART 2 110 2515	ITEM 12 ON SCHEDULE
1. DEPARTMENT/AGENCY University of Maryland B:	2. DIVISION otechnology Institute	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Equipment Inventory		1985 TO 1997
6. RECORD SERIES DESCRIPTION (Briefly describe the types of Physical inventory of additional items to inventory done on	tions, deletions, surplus	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Xo Letter Size Microfilm	□ Alphabeticai	Xi File Drawer(s) □ Microfilm Reel (s)
	·	☐ Computer Tape (s)
□ Legal Size □ Computer Tape	Numerical by year	Cther (Specify) 4
□ Bound Book □ Floppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION So File Drawer (s)
□ Other (Specify)	☐ Other (Specify)	☐ Microfilm Reel (s)
	· /	Computer Tape(s) Other (Specify)
		1
		Number
11. FILE IS USED Yearly audit Daily Weekly Monthly		years until audit require nts are met Month(s) Treat(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
Hartwick Building	☐ Yes)27 No
5th Floor, Room 500		A 110
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes Xa No	□ None ½5 State □ F	ederal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
□ Yes No	3 years until audit then destroy.	requirements are met,
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Arche L. McAdoo, Vice President Administration and Finance	403-4691	January 10, 1997

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	AGENCY RECORDS INVENTORY
33.255C 153.35611	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, WARYLAND 20794	Page 17 Of SCHEDULE
4 DEDARTMENTA DENOV		
1. DEPARTMENT/AGENCY University of Maryland Bi	2. DIVISION otechnology Institute	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
State Budget Corresponde	on ce	1005
	nice	1985 ₇₀ 1997
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series, include	the purpose or function of the Senes)
Includes all budget request d		
material, Capital Budget relato daily operating budget mat	ited material, etc. (This	item does not pertain
		Ì
7. 050000 050150 F0004-7-1		e veruse
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME St. File Drawer(s)
□XLetter Size □ Microfilm	□ Alphabeticai	☐ Microfilm Reel (s)☐ Computer Tape (s)
□ Legal Size □ Computer Tape	Mi Numencal by Fiscal Yea	1 Cther (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION OX File Drawer (s)
□ Other (Specify)	☐ Other (Specify)	☐ Microfilm Reel (s)☐ Computer Tape(s)
		□ Other (Specify)
		Number
11. FILE IS USED - 図 Daily	ments aremet, then de	Month(s) XD Year(s)
	Number of record.	
13. CURRENT LOCATION(S) (Bldg., Floor. Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
Hartwick Building	YesUMSA	□ No
5th Floor, Room 500		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ ^X No	□ None 12 State ↔ F	ederal 🗆 Independent
	A State	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION 3 year	s until audit requirement
describe any hardware/software)	l -	UMSA is office of recor
□ Yes V No	for State related budge	
F NO		
19. NAME AND TITLE OF PREPARER	20 TELEPHONE HUMBER	21 DATE
Arche L. McAdoo, Vice President	20. TELEPHONE NUMBER	21. DATE January 15, 1997
Administration and Finance	403-4691	Sauualy 13, 1797

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	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 18 of 21 ITEM 14 ON SCHEDULE
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
University of Maryland B		
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Audits		
		1985 -c 1997
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms round in the Series include the purpose or function of the Series) Legislative audits — audits conducted by State legislative auditors. Internal audits — audits conducted by UMS internal auditors.		
7. RECORD SERIES FORMAT(S) X Letter Size	8. RECORD SERIES SEQUENCE Alphabelical XO Numerical by date	9. VOLUME X File Drawer(s) Microfilm Reel (s) Computer Tape (s) Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
□ Other (Specify)	□ Other (Specify)	☐ File Drawer (s) ☐ Microfilm Reel (s) ☐ Computer Tape(s) ☐ Other (Specify)
		Number
11. FILE IS USED	3	ears, then destroy. Month(s) 🕱 Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
Hartwick Building 5th Floor, Room 500	Xn Yes UMSA for internal audits	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes No	□ None X X X State □ F	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) □ Yes □ No	18RECOMMENDED RETENTION 3 years, then dest	roy.
19. NAME AND TITLE OF PREPARER Arche L. McAdoo, Vice President Administration and Finance	20. TELEPHONE NUMBER 403-4691	21. DATE January 15, 1997

