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| RECO   | DEPARTMENT OF GENERAL SERVICES<br>RECORDS MANAGEMENT DIVISION<br>ORDS RETENTION AND DISPOSAL SCHE   | Page 1 of 3   |
|--|---|---|
|  | Jniversity of Maryland<br>College Park  | Division/Unit: Division of Letters and<br>Sciences  |
| Item No.   | Description   | Retention   |
| 1  | <u>General Files</u><br>Alpha, subject, administrative, and chronological<br>correspondence containing original incoming and co<br>outgoing correspondence, reports, memoranda, sta<br>proposed programs, minutes, policy and procedure<br>special projects, and substantive data concerning th<br>of the Division of Letters and Sciences.   | atistics, Remaining material having continuing<br>e statements, administrative or legal value to be kept in   |
| 2  | <ul> <li>Human Resource Records</li> <li>A. Timekeeping Records - individual sheets approv<br/>supervisor which show leave taken and hours w<br/>student, if and when, contractual, exempt and ne<br/>employees.</li> <li>B. Faculty Time Reports - monthly reports showing<br/>worked and leave taken by faculty members.</li> <li>C. Employee Leave Balances - leave balances for<br/>members and if and when, contractual, exempt<br/>exempt employees.</li> </ul> | vorked for<br>non-exemptrequirements are met, then destroy.I daysRetain individual monthly reports for five (5)<br>years and until audit requirements are met,<br>then destroy. Retain summary records of<br>monthly time reports until the faculty member<br>leaves employment.facultyRetain final leave balance for three (3) years |
| Signature:<br>Title: <u>Ass</u><br>Authorized<br>Date:<br>Signature: _ | istant Dean Date: 6/24/97<br>by Vice President of Administrative Affairs<br>6/26/97   | Schedule Authorized by State Archivist         Date:       SEP 1 8 1997         Signature:       Signature:   |
| Title:   | Associate Vice President  |   |

DGS 550-1 (Rev. 10/92)

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## UNIVERSITY OF MARYLAND COLLEGE PARK

| DEPARTMENT OF GENERAL SERVICES<br>RECORDS MANAGEMENT DIVISION<br>RECORDS RETENTION AND DISPOSAL SCHEDULE<br>(CONTINUATION SHEET) |   | Schedule No.: 1931<br>Page 2 of 3  |
|--|---|--|
| tem No.  | Description   | Retention  |
| 3  | Search Committee Files - refers to search committee<br>materials for faculty, administrators, and associate staff.<br>Consists of advertisements, final recommendation of the<br>committee, meeting minutes containing final recommendation<br>data, voting results, top candidate resumes (top 5 or 2 only -<br>depending on size of search), and all information on appointed<br>candidate. | Division of Letters and Sciences to retain<br>listed material for 10 years, then destroy.<br>Other material may be destroyed after one<br>year.  |
| 4  | Financial Records - Journals, W2 forms, Journal Vouchers,<br>internal account records (copies of requisitions, invoices,<br>packing slips), special payments, operating statements,<br>periodic financial reports, inventory data, and budget items<br>including amendments, estimates, and other data.   | Retain for 3 years and until audit<br>requirements are met, then destroy. Office of<br>Record is Payroll Services, Comptroller, or<br>Budget and Fiscal Analysis. Office of Record<br>for HM and LM Small Procurement Orders is<br>the Division of Letters and Sciences. Office<br>of Record for remaining purchasing material<br>is Procurement and Supply. |
| 5  | Personnel Folders - folders containing employee time sheets, payroll entries, and other material related to personnel matters.  | Retain for five years after separation of employee, then destroy.  |
| 6  | Key Record Cards.   | Retain until key is returned, then destroy.  |
| 7  | Academic Advising Files for Letters and Sciences Students.  | Upon student's declaration of major, forward<br>file to student's new department. For<br>students who leave the University, retain for<br>five years after departure, then destroy.  |
| 8  | Health Professions Credential Files - credential files for Pre-<br>Med and Allied Health Students.  | Retain for five years after student graduates, then destroy.   |
| 9  | Request for Exception to Policy - requests made by students for an exception to University policy.  | Retain for five years after request, then destroy.   |
| 10   | Application for Credit by Examination.  | Retain for five years after application is filed, then destroy.  |
| 11   | Individual Studies Program Files - student files containing the requirements for individual students to obtain a degree through the Individual Studies Program.   | Retain for 20 years after requirements are approved, then destroy.   |

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## UNIVERSITY OF MARYLAND COLLEGE PARK

| RECO | DEPARTMENT OF GENERAL SERVICES<br>RECORDS MANAGEMENT DIVISION<br>ORDS RETENTION AND DISPOSAL SCHEDULE<br>(CONTINUATION SHEET)<br>Description | Schedule No.: 1931<br>Page 3 of 3<br>Retention  |
|------|--|---|
| 12   | Advise-5 Volunteer Records - Files regarding volunteers who advise Letters and Sciences students.  | Retain for 10 years after volunteer leaves the  |
|      |  | * Until audit requirements are met<br>means 3 years for state-related<br>documents, 3 years for non-<br>monetary federal-related<br>documents, 3 years for monetary<br>federal-related documents under<br>\$25,000, and 6 years, 3 months for<br>monetary federal-related<br>documents over \$25,000. |
|      |  |   |

