

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b>		Schedule No.: 1895
<b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		Page 1 of 3
Agency: University of Maryland College Park		Division/Unit: Department of Germanic Studies
Item No.	Description	Retention
1	<b>General Files</b> Alpha, subject, administrative, and chronological correspondence containing original incoming and copies of outgoing correspondence, reports, memoranda, statistics, proposed programs, minutes, policy and procedure statements, special projects, and substantive data concerning the operation of the Department of Germanic Studies.	Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value to be kept in paper by the Department of Germanic Studies for 25 years, then destroyed. Material deemed to have historical value should be sent to University Archives at UMCP for permanent retention.
2	<b>Human Resource Records</b> A. Timekeeping Records - individual sheets approved by the supervisor which show leave taken and hours worked for student, if and when, contractual, exempt and non-exempt employees.  B. Employee Leave Balances - leave balances for faculty members and contractual, exempt and non-exempt employees.  C. Personnel Files of non-exempt and exempt employees.	Retain for three years and until audit requirements are met, then destroy.  Retain final leave balance for three (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.  Retain for three years after termination of employment, then destroy.
3	<b>Search Committee Files</b> Search committee materials for faculty, administrators, and associate staff. Consists of advertisements, notes and final recommendation of the committee, top candidate resumes, affirmative action paperwork, and all information on appointed candidate.	Department of Germanic Studies to retain material in paper form for 7 years, then destroy.

Authorized by Department Head or Designated Representative

Signature: Richard Ernest Walker

Title: Chair Date: 4-30-97

Authorized by Vice President of Administrative Affairs

Date: May 9/1997 KAR

Signature: Sylvia S. Stewart

Type Name: Sylvia S. Stewart

Title: Assoc. V.P. for Adm. Affairs

Schedule Authorized by State Archivist

**JUN 10 1997**

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

Signature: Edward C. Pappas

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

Item No.	Description	Retention
<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b>  <b>RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)</b>		<b>Schedule No.:</b> 1895  <b>Page 2 of 3</b>
4	<b>Payroll Records</b> Journals, One Pay Certification Cards, Payroll Entries, and Separation Forms.	Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record is Payroll Services.
5	<b>Purchasing Records</b> Internal account records (copies of requisitions, invoices, packing slips, and bids).	Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record for HM and LM Small Procurement Orders is the department. Office of Record for remaining material is Procurement and Supply.
6	<b>Accounting Records</b> Honoraria payments, contract items, revolving fund, periodic financial reports, inventory data, budget items (including amendments and estimates), telephone, cash receipts, copy charges, working materials and other pertinent data, etc.	Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record is Comptroller or Budget and Fiscal Analysis.
7	<b>Faculty Files</b> Faculty review files; resumes; appointment, promotion, and tenure files; appointment letters; leave without pay; sabbatical requests; research awards; and fellowship grants.	Retain for 5 years after resignation, retirement, or death, then destroy. Office of Record for APT files is Vice President for Academic Affairs.
8	<b>Student / Academic Records</b> A. General correspondence relating to student matters.  B. Advising and academic files.	A. Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value to be kept in paper by the Department of Germanic Studies for 25 years, then destroyed.  B. Retain for 7 years after student graduates, then destroy.
9	<b>Capital/Facilities Planning/Physical Plant Records</b> A. Physical/Building Inventory (capital and non-capital) Records consisting of: 1. Inventory Addition Forms 2. Surplus Property Forms and all materials concerning changes to inventory  B. Key Material: 1. Key Authorization Forms 2. Key Request Forms	A. Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record is the Office of the Comptroller.  B. Retain for one year and until all audit requirements are met, then destroy. Retain request forms until keys are returned, then destroy.

