

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b>		Schedule No.: 1889
<b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		Page 1 of 2
Agency: University of Maryland College Park		Division/Unit: Cooperative Extension Service, Home Economics
Item No.	Description	Retention
1	<u>General Files</u> Alpha, subject, administrative, and chronological correspondence (containing original incoming and copies of outgoing correspondence), reports, memoranda, statistics, program files, minutes, policy and procedure statements, studies, special projects, working files for publications, and substantive data concerning the operation of the Cooperative Extension Service, Home Economics.	Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value to be kept in paper by the Cooperative Extension Service, Home Economics for 25 years, then destroyed. Material deemed to have historical value should be sent to University Archives at UMCP for permanent retention.
2	<u>Human Resource Records</u> A. Timekeeping Records - individual sheets approved by the supervisor which show leave taken and hours worked for exempt and non-exempt employees.  B. Employee Leave Balances - leave balances for faculty members and exempt and non-exempt employees.	Retain for 6 years, 3 months and until audit requirements are met, then destroy.  Retain final leave balance for 3 years after termination of employment, then destroy. ** During the time the employee is active, ongoing balances must be kept for three (3) years for audit purposes.
3	Search Committee Files - refers to search committee materials for faculty, administrators, and associate staff. Consists of advertisements, final recommendation of the committee, meeting minutes containing final recommendation data, voting results, top candidate resumes (top 5 or 2 only - depending on size of search), and all information on appointed candidate.	Cooperative Extension Service, Home Economics to retain listed material for 10 years, then destroy. Other material may be destroyed after one year.

Authorized by Department Head or Designated Representative

Signature: M. Luwak

Title: Assistant Director Date: 3/31/97

CES

Authorized by Vice President of Administrative Affairs

Date: 4/9/97

Signature: Sylvia S. Stewart

Type Name: Sylvia S. Stewart

Title: Associate Vice President

Schedule Authorized by State Archivist

**JUN 6 1997**

Date: \_\_\_\_\_

Signature: Edward C. Papenfuss

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b>		<b>Schedule No.:</b> 1889  <b>Page 2 of 2</b>
<b>RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)</b>		
Item No.	Description	Retention
4	Miscellaneous Accounting Records - inventory data, payroll entries, purchasing material, FAS budget sheets, budget items including amendments, estimates, and other data.	Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record is Payroll Services, Procurement and Supply, Comptroller or Budget and Fiscal Analysis.
5	Statistical Reporting Forms - forms completed by specialists on a monthly basis accounting for their time and indicating programs held.	Retain for 5 years, then destroy.
6	Plan of Work and Narrative Annual Report System - reports completed by county agents.	Retain for 4 years, then forward to University Archives at UMCP for permanent retention.
7	Personnel Files	Retain for 3 years after termination of employment, then destroy.
<p><b>If UMCP Archives are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available at UMCP, material having limited retention (i.e. 25 years) will be transferred to the State Records Center in Jessup.</b></p>		<p><b>* Until audit requirements are met means 3 years for state-related documents, 3 years for non-monetary federal-related documents, 3 years for monetary federal-related documents under \$25,000, and 6 years, 3 months for monetary federal-related documents over \$25,000.</b></p>

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		<b>UNIVERSITY OF MARYLAND</b>  <b>COLLEGE PARK</b>		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>7</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Coop. Extension Service, Home Economics	
DEFINITION - RECORD SERIES:		A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.			
4. RECORD SERIES TITLE General Files			5. EARLIEST YEAR/LATEST YEAR 1969 TO 1997		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)  Alpha, subject, administrative, and chronological correspondence (containing original incoming and copies of outgoing correspondence), reports, memoranda, statistics, program files, minutes, policy and procedure statements, studies, special projects, working files for publications, and substantive data concerning the operation of the Cooperative Extension Service, Home Economics.					
7. RECORD SERIES FORMAT(S)  <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE  <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>22 1/4</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
		10. ANNUAL ACCUMULATION  <u>1 1/2</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____			
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" 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) (BUILDING, FLOOR, ROOM)  Building 224, Second Floor, Rooms 2105, 2309, and 2366			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)  Please see statement below.			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 and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value to be kept in paper by the Cooperative Extension Service, Home Economics for 25 years, then destroyed. Material deemed to have historical value should be sent to University Archives at UMCP for permanent retention.		
19. NAME AND TITLE OF PREPARER Debbie Ross Administrative Assistant II		20. TELEPHONE NUMBER  (301) 405-1008		21. DATE  February 24, 1997	

\* Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.  
**Please contact the President's Legal Office at (301) 405-4945 with inquiries.**