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| INSTRUCTIONS: TYPE OR PRINT A<br>SEPARATE FORM FOR EACH NEW OR<br>REVISED RECORD SERIES. FORWARD   | UNIVERSITY O   | FMARYLAND  | AGENCY RECORDS INVENTORY  |  |
|--|--|--|---|--|
| WITH RECORDS RETENTION SCHEDULE<br>RMGT - 201 (7/92)   | COLLEG   | E PARK   | PAGE1OF12   |  |
| 1. AGENCY<br>University of Maryland, College Park  | 2. DIVISION<br>Academic Affairs  |  | 3. UNIT<br>Division of Letters and Sciences   |  |
| DEFINITION - RECORD SERIES:  | A GROUP OF RELATED RE  |  | ED AND USED AS A UNIT FOR REFERENCE   |  |
| 4. RECORD SERIES TITLE   | AS WELL AS RETENTION   | AND DISPOSITION PORPO  | 5. EARLIEST YEAR/LATEST YEAR  |  |
| General Files  |  |  | <u>1988 <sub>TO</sub> 1997 </u>   |  |
| <ol> <li>RECORD SERIES DESCRIPTION (BRIEF<br/>IN THE<br/>Alpha, subject, administrative, and chrone<br/>correspondence, reports, memoranda, sta<br/>projects, and substantive data concerning</li> </ol> | SERIES, INCLUDING THE<br>plogical correspondenc<br>atistics, proposed prog | PURPOSE OR FUNCTION<br>ce containing original<br>grams, minutes, policy                          | OF THE SERIES.)<br>incoming and copies of outgoing<br>and procedure statements, special   |  |
|  | ,  |  |   |  |
| 7. RECORD SERIES FORMAT(S)   | 8. RECORD SERIES SE  | QUENCE   | 9. VOLUME FILE DRAWER(S)  |  |
| 🗹 LETTER SIZE 🔲 MICROFILM  | 🗹 ALPHAE   | BETICAL  | 17 1/2 MICROFILM(S)   |  |
| LEGAL SIZE COMPUTER TAPE   |  | ICAL   | NUMBER DOTHER (SPECIFY)<br>5 bxs, 1 ntbk, 15" of disks  |  |
| 🗋 BOUND BOOK 🗹 FLOPPY DISK   | CHRON  | OLOGICAL   | 10. ANNUAL ACCUMULATION   |  |
| 🗆 AUDIO TAPE 🛛 VIDEO TAPE  | GEOGR/   | APHICAL  | File DRAWER(S)  |  |
|  |  | (SPECIFY)  | 4       MICROFILM REEL(S)         NUMBER       COMPUTER TAPE(S)         OTHER (SPECIFY)   |  |
|  |  | ····   |   |  |
| 11. FILE IS USED   |  | 12. FILE BECOMES I   |   |  |
|  | ] MONTHLY  | NUMBER   | MONTH(S) VEAR(S)  |  |
| 13. CURRENT LOCATION(S) (BUILDING.FLOOR. RC<br>Building 147, Ground and First Floors, Rc<br>and 1115A  |  | 14. IS RECORD SERIE<br>(IF YES, SPECIFY AGENCY<br>UP YES YES                                     |   |  |
| 15. ACCESS RESTRICTIONS* YES<br>(IF YES, CITE LAW(S) & REGULATIONS)  | □ NO   | 16. AUDIT REQUIREM   | <b>MENTS</b>  |  |
| Please see statement be  | low.   |  | STATE 🗌 FEDERAL 🔲 INDEPENDENT   |  |
| 17. IS AN INDEX SYSTEM USED? (IF YES. EXPLAIN<br>BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)<br>YES Y NO   |  | reference is required.<br>administrative or lega<br>Letters and Sciences<br>deemed to have histo | RETENTION<br>destroy that material for which no further<br>Remaining material having continuing<br>Il value to be kept in paper by Division of<br>for 25 years, then destroyed. Material<br>prical value should be sent to University<br>r permanent retention. |  |
| 19. NAME AND TITLE OF PREPARER   | 20. TELEPHONE NUMBER   | R  | 21. DATE  |  |
| Barbara Bennett<br>Administrative Assistant  | (301) 3  | 14-9401  | June 20, 1997   |  |
| Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document  |  |  |   |  |

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|---|---------------------------------|---|---|--|
| INSTRUCTIONS: TYPE OR PRINT A<br>SEPARATE FORM FOR EACH NEW OR<br>REVISED RECORD SERIES. FORWARD  | UNIVERSITY OF MARYLAND          |   | AGENCY RECORDS INVENTORY  |  |
| WITH RECORDS RETENTION SCHEDULE<br>RMGT - 201 (7/92)  | COLLEG                          | E PARK  | PAGE 2 OF 12  |  |
| 1. AGENCY<br>University of Maryland, College Park   | 2. DIVISION<br>Academic Affairs |   | 3. UNIT<br>Division of Letters and Sciences   |  |
| DEFINITION - RECORD SERIES:   |                                 | ECORDS NORMALLY FILE<br>AND DISPOSITION PURPO                             | D AND USED AS A UNIT FOR REFERENCE<br>DSES.   |  |
| 4. RECORD SERIES TITLE<br>Human Resource Records  |                                 |   | 5. EARLIEST YEAR/LATEST YEAR<br>1975 <sub>TO</sub> 1997   |  |
| 6. RECORD SERIES DESCRIPTION (BRIEF   |                                 |   |   |  |
| IN THE<br>Human Resource Records<br>A. Timekeeping Records - individual shee<br>student, if and when, contractual, exempt   |                                 | pervisor which show I   |   |  |
| B. Faculty Time Reports - monthly reports   | s showing days worke            | d and leave taken by t  | faculty members.  |  |
| C. Employee Leave Balances - leave bala employees.  | ances for faculty mem           | bers and if and when,   | contractual, exempt and non-exempt  |  |
| 7. RECORD SERIES FORMAT(S)  | 8. RECORD SERIES SE             | EQUENCE   | 9. VOLUME FILE DRAWER(S)  |  |
| 🗹 LETTER SIZE 🗌 MICROFILM   | 🗹 ALPHAI                        | BETICAL   |   |  |
| LEGAL SIZE COMPUTER TAPE  |                                 | ICAL  | NUMBER OTHER (SPECIFY)  |  |
| BOUND BOOK FLOPPY DISK  | CHRON                           | OLOGICAL  | 10. ANNUAL ACCUMULATION   |  |
| AUDIO TAPE VIDEO TAPE   | GEOGR                           | APHICAL   | FILE DRAWER(S)  |  |
|   | OTHER                           | (SPECIFY)   | NUMBER       Image: Microfilm Reel(S)         NUMBER       COMPUTER TAPE(S)         OTHER (SPECIFY)       Interfiled w/ item #5   |  |
| 11. FILE IS USED  | ·                               | 12. FILE BECOMES IN   | NACTIVE AFTER   |  |
| 🗹 DAILY 🗌 WEEKLY  | ] MONTHLY                       | 3 or 5<br>NUMBER  | MONTH(S) VEAR(S)  |  |
| 13. CURRENT LOCATION(S) (BUILDING.FLOOR, RO<br>Building 147, First Floor, Room 1115A  | юм)                             | 14. IS RECORD SERIE<br>(IF YES. SPECIFY AGENCY                            |   |  |
| 15. ACCESS RESTRICTIONS* YES<br>(IF YES, CITE LAW(S) & REGULATIONS)   | □ NO                            | 16. AUDIT REQUIREM  | 1ENTS   |  |
| Please see statement be   | elow.                           |   | STATE 🔲 FEDERAL 🗌 INDEPENDENT   |  |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN<br>BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)<br>YES INO   |                                 | destroy. B. Retain in<br>until audit requiremen<br>records of monthly tin | ars and until audit requirements are met, then<br>dividual monthly reports for five (5) years and<br>its are met, then destroy. Retain summary<br>ne reports until the faculty member leaves<br>ain final leave balance for three (3) years after |  |
| 19. NAME AND TITLE OF PREPARER<br>Barbara Bennett   | 20. TELEPHONE NUMBE             | R   | 21. DATE  |  |
| Administrative Assistant  | (301) 3                         | 14-9401   | June 20, 1997   |  |
| * Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document<br>must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.<br>Places context the Precident's Logal Office at (301) 405 with inquiries. |                                 |   |   |  |