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b>		<b>Schedule No.:</b> 1895  <b>Page 3 of 3</b>
<b>RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)</b>		
Item No.	Description	Retention
10	<b>Grants/Contracts Files</b> Records which document grants/contracts received by the department from any source, including applications, proposals, agreements, research reports, publicity notices, acknowledgments and transfer of funds records, controlling rules and regulations, copies of periodic reports, correspondence and memoranda.	Retain state grants and contracts for three years after the close of the contract, then destroy. For federal grants and contracts, adhere to the retention standards established in OMB Circular No. A-110, Subpart C (attached).
11	<b>Donor/Gift Files</b> Records showing name, date, amount, receipt and account number, and related data on all gifts donated to the Department of Germanic Studies by friends, alumni, corporations, associations, or foundations.	Retain for 3 years, then destroy. Office of Record is Office of Development.
12	<b>General Academic Files</b> A. Textbook Adoption Forms B. Grade Rosters  C. Course Descriptions, Syllabi, and related matters	A. Retain for 3 years, then destroy. B. Retain for 3 years, then destroy. Office of Record is Records and Registration. C. Retain for 5 years, then destroy.
<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>		<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>

<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>12</u>
1. AGENCY University of Maryland, College Park	2. DIVISION College of Arts and Humanities	3. UNIT Department of Germanic Studies
<b>DEFINITION - RECORD SERIES:</b> 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 <u>1984</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.)  Alpha, subject, administrative, and chronological correspondence containing original incoming and copies of outgoing correspondence, reports, memoranda, statistics, proposed programs, minutes, policy and procedure statements, special projects, and substantive data concerning the operation of the Department of Germanic Studies		
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>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>7 1/2</u> NUMBER
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)  Jimenez Hall, Room 3215E	14. IS RECORD SERIES DUPLICATED ELSEWHERE? <small>(IF YES, SPECIFY AGENCY OR OFFICE)</small> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO <small>(IF YES, CITE LAW(S) &amp; REGULATIONS)</small>  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 Department of Germanic Studies 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 Geraldine McCarthy Administrative Assistant	20. TELEPHONE NUMBER  (301) 405-4093	21. DATE  February 18, 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.**

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND  COLLEGE PARK		AGENCY RECORDS INVENTORY  PAGE <u>2</u> OF <u>12</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION College of Arts and Humanities		3. UNIT Department of Germanic Studies	
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>1992</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 student, if and when, contractual, exempt and non-exempt employees.  B. Employee Leave Balances - leave balances for faculty members and contractual, exempt and non-exempt employees.  C. Personnel Files of non-exempt and 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 checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>2</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) _____	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" 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)  Jimenez Hall, Room 3215E		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 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 three years and until audit requirements are met, then destroy. B/C. Retain final leave balance and personnel files for three (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 Geraldine McCarthy Administrative Assistant		20. TELEPHONE NUMBER  (301) 405-4093		21. DATE  February 18, 1997	

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<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>3</u> OF <u>12</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION College of Arts and Humanities		3. UNIT Department of Germanic Studies	
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>1993</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 materials for faculty, administrators, and associate staff. Consists of advertisements, notes and final recommendation of the committee, top candidate resumes, affirmative action paperwork, 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 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			12. FILE BECOMES INACTIVE AFTER <u>7</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Jimenez Hall, Room 3215E			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 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  Department of Germanic Studies to retain material in paper form for 7 years, then destroy.		
19. NAME AND TITLE OF PREPARER Geraldine McCarthy Administrative Assistant		20. TELEPHONE NUMBER  (301) 405-4093		21. DATE  February 18, 1997	

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**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>4</u> OF <u>12</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION College of Arts and Humanities		3. UNIT Department of Germanic Studies	
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 Payroll Records				5. EARLIEST YEAR/LATEST YEAR <u>1993</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.)  Journals, One Pay Certification Cards, Payroll Entries, and Separation Forms					
7. RECORD SERIES FORMAT(S)  <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input checked="" type="checkbox"/> BOUND BOOK <input 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 checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>2</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>6.25</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Jimenez Hall, Room 3215E			14. IS RECORD SERIES DUPLICATED ELSEWHERE? <small>(IF YES, SPECIFY AGENCY OR OFFICE)</small> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Payroll Services		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO <small>(IF YES, CITE LAW(S) &amp; REGULATIONS)</small>  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? <small>(IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)</small> <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.		
19. NAME AND TITLE OF PREPARER Geraldine McCarthy Administrative Assistant		20. TELEPHONE NUMBER  (301) 405-4093		21. DATE  February 18, 1997	