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	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 0f
		ITEM 15 ON SCHEDULE
1. DEPARTMENT/AGENCY University of Maryland Bio	2. DIVISION technology Institute	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Donor (GIFT) Files		1985 _{TO} 1997
6. RECORD SERIES DESCRIPTION (Briefly describe the types of Records which shown name, derelated data (including gift donated to the institution or foundations. Historical in	ate, amount, receipt and t envelope and receipt), by friends, alumni, corpo	account number, and on all gifts orations,
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
M Letter Size □ Microfilm	XX Alphabetical name of dono	X File Drawer(s) □ Microfilm Reel (s)
□ Legal Size □ Computer Tape	Numencal	Computer Tape (s) Cther (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION X File Drawer (s)
□ Other (Specify)	□ Other (Specify)	Microfilm Reel (s) Computer Tape(s) Other (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER Gif	t envelopes retained unti
□ Daily □ Weekly ¾ Monthly	audit is complete, the	n destroy. Historical Month(s) - Year(s) etained permanently.
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	-
Hartwick Building	□ Yes	X□ No
5th Floor, Room 500		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes XX No	□ None ŽK State □ F	ederal a independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	ined until audit require
□ Yes X□ No		ined until audit required. Historical material
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Arche L. McAdoo, Vice President Administration and Finance	403-4691	January 15, 1997

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	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 20 Of 21 ITEM 16 ON SCHEDULE
1. DEPARTMENT/AGENCY University of Maryland Bi	2. DIVISION otechnology Institute	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Endowment Fund Records		1985 _{TO} 1997
6. RECORD SERIES DESCRIPTION (Briefly describe the types of Ledgers, journals, voucher and dividend reports which	s, bank statements, repo	orts to the Regents
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME S File Orawer(s)
X□ Letter Size □ Microfilm	☐ Alphabeticai	☐ Microfilm Reel (s)
□ Legal Size □ Computer Tape	🗴 Numencal Fiscal Year	Computer Tape (s) Cither (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
□ Other (Specify)		Ğ File Drawer (s) □ Microfilm Reel (s)*
a office (specify)	☐ Other (Specify)	Computer Tape(s) Other (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER Pern	Number
·		
□ Daily □ Weekly ox Monthly	Number	Month(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
Hartwick Building 5th Floor, Room 500	□ Yes	₹ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □X No	□ None X [□] State □ F	ederai Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
□ YesNo	Permanent.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Arche L. McAdoo, Vice President Administration and Finance	403-4691	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	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	ITEM 17 ON SCHEDULE
1. DEPARTMENT/AGENCY University of Maryland B	2. DIVISION Lotechnology Institute	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Faculty Member Publicati	ons, Reprints, Articles	1985 ₇₀ 1997
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose of 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)	8. RECORD SERIES SEQUENCE	9. VOLUME Q(File Drawer(s)
& Letter Size □ Microfilm	n Alphabetical by faculty n	a me
Ç Legal Size □ Computer Tape	□ Numerical	1 Cther (Specify)
▼ Bound Book □ Floppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
Other (Specify) May take lots of forms.	□ Other (Specify)	Microfilm Reel (s) Computer Tape(s) Other (Specify) Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER 25	years beyond termination
XD Daily XD Weekly XI Monthly	Number	faculty member. Month(s) Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor. Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
Hartwick Building 5th Floor, Room 500	□ Yes	Xo No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes dX No	& None □ State □ F	ederal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION 25 year	rs beyond termination
describe any hardware/software) □ Yes □ X No	is still being used by	oy. If publication, etc public, etc., retain 5 years or until superse
19. NAME AND TITLE OF PREPARER	then destroy. 20. TELEPHONE NUMBER	21. DATE
Arche L. McAdoo, Vice President Administration and Finance	403-4691	January 15, 1997