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

| INSTRUCTIONS: TYPE OR PRINT A<br>SEPARATE FORM FOR EACH NEW OR<br>REVISED RECORD SERIES. FORWARD   | UNIVERSITY OF MARYLAND                        |  | AGENCY RECORDS INVENTORY  |  |
|--|---|--|---|--|
| WITH RECORDS RETENTION SCHEDULE<br>RMGT - 201 (7/92)   | COLLEG  | E PARK   | PAGE 3 OF 12  |  |
| 1. AGENCY<br>University of Maryland, College Park  | 2. DIVISION<br>Academic Affairs               |  | 3. UNIT<br>Division of Letters and Sciences   |  |
| DEFINITION - RECORD SERIES:  | A GROUP OF RELATED RE<br>AS WELL AS RETENTION |  | D AND USED AS A UNIT FOR REFERENCE  |  |
| 4. RECORD SERIES TITLE<br>Search Committee Files   |   |  | 5. EARLIEST YEAR/LATEST YEAR<br>  |  |
| <ul> <li>6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND<br/>IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)</li> <li>Search committee materials for faculty, administrators, and associate staff. Consists of advertisements, final recomme<br/>of the committee, meeting minutes containing final recommendation data, voting results, top candidate resumes (top 5<br/>only - depending on size of search), and all information on appointed candidate.</li> </ul> |   |  |   |  |
|  |   |  |   |  |
| 7. RECORD SERIES FORMAT(S)   | 8. RECORD SERIES SE                           | QUENCE   | 9. VOLUME FILE DRAWER(S)  |  |
| 🗹 LETTER SIZE 🗌 MICROFILM  | 🗹 ALPHAE                                      | BETICAL  | $\frac{11/4}{\text{NUMPER}} \square \text{ COMPUTER TAPE(S)}$   |  |
| LEGAL SIZE COMPUTER TAPE   |   |  | NUMBER OTHER (SPECIFY)  |  |
| 🗌 BOUND BOOK 🛛 FLOPPY DISK   |   | DLOGICAL                                       | 10. ANNUAL ACCUMULATION   |  |
| AUDIO TAPE     VIDEO TAPE     OTHER (SPECIFY)  | GEOGRAPHICAL                                  |  | 1/8       Image: File drawer(s)         NUMBER       Image: File drawer(s)         Image: Computer tape(s)       Image: Computer tape(s)         Image: Other (specify)       Image: Computer tape(s) |  |
| 11. FILE IS USED   |   | 12. FILE BECOMES IN                            | NACTIVE AFTER   |  |
|  | MONTHLY                                       | 10<br>NUMBER                                   | $\square$ MONTH(S) $\blacksquare$ YEAR(S)   |  |
| 13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC   | IOM)  | 14. IS RECORD SERIE<br>(IF YES, SPECIFY AGENCY | ES DUPLICATED ELSEWHERE?  |  |
| Building 147, First Floor, Room 0111   |   |  |   |  |
| 15. ACCESS RESTRICTIONS* YES<br>(IF YES. CITE LAW(S) & REGULATIONS)  | □ NO  | 16. AUDIT REQUIREM                             | <i>M</i> ENTS   |  |
| Please see statement be  | elow.   |  | STATE 🗌 FEDERAL 🔲 INDEPENDENT   |  |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN<br>BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)<br>YES Y NO   |   | —  | RETENTION<br>d Sciences to retain listed material for 10<br>Other material may be destroyed after one   |  |
| 19. NAME AND TITLE OF PREPARER   | 20. TELEPHONE NUMBER                          | 2  | 21. DATE  |  |
| Barbara Bennett<br>Administrative Assistant  | (301) 3                                       | 14-9401  | June 20, 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<br>SEPARATE FORM FOR EACH NEW OR<br>REVISED RECORD SERIES. FORWARD   | UNIVERSITY O                                  | FMARYLAND  | AGENCY RECORDS INVENTORY   |  |
|--|---|--|--|--|
| WITH RECORDS RETENTION SCHEDULE<br>RMGT - 201 (7/92)   | COLLEG  | <b>SE PARK</b>   | PAGE40F12  |  |
| 1. AGENCY<br>University of Maryland, College Park  | 2. DIVISION<br>Academic Affairs               |  | 3. UNIT<br>Division of Letters and Sciences  |  |
| DEFINITION - RECORD SERIES:  | A GROUP OF RELATED RE<br>AS WELL AS RETENTION |  | D AND USED AS A UNIT FOR REFERENCE<br>DSES.  |  |
| 4. RECORD SERIES TITLE<br>Financial Records  |   |  | 5. EARLIEST YEAR/LATEST YEAR<br>1989 TO 1997   |  |
|  | SERIES. INCLUDING THE                         | PURPOSE OR FUNCTION  | OF THE SERIES.)  |  |
| Journals, W2 forms, Journal Vouchers, internal account records (copies of requisitions, invoices, packing slips), special payments, operating statements, periodic financial reports, inventory data, and budget items including amendments, estimates, and other data   |   |  |  |  |
| 7. RECORD SERIES FORMAT(S)   | 8. RECORD SERIES SE                           | QUENCE   | 9. VOLUME <b>I</b> FILE DRAWER(S)<br>MICROFILM(S)  |  |
| 🗹 LETTER SIZE 🗌 MICROFILM  | ALPHABETICAL                                  |  | $\begin{array}{c c} 4 & 2/3 \\ \hline & \\ \hline \\ \hline$ |  |
| LEGAL SIZE COMPUTER TAPE   |   | ICAL   | and 4 Binders  |  |
|  |   | OLOGICAL   | 10. ANNUAL ACCUMULATION  |  |
| □ AUDIO TAPE □ VIDEO TAPE<br>✓ OTHER (SPECIFY)<br>Binders  | GEOGRAPHICAL                                  |  | 2       FILE DRAWER(S)         NUMBER       MICROFILM REEL(S)         COMPUTER TAPE(S)       OTHER (SPECIFY)         Binders       Binders   |  |
| 11. FILE IS USED   |   | 12. FILE BECOMES I   | NACTIVE AFTER  |  |
|  | ] MONTHLY                                     | 3<br>NUMBER  | MONTH(S) VEAR(S)   |  |
| 13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO<br>Building 147, Ground & First Floors, Roo<br>1115A  |   | (IF YES, SPECIFY AGENCY  | ES DUPLICATED ELSEWHERE?<br>OR OFFICE)<br>Payroll, Comptroller, BFA, Procurement   |  |
| 15. ACCESS RESTRICTIONS* YES<br>(IF YES, CITE LAW(S) & REGULATIONS)  | □ NO  | 16. AUDIT REQUIREN   | 1ENTS  |  |
| Please see statement below.  |   | 🗆 NONE 🗹 🛛   | STATE 🗌 FEDERAL 🗌 INDEPENDENT  |  |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN<br>BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)<br>☐ YES ☑ NO   |   | destroy. Office of Rec<br>Budget and Fiscal An<br>Procurement Orders | RETENTION<br>d until audit requirements are met, then<br>cord is Payroll Services, Comptroller, or<br>alysis. Office of Record for HM and LM Small<br>is the Division of Letters and Sciences. Office<br>ng purchasing material is Procurement and   |  |
| <ul> <li>19. NAME AND TITLE OF PREPARER</li> <li>Barbara Bennett</li> <li>Administrative Assistant</li> <li>* Access to records is subject to, and may be remuse by the specific facts of the specific</li></ul> | stricted by, applicable F                     | 14-9401<br>ederal and State laws ar                                  | 21. DATE<br>June 20, 1997<br>nd regulations. Access to any specific document   |  |