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**Please contact the President's Legal Office at (301) 405-4945 with inquiries.**

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)

UNIVERSITY OF MARYLAND  
COLLEGE PARK

AGENCY RECORDS INVENTORY

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1. AGENCY  
University of Maryland, College Park

2. DIVISION  
College of Arts and Humanities

3. UNIT  
Department of Germanic Studies

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  
Purchasing Records

5. EARLIEST YEAR/LATEST YEAR  
1993 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.)

Internal account records (copies of requisitions, invoices, packing slips, and bids)

7. RECORD SERIES FORMAT(S)

- LETTER SIZE     MICROFILM  
 LEGAL SIZE     COMPUTER TAPE  
 BOUND BOOK     FLOPPY DISK  
 AUDIO TAPE     VIDEO TAPE  
 OTHER (SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER (SPECIFY)  
\_\_\_\_\_

9. VOLUME  FILE DRAWER(S)  
 MICROFILM(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
2  
NUMBER

10. ANNUAL ACCUMULATION

FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
1 1/2  
NUMBER

11. FILE IS USED

- DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER

6.25  
NUMBER     MONTH(S)     YEAR(S)

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

Jimenez Hall, Room 3215E

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)

YES     NO Procurement and Supply

15. ACCESS RESTRICTIONS\*     YES     NO  
(IF YES, CITE LAW(S) & REGULATIONS)

Please see statement below.

16. AUDIT REQUIREMENTS

NONE     STATE     FEDERAL     INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES     NO

18. RECOMMENDED RETENTION

Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record for HM and LM Small Procurement Orders is the department. Office of Record for remaining material is Procurement and Supply.

19. NAME AND TITLE OF PREPARER

Geraldine McCarthy  
Administrative Assistant

20. TELEPHONE NUMBER

(301) 405-4093

21. DATE

February 18, 1997

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)

UNIVERSITY OF MARYLAND  
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 6 OF 12

1. AGENCY  
University of Maryland, College Park

2. DIVISION  
College of Arts and Humanities

3. UNIT  
Department of Germanic Studies

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  
Accounting Records

5. EARLIEST YEAR/LATEST YEAR  
1992 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.)

Honoraria payments, contract items, revolving fund, periodic financial reports, inventory data, budget items (including amendments and estimates), telephone, cash receipts, copy charges, working materials and other pertinent data, etc.

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

2  
NUMBER

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

10. ANNUAL ACCUMULATION

2 1/2  
NUMBER

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

11. FILE IS USED

- DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER

6.25  
NUMBER     MONTH(S)     YEAR(S)

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

Jimenez Hall, Room 3215E

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)

YES     NO Accounts Payable & BFA

15. ACCESS RESTRICTIONS\*     YES     NO  
(IF YES, CITE LAW(S) & REGULATIONS)

Please see statement below.

16. AUDIT REQUIREMENTS

- NONE     STATE     FEDERAL     INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES     NO

18. RECOMMENDED RETENTION

Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record is Comptroller or Budget and Fiscal Analysis.

19. NAME AND TITLE OF PREPARER

Geraldine McCarthy  
Administrative Assistant

20. TELEPHONE NUMBER

(301) 405-4093

21. DATE

February 18, 1997

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<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>7</u> OF <u>12</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION College of Arts and Humanities		3. UNIT Department of Germanic Studies	
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 Faculty Files				5. EARLIEST YEAR/LATEST YEAR <u>1986</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.)  Faculty review files; resumes; appointment, promotion and tenure files; appointment letters; leave without pay; sabbatical requests; research awards; and fellowship grants					
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>2</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 type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>5</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Jimenez Hall, Room 3215E			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO VP Academic Affairs		
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 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 after resignation, retirement, or death, then destroy. Office of Record for APT files is Vice President for Academic Affairs.		
19. NAME AND TITLE OF PREPARER Geraldine McCarthy Administrative Assistant		20. TELEPHONE NUMBER  (301) 405-4093		21. DATE  February 18, 1997	

