

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION**

Schedule No.: 1899

Page 1 of 3

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

**Agency:** University of Maryland  
College Park

**Division/Unit:** Department of Spanish  
and Portuguese

Item No.	Description	Retention
1	<p><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 Spanish and Portuguese.</p>	<p>Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value to be kept in paper by the Department of Spanish and Portuguese for 25 years, then destroyed. Material deemed to have historical value should be sent to University Archives at UMCP for permanent retention.</p>
2	<p><b>Human Resource Records</b></p> <p>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.</p> <p>B. Employee Leave Balances - leave balances for faculty members and contractual, exempt and non-exempt employees.</p> <p>C. Personnel Files of non-exempt and exempt employees.</p>	<p>Retain for three years and until audit requirements are met, then destroy.</p> <p>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.</p> <p>Retain for three years after termination of employment, then destroy.</p>
3	<p><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.</p>	<p>Department Spanish and Portuguese to retain required material in paper form for 5 years, then destroy.</p>

Authorized by Department Head or Designated Representative

Signature: [Signature]

Title: Chair Date: 5/21/97

Authorized by Vice President of Administrative Affairs

Date: 6/4/97

Signature: [Signature] KAR

Type Name: Dr. Sylvia S. Stewart

Title: Associate Vice President

Schedule Authorized by State Archivist

SEP 18 1997

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

Signature: [Signature]

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION**

**Schedule No.:** 1899

**Page 2 of 3**

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

Item No.	Description	Retention
4	<p><b>Payroll Records</b> Journals, One Pay Certification Cards, Payroll Entries, and Separation Forms.</p>	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Payroll Services.
5	<p><b>Purchasing Records</b> Internal account records (copies of requisitions, invoices, packing slips, and bids).</p>	Retain for 3 years 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	<p><b>Accounting Records</b> Honoraria payments, contract items, revolving fund, periodic financial reports, inventory data, budget items including amendments, estimates, working materials and other pertinent data, etc.</p>	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Comptroller or Budget and Fiscal Analysis.
7	<p><b>Faculty Files</b> Faculty review files; resumes; appointment, promotion, and tenure files; appointment letters; leave without pay; and sabbatical requests.</p>	Retain for 5 years after resignation, retirement, or death, then destroy. Office of Record for APT files is Vice President for Academic Affairs.
8	<p><b>Student / Academic Records</b></p> <p style="padding-left: 20px;">A. General correspondence relating to student matters.</p> <p style="padding-left: 20px;">B. Advising and academic files.</p>	<p>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 Spanish and Portuguese for 25 years, then destroyed.</p> <p>B. Retain for 7 years after student graduates, then destroy.</p>
9	<p><b>Capital/Facilities Planning/Physical Plant Records</b></p> <p>A. Physical/Building Inventory (capital and non-capital) Records consisting of:</p> <ol style="list-style-type: none"> <li>1. Inventory Addition Forms</li> <li>2. Surplus Property Forms and all materials concerning changes to inventory</li> </ol> <p>B. Key Material:</p> <ol style="list-style-type: none"> <li>1. Key Authorization Forms</li> <li>2. Key Request Forms</li> </ol>	<p>A. Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Office of the Comptroller.</p> <p>B. Retain for one year and until all audit requirements are met, then destroy. Retain request forms until keys are returned, then destroy.</p>

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION**

Schedule No.: 1899

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

Item No.	Description	Retention
10	<p><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.</p>	<p>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). Office of Record is the Office of Research Administration and Advancement.</p>
11	<p><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 Spanish and Portuguese by friends, alumni, corporations, associations, or foundations.</p>	<p>Retain files for 3 years, then destroy. Office of Record is Office of Development.</p>
12	<p><b>General Academic Files</b> A. Textbook Adoption Forms B. Grade Rosters  C. Course Descriptions, Syllabi, and related matters</p>	<p>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.</p>
	<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>12</u>
1. AGENCY University of Maryland, College Park	2. DIVISION College of Arts and Humanities	3. UNIT Department of Spanish and Portuguese
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 <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.)  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 Spanish and Portuguese		
7. RECORD SERIES FORMAT(S)  <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____	8. RECORD SERIES SEQUENCE  <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>5</u> NUMBER
		10. ANNUAL ACCUMULATION  <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>1/2</u> NUMBER
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 034, Second Floor, Room 2215		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 Department of Spanish and Portuguese 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 Kathryn Karam Program Management Specialist	20. TELEPHONE NUMBER  (301) 405-6442	21. DATE  April 14, 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>  12  </u>
1. AGENCY University of Maryland, College Park	2. DIVISION College of Arts and Humanities	3. UNIT Department of Spanish and Portuguese
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 <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) <u>  3  </u> NUMBER <hr/> 10. ANNUAL ACCUMULATION  <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) <u>  1  </u> NUMBER _____
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>  3  </u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 034, Second Floor, Room 2215		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. 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. C. Retain for three years after termination of employment, then destroy.
19. NAME AND TITLE OF PREPARER Kathryn Karam Program Management Specialist	20. TELEPHONE NUMBER  (301) 405-6442	21. DATE  April 14, 1997

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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 Spanish and Portuguese

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  
1995 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.)