| INSTRUCTIONS: TYPE OR PRINT A<br>SEPARATE FORM FOR EACH NEW OR<br>REVISED RECORD SERIES. FORWARD | UNIVERSITY O                                    | FMARYLAND               | AGENCY RECORDS INVENTORY   |
|--|---|-------------------------|--|
| WITH RECORDS RETENTION SCHEDULE<br>RMGT - 201 (7/92)   | COLLEG  | <b>SE PARK</b>          | PAGE50F12  |
| 1. AGENCY  | 2. DIVISION                                     |                         | 3. UNIT  |
| University of Maryland, College Park   | Academic Affairs                                |                         | Division of Letters and Sciences   |
| DEFINITION - RECORD SERIES:  | A GROUP OF RELATED RI<br>AS WELL AS RETENTION   |                         | ED AND USED AS A UNIT FOR REFERENCE<br>POSES.  |
| 4. RECORD SERIES TITLE<br>Personnel Folders  |   |                         | 5. EARLIEST YEAR/LATEST YEAR<br><u>1975</u> TO <u>1997</u>   |
| 6. RECORD SERIES DESCRIPTION (BRIEF  | FLY DESCRIBE THE TYPES<br>SERIES, INCLUDING THE |                         |  |
| Folders containing employee time sheets  | , payroll entries, and o                        | ther material related   | to personnel matters   |
| 7. RECORD SERIES FORMAT(S)   | 8. RECORD SERIES SE                             | EQUENCE                 | 9. VOLUME FILE DRAWER(S)   |
| 🗹 LETTER SIZE 🗌 MICROFILM  | 🗹 ALPHAI  | BETICAL                 | $\begin{array}{c} \square \text{ microfilm(s)} \\ \underline{2 1/3} \\ \square \text{ COMPUTER TAPE(s)} \end{array}$ |
|  |   |                         | NUMBER OTHER (SPECIFY)   |
|  |   |                         |  |
|  | _   | OLOGICAL                | 10. ANNUAL ACCUMULATION  |
| AUDIO TAPE VIDEO TAPE OTHER (SPECIFY)  | GEOGRAPHICAL                                    |                         | 1/8       File Drawer(S)         NUMBER       MICROFILM REEL(S)         COMPUTER TAPE(S)       OTHER (SPECIFY)       |
| 11. FILE IS USED   |   | 12. FILE BECOMES        |  |
|  | ] MONTHLY                                       | 12. FILE BECOMES        |  |
|  |   | NUMBER                  | $\square MONTH(S)  \blacksquare YEAR(S)$   |
| 13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC<br>Building 147, First Floor, Room 1115A            | ЮM)   | 14. IS RECORD SER       | LES DUPLICATED ELSEWHERE?  |
|  |   | YES YO                  |  |
| 15. ACCESS RESTRICTIONS*   YES   | □ NO  | 16. AUDIT REQUIREMENTS  |  |
| (IF YES. CITE LAW(S) & REGULATIONS)<br>Please see statement be                                   | łow.  |                         | STATE 🗌 FEDERAL 🗌 INDEPENDENT  |
| 17. IS AN INDEX SYSTEM USED? (IF YES. EXPLAI<br>BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)      | IN  | 18. RECOMMENDE          |  |
|  |   | Retain for five years   | after separation of employee, then destroy.  |
| 19. NAME AND TITLE OF PREPARER   | 20. TELEPHONE NUMBE                             | R                       | 21. DATE   |
| Barbara Bennett<br>Administrative Assistant  | (301) 3   | 14-9401                 | June 20, 1997  |
| * Access to records is subject to and may be re  | estricted by applicable F                       | ederal and State laws a | and regulations. Access to any specific document   |