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<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>8</u> OF <u>12</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION College of Arts and Humanities		3. UNIT Department of Germanic Studies	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Student / Academic Records				5. EARLIEST YEAR/LATEST YEAR <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.)  A. General correspondence relating to student matters  B. Advising and academic 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>2</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 1/4</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 checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>7</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Jimenez Hall, Room 3215E			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Records and Registration		
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 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. Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value to be kept in paper by the Department of Germanic Studies for 25 years, then destroyed.  B. Retain for 7 years after student graduates, then destroy.		
19. NAME AND TITLE OF PREPARER Geraldine McCarthy Administrative Assistant		20. TELEPHONE NUMBER  (301) 405-4093		21. DATE  February 18, 1997	

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<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>9</u> OF <u>12</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION College of Arts and Humanities		3. UNIT Department of Germanic Studies	
DEFINITION - RECORD SERIES:		A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.			
4. RECORD SERIES TITLE Capital/Facilities Planning/Physical Plant			5. EARLIEST YEAR/LATEST YEAR <u>1993</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.) <b>A. Physical/Building Inventory (capital and non-capital) Records consisting of:</b> 1. Inventory Addition Forms 2. Surplus Property Forms and all materials concerning changes to inventory  <b>B. Key Material:</b> 1. Key Authorization Forms 2. Key Request Forms					
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 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(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>1/4</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>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>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING.FLOOR. ROOM)  Jimenez Hall, Room 3215E			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Office of the Comptroller		
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 <b>A. Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record is the Office of the Comptroller.</b>  <b>B. Retain for one year and until all audit requirements are met, then destroy. Retain request forms until keys are returned, then destroy.</b>		
19. NAME AND TITLE OF PREPARER Geraldine McCarthy Administrative Assistant		20. TELEPHONE NUMBER  (301) 405-4093		21. DATE  February 18, 1997	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND  COLLEGE PARK		AGENCY RECORDS INVENTORY  PAGE <u>10</u> OF <u>12</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION College of Arts and Humanities		3. UNIT Department of Germanic Studies	
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 Grants/Contracts Files				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.)  Records which document grants/contracts received by the department from any source, including applications, proposals, agreements, research reports, publicity notices, acknowledgments and transfer of funds records, controlling rules and regulations, copies of periodic reports, correspondence and memoranda.					
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>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>1/2</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 type="checkbox"/> WEEKLY <input checked="" 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)  Jimenez Hall, Room 3215E			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO ORAA		
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 state grants and contracts for three years after the close of the contract, then destroy. For federal grants and contracts, adhere to the retention standards established in OMB Circular No. A-110, Subpart C (attached).		
19. NAME AND TITLE OF PREPARER Geraldine McCarthy Administrative Assistant		20. TELEPHONE NUMBER  (301) 405-4093		21. DATE  February 18, 1997	

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1. AGENCY University of Maryland, College Park		2. DIVISION College of Arts and Humanities		3. UNIT Department of Germanic Studies	
<b>DEFINITION - RECORD SERIES:</b>		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>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.)  Records showing name, date, amount, receipt and account number, and related data on all gifts donated to the Department of Germanic Studies by friends, alumni, corporations, associations, or foundations					
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 <u>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>1/2</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 type="checkbox"/> WEEKLY <input checked="" 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)  Jimenez Hall, Room 3215E			14. IS RECORD SERIES DUPLICATED ELSEWHERE? <small>(IF YES, SPECIFY AGENCY OR OFFICE)</small> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Office of Development		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO <small>(IF YES, CITE LAW(S) &amp; REGULATIONS)</small>  Please see statement 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 files for 3 years, then destroy. Office of Record is Office of Development.		
19. NAME AND TITLE OF PREPARER Geraldine McCarthy Administrative Assistant		20. TELEPHONE NUMBER  (301) 405-4093		21. DATE  February 18, 1997	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)