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		<b>UNIVERSITY OF MARYLAND</b>  <b>COLLEGE PARK</b>		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>2</u> OF <u>7</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Coop. Extension Service, Home Economics	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Human Resource Records				5. EARLIEST YEAR/LATEST YEAR <u>1988</u> TO <u>1997</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)  A. Timekeeping Records - individual sheets approved by the supervisor which show leave taken and hours worked for exempt and non-exempt employees.  B. Employee Leave Balances - leave balances for faculty members and exempt and non-exempt 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 type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____  10. ANNUAL ACCUMULATION  <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY <sup>B I -</sup>			12. FILE BECOMES INACTIVE AFTER <u>6.25</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 224, Second Floor, Room 2309			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)  Please see below.			16. AUDIT REQUIREMENTS  <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION A. Retain for 6 years, 3 months and until audit requirements are met, then destroy. B. Retain final leave balance for 3 years after termination of employment, then destroy. ** During the time the employee is active, ongoing balances must be kept for three (3) years for audit purposes.		
19. NAME AND TITLE OF PREPARER Debbie Ross Administrative Assistant II		20. TELEPHONE NUMBER  (301) 405-1008		21. DATE  February 24, 1997	

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1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Coop. Extension Service, Home Economics	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Search Committee 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. INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)  Search Committee Files - refers to search committee materials for faculty, administrators, and associate staff. Consists of advertisements, final recommendation of the committee, meeting minutes containing final recommendation data, voting results, top candidate resumes (top 5 or 2 only - depending on size of search), and all information on appointed candidate.					
7. RECORD SERIES FORMAT(S)  <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE  <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Grouped by search</u>		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>1</u> NUMBER	
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>1/4</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>10</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BUILDING.FLOOR. ROOM)  Building 224, Second Floor, Room 2309			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)  Please see below.			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  Cooperative Extension Service, Home Economics to retain listed material for 10 years, then destroy. Other material may be destroyed after one year.		
19. NAME AND TITLE OF PREPARER Debbie Ross Administrative Assistant II		20. TELEPHONE NUMBER  (301) 405-1008		21. DATE  February 24, 1997	

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1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Coop. Extension Service, Home Economics	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Miscellaneous Accounting Records				5. EARLIEST YEAR/LATEST YEAR <u>1973</u> TO <u>1997</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)  Inventory data, payroll entries, purchasing material, FAS budget sheets, budget items including amendments, estimates, and other 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 type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____  <u>5 3/4</u> NUMBER	
		10. ANNUAL ACCUMULATION  <u>1/4</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____			
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>6.25</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 224, Second Floor, Room 2309			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO See box 18 for Offices of Record.		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)  Please see below.			16. AUDIT REQUIREMENTS  <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION  Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record is Payroll Services, Procurement and Supply, Comptroller or Budget and Fiscal Analysis.		
19. NAME AND TITLE OF PREPARER Debbie Ross Administrative Assistant II		20. TELEPHONE NUMBER  (301) 405-1008		21. DATE  February 24, 1997	

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1. AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs	3. UNIT Coop. Extension Service, Home Economics
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.		
4. RECORD SERIES TITLE Statistical Reporting Forms	5. EARLIEST YEAR/LATEST YEAR <u>1990</u> TO <u>1997</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)  Forms completed by specialists on a monthly basis accounting for their time and indicating programs held		
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(S) <u>1/2</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY) _____  10. ANNUAL ACCUMULATION  <u>1/2</u> <input checked="" type="checkbox"/> FILE DRAWER(S) NUMBER <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>5</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 224, Second Floor, Room 2309	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)  Please see statement below.	16. AUDIT REQUIREMENTS  <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION  Retain for 5 years, then destroy.	
19. NAME AND TITLE OF PREPARER Debbie Ross Administrative Assistant II	20. TELEPHONE NUMBER  (301) 405-1008	21. DATE  February 24, 1997

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DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Plan of Work and Narrative Annual Report System				5. EARLIEST YEAR/LATEST YEAR <u>1969</u> TO <u>1997</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)  Reports completed by county agents.					
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(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 type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>4</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 224, Second Floor, Room 2309			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)  Please see below.			16. AUDIT REQUIREMENTS  <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION  Retain for 4 years, then forward to University Archives at UMCP for permanent retention.		
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DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Personnel 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, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)  Personnel Files					
7. RECORD SERIES FORMAT(S)  <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE  <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>5 1/4</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>1/4</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____			
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 224, Second Floor, Room 2309			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)  Please see below.			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 3 years after termination of employment, then destroy.		
19. NAME AND TITLE OF PREPARER Debbie Ross Administrative Assistant II		20. TELEPHONE NUMBER  (301) 405-1008		21. DATE  February 24, 1997	

\* Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.  
**Please contact the President's Legal Office at (301) 405-4945 with inquiries.**