\* 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<br>SEPARATE FORM FOR EACH NEW OR<br>REVISED RECORD SERIES. FORWARD   | UNIVERSITY OF MARYLAN           |   | AGENCY RECORDS INVENTORY  |
|--|---------------------------------|---|---|
| WITH RECORDS RETENTION SCHEDULE<br>RMGT - 201 (7/92)   | COLLEG                          | <b>JE PARK</b>                                | PAGE60F12   |
| 1. AGENCY  | 2. DIVISION                     |   | 3. UNIT   |
| University of Maryland, College Park   | Academic Affairs                |   | Division of Letters and Sciences  |
| DEFINITION - RECORD SERIES:  |                                 | ECORDS NORMALLY FILE<br>AND DISPOSITION PURPO | ED AND USED AS A UNIT FOR REFERENCE<br>DSES.  |
| 4. RECORD SERIES TITLE<br>Key Record Cards   |                                 |   | 5. EARLIEST YEAR/LATEST YEAR<br>  |
| 6. RECORD SERIES DESCRIPTION (BRIEF  |                                 |   |   |
|  | E SERIES. INCLUDING THE         | PURPOSE OR FUNCTION                           | OF THE SERIES.)   |
| Key Record Cards   |                                 |   |   |
|  |                                 |   |   |
|  |                                 |   |   |
|  |                                 |   |   |
|  |                                 |   |   |
| 7. RECORD SERIES FORMAT(S)   | 8. RECORD SERIES SE             | EQUENCE                                       | 9. VOLUME FILE DRAWER(S)  |
| LETTER SIZE MICROFILM  | 🗹 ALPHAI                        | BETICAL                                       | $ \begin{array}{c} \square \text{ MICROFILM(S)} \\ \underline{6} \\ \square \text{ COMPUTER TAPE(S)} \\ \end{array} $ |
| LEGAL SIZE COMPUTER TAPE   |                                 | RICAL   | NUMBER OTHER (SPECIFY)  |
| BOUND BOOK FLOPPY DISK   | CHRONOLOGICAL                   |   | inches  |
| AUDIO TAPE VIDEO TAPE  |                                 | APHICAL                                       | 10. ANNUAL ACCUMULATION   |
| ✓ OTHER (SPECIFY)  |                                 | (SPECIFY)                                     | MICROFILM REEL(S)   |
| paper, approx. 5" x 8"   |                                 | (Si Len 1)                                    | NUMBER COMPUTER TAPE(S)   |
|  |                                 |   | few sheets of paper   |
| 11. FILE IS USED   | <u>I</u>                        | 12. FILE BECOMES I                            | NACTIVE AFTER   |
| 🗆 DAILY 🗌 WEEKLY 💽   | MONTHLY                         | key return<br>NUMBER                          | $\square$ MONTH(S) $\square$ YEAR(S)  |
| 13. CURRENT LOCATION(S) (BUILDING.FLOOR. RC  | ЮМ)                             |   | ES DUPLICATED ELSEWHERE?  |
| Building 147, First Floor, Room 1115A  |                                 | YES 🗆 NO                                      | Physical Plant  |
| 15. ACCESS RESTRICTIONS* YES<br>(IF YES, CITE LAW(S) & REGULATIONS)  | □ NO                            | 16. AUDIT REQUIREN                            | <i>A</i> ENTS   |
| Please see statement be  | low.                            |   | STATE 🗌 FEDERAL 🗍 INDEPENDENT   |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAINING THE STATE OF THE STAT | IN                              | 18. RECOMMENDED                               | RETENTION   |
| BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  |                                 | Retain until key is returned, then destroy.   |   |
|  |                                 |   |   |
|  |                                 |   |   |
|  |                                 |   |   |
| 19. NAME AND TITLE OF PREPARER   | 20. TELEPHONE NUMBE             | R   | 21. DATE  |
| Barbara Bennett<br>Administrative Assistant  | (301) 3                         | 14-9401                                       | June 20, 1997   |
| * Access to records is subject to, and may be re   | t<br>estricted by, applicable F | ederal and State laws an                      | I<br>nd 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<br>SEPARATE FORM FOR EACH NEW OR<br>REVISED RECORD SERIES, FORWARD   | UNIVERSITY O          | FMARYLAND              | AGENCY RECORDS INVENTORY   |  |
|--|-----------------------|------------------------|--|--|
| WITH RECORDS RETENTION SCHEDULE<br>RMGT - 201 (7/92)   | COLLEG                | GE PARK                | PAGE7OF12  |  |
| 1. AGENCY  | 2. DIVISION           |                        | 3. UNIT  |  |
| University of Maryland, College Park   | Academic Affairs      |                        | Division of Letters and Sciences   |  |
| DEFINITION - RECORD SERIES:  |                       | AND DISPOSITION PURP   | D AND USED AS A UNIT FOR REFERENCE   |  |
| 4. RECORD SERIES TITLE<br>Academic Advising Files for Letters and S  | Sciences Students     |                        | 5. EARLIEST YEAR/LATEST YEAR<br>19881997   |  |
| 6. RECORD SERIES DESCRIPTION (BRIER  |                       |                        |  |  |
|  | SERIES. INCLUDING THE | PURPOSE OR FUNCTION    | OF THE SERIES.)  |  |
| Academic Advising Files for Letters and S  | Sciences Students     |                        |  |  |
|  |                       |                        |  |  |
|  |                       |                        |  |  |
|  |                       |                        |  |  |
|  |                       |                        |  |  |
| 7. RECORD SERIES FORMAT(S)   | 8. RECORD SERIES SI   | EQUENCE                | 9. VOLUME FILE DRAWER(S)   |  |
|  |                       |                        |  |  |
| LETTER SIZE MICROFILM  | 🗹 ALPHA               | BETICAL                | $\frac{45}{\text{NUMBER}} \square \text{ COMPUTER TAPE(S)} \\ \square \text{ OTHER (SPECIFY)}$ |  |
| LEGAL SIZE COMPUTER TAPE   |                       | ICAL                   | and 17 Boxes   |  |
| BOUND BOOK FLOPPY DISK   | CHRON                 | OLOGICAL               | 10. ANNUAL ACCUMULATION  |  |
| AUDIO TAPE VIDEO TAPE  | GEOGR                 | APHICAL                | FILE DRAWER(S)   |  |
|  | OTHER                 | (SPECIFY)              | NUMBER MICROFILM REEL(S)   |  |
|  |                       |                        |  |  |
| 11. FILE IS USED   | I                     | 12. FILE BECOMES I     | NACTIVE AFTER  |  |
| 🗹 DAILY 🗌 WEEKLY   | ] MONTHLY             | 1-5<br>NUMBER          | $\square$ MONTH(S) $\checkmark$ YEAR(S)  |  |
| 13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC   | ЮМ)                   |                        | ES DUPLICATED ELSEWHERE?   |  |
| Building 147, Ground and First Floors, R   | ooms 0110E, 0111,     |                        |  |  |
| and 1117   |                       |                        | ·····  |  |
| 15. ACCESS RESTRICTIONS* YES<br>(IF YES, CITE LAW(S) & REGULATIONS)  | □ NO                  | 16. AUDIT REQUIREN     | 1ENTS  |  |
| Please see statement be  | low.                  |                        | STATE 🗌 FEDERAL 🗌 INDEPENDENT  |  |
| 17. IS AN INDEX SYSTEM USED? (IF YES. EXPLA)   | IN                    | 18. RECOMMENDED        | RETENTION  |  |
| BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  |                       |                        | ration of molor forward file to childrents   |  |
|  |                       | department. For stud   | ration of major, forward file to student's new lents who leave the University, retain for five |  |
|  |                       | years after departure, | then destroy.  |  |
|  |                       |                        |  |  |
| 19. NAME AND TITLE OF PREPARER   | 20. TELEPHONE NUMBE   | I                      | 21. DATE   |  |
| Barbara Bennett  |                       | 14-9401                | June 20, 1997  |  |
| Administrative Assistant   |                       |                        |  |  |
| * 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. |                       |                        |  |  |