UNIVERSITY OF MARYLAND  
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 12 OF 12

1. AGENCY  
University of Maryland, College Park

2. DIVISION  
College of Arts and Humanities

3. UNIT  
Department of Germanic Studies

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 Academic Files

5. EARLIEST YEAR/LATEST YEAR  
1990 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.)

- A. Textbook Adoption Forms
- B. Grade Rosters
- C. Course Descriptions, Syllabi, and related matters

7. RECORD SERIES FORMAT(S)

- LETTER SIZE     MICROFILM
- LEGAL SIZE     COMPUTER TAPE
- BOUND BOOK     FLOPPY DISK
- AUDIO TAPE     VIDEO TAPE
- OTHER (SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER (SPECIFY)

9. VOLUME  FILE DRAWER(S)  
 MICROFILM(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)

2 1/2  
NUMBER

10. ANNUAL ACCUMULATION

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

2  
NUMBER

11. FILE IS USED

- DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER

3     MONTH(S)     YEAR(S)  
NUMBER

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

Jimenez Hall, Room 3215E

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)

YES     NO    Records and Registration

15. ACCESS RESTRICTIONS\*     YES     NO  
(IF YES, CITE LAW(S) & REGULATIONS)

Please see statement below.

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

- A. Retain for 3 years, then destroy.
- B. Retain for 3 years, then destroy. Office of Record is Records and Registration.
- C. Retain for 5 years, then destroy.

19. NAME AND TITLE OF PREPARER

Geraldine McCarthy  
Administrative Assistant

20. TELEPHONE NUMBER

(301) 405-4093

21. DATE

February 18, 1997

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ATTACHMENT

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

.53 Retention and access requirements for records.

- (a) This section sets forth requirements for **record retention** and access to records for awards to recipients. Federal awarding agencies shall not impose any other **record retention** or access requirements upon recipients.
- (b) Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of three years from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by the Federal awarding agency. The only exceptions are the following.
  - 1. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
  - 2. Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.
  - 3. When records are transferred to or maintained by the Federal awarding agency, the 3-year retention requirement is not applicable to the recipient.
  - 4. Indirect cost rate proposals, cost allocations plans, etc. as specified in paragraph .53(g).
- (c) Copies of original records may be substituted for the original records if authorized by the Federal awarding agency.
- (d) The Federal awarding agency shall request transfer of certain records to its custody from recipients when it determines that the records possess long term retention value. However, in order to avoid duplicate recordkeeping, a Federal

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

- (e) The Federal awarding agency, the Inspector General, Comptroller General of the United States, or any of their duly authorized representatives, have the right of timely and unrestricted access to any books, documents, papers, or other records of recipients that are pertinent to the awards, in order to make audits, examinations, excerpts, transcripts and copies of such documents. This right also includes timely and reasonable access to a recipient's personnel for the purpose of interview and discussion related to such documents. The rights of access in this paragraph are not limited to the required retention period, but shall last as long as records are retained.
  
- (f) Unless required by statute, no Federal awarding agency shall place restrictions on recipients that limit public access to the records of recipients that are pertinent to an award, except when the Federal awarding agency can demonstrate that such records shall be kept confidential and would have been exempted from disclosure pursuant to the Freedom of Information Act (5 U.S.C. 552) if the records had belonged to the Federal awarding agency.
  
- (g) Indirect cost rate proposals, cost allocations plans, etc. Paragraphs (g)(1) and (g)(2) apply to the following types of documents, and their supporting records: indirect cost rate computations or proposals, cost allocation plans and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).
  - 1. If submitted for negotiation. If the recipient submits to the Federal awarding agency or the subrecipient submits to the recipient the proposal, plan, or other computation to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts on the date of such submission.
  
  - 2. If not submitted for negotiation. If the recipient is not required to submit to the Federal awarding agency or the subrecipient is not required to submit to the recipient the proposal, plan, or other computation for negotiation purposes, then the 3-year retention period for the proposal, plan, or other computation and its supporting records starts at the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.