Journals, One Pay Certification Cards, Payroll Entries, and Separation Forms

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) storage boxes

10. ANNUAL ACCUMULATION

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: 3 NUMBER, MONTH(S), YEAR(S)

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM): Building 034, Second Floor, Room 2215

14. IS RECORD SERIES DUPLICATED ELSEWHERE? YES, NO Payroll Services

15. ACCESS RESTRICTIONS\* YES, NO: Please see statement below.

16. AUDIT REQUIREMENTS: NONE, STATE, FEDERAL, INDEPENDENT

17. IS AN INDEX SYSTEM USED? YES, NO

18. RECOMMENDED RETENTION: Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Payroll Services.

19. NAME AND TITLE OF PREPARER: Kathryn Karam, Program Management Specialist

20. TELEPHONE NUMBER: (301) 405-6442

21. DATE: April 14, 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

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AGENCY RECORDS INVENTORY

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1. AGENCY  
University of Maryland, College Park

2. DIVISION  
College of Arts and Humanities

3. UNIT  
Department of Spanish and Portuguese

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  
1995 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

1  
NUMBER

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

10. ANNUAL ACCUMULATION

1  
NUMBER

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

11. FILE IS USED

DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER

3  
NUMBER     MONTH(S)     YEAR(S)

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

Building 034 , Second Floor, Room 2215

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 3 years 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  
Kathryn Karam  
Program Management Specialist

20. TELEPHONE NUMBER  
(301) 405-6442

21. DATE  
April 14, 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 Spanish and Portuguese

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  
1995 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, estimates, 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

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3  
NUMBER     MONTH(S)     YEAR(S)

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

Building 034 , Second Floor, Room 22.15

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)

- YES     NO    Comptroller or Budget & Fiscal Analysis

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

19. NAME AND TITLE OF PREPARER  
Kathryn Karam  
Program Management Specialist

20. TELEPHONE NUMBER  
(301) 405-6442

21. DATE  
April 14, 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 Spanish and Portuguese

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  
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.)  
Faculty review files; resumes; appointment, promotion, and tenure files; appointment letters; leave without pay; and sabbatical requests

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)  
1  
NUMBER

10. ANNUAL ACCUMULATION  
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  
5  
NUMBER       MONTH(S)       YEAR(S)

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  
Building 034 , Second Floor, Room 2215

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES       NO Academic Affairs

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 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  
Kathryn Karam  
Program Management Specialist

20. TELEPHONE NUMBER  
(301) 405-6442

21. DATE  
April 14, 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 Spanish and Portuguese	
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>1991</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 <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</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 checked="" 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) Building 034, Second Floor, Rooms 2202 and 2215			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  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 Spanish and Portuguese for 25 years, then destroyed.  B. Retain for 7 years after student graduates, then destroy.		
19. NAME AND TITLE OF PREPARER Kathryn Karam Program Management Specialist		20. TELEPHONE NUMBER  (301) 405-6442		21. DATE  April 14, 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**

**AGENCY RECORDS INVENTORY**

**COLLEGE PARK**

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1. AGENCY  
University of Maryland, College Park

2. DIVISION  
College of Arts and Humanities

3. UNIT  
Department of Spanish and Portuguese

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 Records

5. EARLIEST YEAR/LATEST YEAR  
1995 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. 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

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  
1  
NUMBER

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

10. ANNUAL ACCUMULATION  
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  
3  
NUMBER     MONTH(S)     YEAR(S)

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  
Building 034 , Second Floor, Room 2215

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

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 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.

19. NAME AND TITLE OF PREPARER  
Kathryn Karam  
Program Management Specialist

20. TELEPHONE NUMBER  
(301) 405-6442

21. DATE  
April 14, 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

PAGE 10 OF 12

1. AGENCY  
University of Maryland, College Park

2. DIVISION  
College of Arts and Humanities

3. UNIT  
Department of Spanish and Portuguese

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  
1995 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.)

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)

- 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)  
storage Box

1  
NUMBER

10. ANNUAL ACCUMULATION

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

1/2  
NUMBER

11. FILE IS USED

- DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER

3  
NUMBER     MONTH(S)     YEAR(S)

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

Building 034 , Second Floor, Room 2215

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)

YES     NO ORAA

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 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). Office of Record is the Office of Research Administration and Advancement.

19. NAME AND TITLE OF PREPARER  
Kathryn Karam  
Program Management Specialist

20. TELEPHONE NUMBER  
(301) 405-6442

21. DATE  
April 14, 1997

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

1. AGENCY University of Maryland, College Park	2. DIVISION College of Arts and Humanities	3. UNIT Department of Spanish and Portuguese
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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 Donor/Gift Files	5. EARLIEST YEAR/LATEST YEAR <u>1995</u> TO <u>1997</u>
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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 Spanish and Portuguese 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 <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  <hr/> 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>0</u> NUMBER
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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)
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13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 034 , Second Floor, Room 2215	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Office of Development
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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
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17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION  Retain files for 3 years, then destroy. Office of Record is Office of Development.
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19. NAME AND TITLE OF PREPARER Kathryn Karam Program Management Specialist	20. TELEPHONE NUMBER  (301) 405-6442	21. DATE  April 14, 1997
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**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 Spanish and Portuguese

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  
1995 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  
NUMBER

10. ANNUAL ACCUMULATION

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

1/2  
NUMBER

11. FILE IS USED  
 DAILY       WEEKLY       MONTHLY

12. FILE BECOMES INACTIVE AFTER  
3  
NUMBER       MONTH(S)       YEAR(S)

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  
Building 034 , Second Floor, Room 2215

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  
Kathryn Karam  
Program Management Specialist

20. TELEPHONE NUMBER  
(301) 405-6442

21. DATE  
April 14, 1997

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