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| INSTRUCTIONS: TYPE OR PRINT A<br>SEPARATE FORM FOR EACH NEW OR<br>REVISED RECORD SERIES. FORWARD   | UNIVERSITY O   | FMARYLAND                                  | AGENCY RECORDS INVENTORY   |  |
|--|--|--|--|--|
| WITH RECORDS RETENTION SCHEDULE<br>RMGT - 201 (7/92)   | COLLEG   | E PARK                                     | PAGE 8 OF 12   |  |
| 1. AGENCY<br>University of Maryland, College Park  | 2. DIVISION<br>Academic Affairs  |  | 3. UNIT<br>Division of Letters and Sciences  |  |
| DEFINITION - RECORD SERIES:  | A GROUP OF RELATED RE<br>AS WELL AS RETENTION  |  | D AND USED AS A UNIT FOR REFERENCE   |  |
| 4. RECORD SERIES TITLE<br>Health Professions Credential Files  |  |  | 5. EARLIEST YEAR/LATEST YEAR<br>1991 <sub>TO</sub> 1997  |  |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND<br>IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)<br>Credential Files for Pre-Med and Allied Health Students   |  |  |  |  |
| 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)<br>11<br>NUMBER COMPUTER TAPE(S)<br>10. ANNUAL ACCUMULATION<br>10. ANNUAL ACCUMULATION<br>10. ANNUAL ACCUMULATION<br>11<br>12<br>13<br>14<br>15<br>15<br>15<br>15<br>15<br>15<br>15 |  |
| 11. FILE IS USED   | ] MONTHLY  | 12. FILE BECOMES II<br>5<br>NUMBER         | NACTIVE AFTER $\Box$ MONTH(S) $\mathbf{\overrightarrow{M}}$ YEAR(S)  |  |
| 13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO<br>Building 147, Ground Floor, Rooms 0110   |  |  |  |  |
| 15. ACCESS RESTRICTIONS* YES   | □ NO   | 16. AUDIT REQUIREN                         | 1ENTS  |  |
| Please see statement be  | low.   | Mone 🗌                                     | STATE 🗍 FEDERAL 🗌 INDEPENDENT  |  |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN<br>BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)<br>YES YES NO   |  | 18. RECOMMENDED<br>Retain for five years a | RETENTION<br>after student graduates, then destroy.  |  |
| 19. NAME AND TITLE OF PREPARER<br>Barbara Bennett<br>Administrative Assistant  | 20. TELEPHONE NUMBER   |  | 21. DATE<br>June 20, 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. |  |  |  |  |

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| INSTRUCTIONS: TYPE OR PRINT A<br>SEPARATE FORM FOR EACH NEW OR<br>REVISED RECORD SERIES. FORWARD   | UNIVERSITY O                                  | FMARYLAND                                | AGENCY RECORDS INVENTORY   |  |
| WITH RECORDS RETENTION SCHEDULE<br>RMGT - 201 (7/92)   | COLLEG  | E PARK                                   | PAGE 9 OF 12   |  |
| 1. AGENCY  | 2. DIVISION                                   |  | 3. UNIT  |  |
| University of Maryland, College Park   | Academic Affairs                              |  | Division of Letters and Sciences   |  |
| DEFINITION - RECORD SERIES:  | A GROUP OF RELATED RI<br>AS WELL AS RETENTION |  | ED AND USED AS A UNIT FOR REFERENCE<br>OSES.   |  |
| 4. RECORD SERIES TITLE   |   |  | 5. EARLIEST YEAR/LATEST YEAR   |  |
| Request for Exception to Policy  |   |  | <u>    1988                               </u>   |  |
| 6. RECORD SERIES DESCRIPTION (BRIEF<br>IN THE<br>Requests made by students for an excep  | E SERIES, INCLUDING THE                       | PURPOSE OR FUNCTION                      |  |  |
| 7. RECORD SERIES FORMAT(S)   | 8. RECORD SERIES SE                           | BETICAL                                  | 9. VOLUME FILE DRAWER(S)<br>MICROFILM(S)<br>13<br>NUMBER OTHER (SPECIFY)   |  |
|  |   |  |  |  |
| BOUND BOOK FLOPPY DISK   |   | OLOGICAL                                 | 10. ANNUAL ACCUMULATION  |  |
| AUDIO TAPE     VIDEO TAPE     OTHER (SPECIFY)  | GEOGRAPHICAL OTHER (SPECIFY)                  |  | 700       FILE DRAWER(S)         NUMBER       MICROFILM REEL(S)         COMPUTER TAPE(S)       OTHER (SPECIFY)         Folders       Folders |  |
| 11. FILE IS USED   | •   | 12. FILE BECOMES I                       | NACTIVE AFTER  |  |
| 🗆 DAILY 🗹 WEEKLY   | ] MONTHLY                                     | 5<br>NUMBER                              | $\square$ MONTH(S) $\checkmark$ YEAR(S)  |  |
| 13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC<br>Building 147, Ground and First Floors, Rc<br>and 1117  |   |  |  |  |
| 15. ACCESS RESTRICTIONS* YES   | □ NO  | 16. AUDIT REQUIRE                        | MENTS  |  |
| (IF YES. CITE LAW(S) & REGULATIONS)<br>Please see statement be   | elow.   | MONE                                     | STATE 🗌 FEDERAL 🗌 INDEPENDENT  |  |
| 17. IS AN INDEX SYSTEM USED? (IF YES. EXPLAI<br>BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)<br>YES Y NO  | IN  | 18. RECOMMENDED<br>Retain for five years | RETENTION<br>after request, then destroy.  |  |
| 19. NAME AND TITLE OF PREPARER   | 20. TELEPHONE NUMBE                           | R  | 21. DATE   |  |
| Barbara Bennett<br>Administrative Assistant  | (301) 3                                       | 14-9401                                  | June 20, 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.<br>Please contact the President's Legal Office at (301) 405-4945 with inquiries |   |  |  |  |

| INSTRUCTIONS: TYPE OR PRINT A<br>SEPARATE FORM FOR EACH NEW OR<br>REVISED RECORD SERIES. FORWARD  | UNIVERSITY OF MARYLAND<br>COLLEGE PARK            |  | AGENCY RECORDS INVENTORY  |  |  |  |  |
|---|---|--|---|--|--|--|--|
| WITH RECORDS RETENTION SCHEDULE<br>RMGT - 201 (7/92)  |   |  | PAGE 10 OF 12   |  |  |  |  |
| 1. AGENCY<br>University of Maryland, College Park   | 2. DIVISION<br>Academic Affairs                   |  | 3. UNIT<br>Division of Letters and Sciences   |  |  |  |  |
| DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE<br>AS WELL AS RETENTION AND DISPOSITION PURPOSES.                |   |  |   |  |  |  |  |
| 4. RECORD SERIES TITLE<br>Application for Credit by Examination   |   |  | 5. EARLIEST YEAR/LATEST YEAR<br>  |  |  |  |  |
| 6. RECORD SERIES DESCRIPTION (BRIEF<br>IN THE<br>Application for Credit by Examination  | FLY DESCRIBE THE TYPES<br>E SERIES. INCLUDING THE |  |   |  |  |  |  |
| 7. RECORD SERIES FORMAT(S)  | 8. RECORD SERIES SEQUENCE                         |  | 9. VOLUME FILE DRAWER(S)<br>2 1/3<br>NUMBER<br>10. ANNUAL ACCUMULATION<br>3<br>NUMBER<br>COMPUTER TAPE(S)<br>FILE DRAWER(S)<br>COMPUTER TAPE(S)<br>COMPUTER |  |  |  |  |
| LEGAL SIZE COMPUTER TAPE  |   |  |   |  |  |  |  |
| BOUND BOOK FLOPPY DISK  |   |  |   |  |  |  |  |
| AUDIO TAPE     VIDEO TAPE     OTHER (SPECIFY)   |   |  |   |  |  |  |  |
| 11. FILE IS USED  | L   | 12. FILE BECOMES   | INACTIVE AFTER  |  |  |  |  |
|   | MONTHLY   | 5<br>NUMBER  | MONTH(S) VEAR(S)  |  |  |  |  |
| 13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC  | XXM)  | 14. IS RECORD SERIES DUPLICATED ELSEWHERE?<br>(IF YES. SPECIFY AGENCY OR OFFICE)             |   |  |  |  |  |
| Building 147, Ground and First Floors, Rooms 0111 and 1115  |   |  |   |  |  |  |  |
| 15. ACCESS RESTRICTIONS* YES<br>(IF YES. CITE LAW(S) & REGULATIONS)   | □ NO  | 16. AUDIT REQUIREMENTS   |   |  |  |  |  |
| Please see statement below.   |   | 🗹 NONE 🔲 STATE 🗍 FEDERAL 🗌 INDEPENDENT   |   |  |  |  |  |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN<br>BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)<br>☐ YES  INO  |   | 18. RECOMMENDED RETENTION<br>Retain for five years after application is filed, then destroy. |   |  |  |  |  |
| <ul> <li>19. NAME AND TITLE OF PREPARER</li> <li>Barbara Bennett</li> <li>Administrative Assistant</li> <li>* Access to records is subject to, and may be re</li> </ul> |   | 14-9401  | 21. DATE<br>June 20, 1997<br>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.

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|--|--|---|---|--|--|--|
| INSTRUCTIONS: TYPE OR PRINT A<br>SEPARATE FORM FOR EACH NEW OR<br>REVISED RECORD SERIES. FORWARD   | UNIVERSITY O   | FMARYLAND   | AGENCY RECORDS INVENTORY  |  |  |  |
| WITH RECORDS RETENTION SCHEDULE<br>RMGT - 201 (7/92)   | COLLEG   | <b>SE PARK</b>  | PAGE 11 OF 12   |  |  |  |
| 1. AGENCY<br>University of Maryland, College Park  | 2. DIVISION<br>Academic Affairs  |   | 3. UNIT<br>Division of Letters and Sciences   |  |  |  |
| DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE<br>AS WELL AS RETENTION AND DISPOSITION PURPOSES.   |  |   |   |  |  |  |
| 4. RECORD SERIES TITLE<br>Individual Studies Program Files   |  |   | 5. EARLIEST YEAR/LATEST YEAR<br>1976 <sub>TO</sub> 1997   |  |  |  |
| 6. RECORD SERIES DESCRIPTION (BRIEF  |  |   | JMENTS/FORMS FOUND  |  |  |  |
| IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)<br>Student files containing the requirements for individual students to obtain a degree through the Individual Studies Program  |  |   |   |  |  |  |
| 7. RECORD SERIES FORMAT(S)   | 8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER (SPECIFY) |   | 9. VOLUME<br>15<br>NUMBER<br>9. VOLUME<br>FILE DRAWER(S)<br>MICROFILM(S)<br>COMPUTER TAPE(S)<br>OTHER (SPECIFY)                             |  |  |  |
| 🗌 BOUND BOOK 🔤 FLOPPY DISK   |  |   | 10. ANNUAL ACCUMULATION   |  |  |  |
| AUDIO TAPE VIDEO TAPE OTHER (SPECIFY)  |  |   | 15       FILE DRAWER(S)         NUMBER       MICROFILM REEL(S)         COMPUTER TAPE(S)       OTHER (SPECIFY)         Folders       Folders |  |  |  |
| 11. FILE IS USED   |  | 12. FILE BECOMES  | INACTIVE AFTER  |  |  |  |
| 🗹 DAILY 🗌 WEEKLY   | ] MONTHLY  | 20<br>NUMBER  | $\square$   |  |  |  |
| 13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO   |  | 14. IS RECORD SERIES DUPLICATED ELSEWHERE?<br>(IF YES. SPECIFY AGENCY OR OFFICE)                |   |  |  |  |
| Building 147, Ground Floor, Rooms 0110   | )E   |   |   |  |  |  |
| 15. ACCESS RESTRICTIONS* YES NO  |  | 16. AUDIT REQUIREMENTS  |   |  |  |  |
| Please see statement be  | low.   | 🗹 NONE 🗌 STATE 🗌 FEDERAL 🗌 INDEPENDENT  |   |  |  |  |
| 17. IS AN INDEX SYSTEM USED? (IF YES. EXPLAIN<br>BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)<br>YES Y NO   |  | 18. RECOMMENDED RETENTION<br>Retain for 20 years after requirements are approved, then destroy. |   |  |  |  |
| 19. NAME AND TITLE OF PREPARER   | 20. TELEPHONE NUMBER   | <u>I</u> R  | 21. DATE  |  |  |  |
| Barbara Bennett<br>Administrative Assistant  | (301) 3  | 14-9401   | June 20, 1997   |  |  |  |
| * Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document<br>must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.<br>Please contact the President's Legal Office at (301) 405-4945 with inquiries. |  |   |   |  |  |  |

| INSTRUCTIONS: TYPE OR PRINT A<br>SEPARATE FORM FOR EACH NEW OR<br>REVISED RECORD SERIES. FORWARD<br>WITH RECORDS RETENTION SCHEDULE<br>RMGT - 201 (7/92) | UNIVERSITY O                    | F MARYLAND<br>GE PARK  | AGENCY RECORDS INVENTORY PAGE12 OF12  |  |  |
|--|---------------------------------|--|---|--|--|
| 1. AGENCY<br>University of Maryland, College Park  | 2. DIVISION<br>Academic Affairs |  | 3. UNIT<br>Division of Letters and Sciences   |  |  |
| DEFINITION - RECORD SERIES:  |                                 | ECORDS NORMALLY FILE   | D AND USED AS A UNIT FOR REFERENCE<br>DSES.   |  |  |
| 4. RECORD SERIES TITLE<br>Advise-5 Volunteer Records   |                                 |  | 5. EARLIEST YEAR/LATEST YEAR<br>  |  |  |
| Files regarding volunteers who advise Le   | tters and Sciences stu          | idents   |   |  |  |
| 7. RECORD SERIES FORMAT(S)   | 8. RECORD SERIES SEQUENCE       |  | 9. VOLUME FILE DRAWER(S)<br>3 MICROFILM(S)<br>3 COMPUTER TAPE(S)<br>NUMBER OTHER (SPECIFY)<br>10. ANNUAL ACCUMULATION<br>1/2 FILE DRAWER(S)<br>MICROFILM REEL(S)<br>COMPUTER TAPE(S)<br>OTHER (SPECIFY) |  |  |
| LEGAL SIZE COMPUTER TAPE   |                                 |  |   |  |  |
| 🗌 BOUND BOOK 🛛 FLOPPY DISK   |                                 |  |   |  |  |
| AUDIO TAPE VIDEO TAPE OTHER (SPECIFY)  |                                 |  |   |  |  |
| 11. FILE IS USED   | 1 <u></u>                       | 12. FILE BECOMES I   | NACTIVE AFTER   |  |  |
|  | 🗹 DAILY 🗌 WEEKLY 🗌 MONTHLY      |  | $\frac{10}{\text{NUMBER}} \qquad \square \text{ MONTH(S)}  \blacksquare \text{ YEAR(S)}$  |  |  |
| 13. CURRENT LOCATION(S) (BUILDING.FLOOR. RG<br>Building 147, First Floor, Room 1115  | DOM)                            | 14. IS RECORD SERIES DUPLICATED ELSEWHERE?<br>(IF YES. SPECIFY AGENCY OR OFFICE)<br>YES YON        |   |  |  |
| 15. ACCESS RESTRICTIONS* YES NO  |                                 | 16. AUDIT REQUIREMENTS   |   |  |  |
| (IF YES, CITE LAW(S) & REGULATIONS)<br>Please see statement below.   |                                 | 🗹 NONE 🗌 STATE 🗌 FEDERAL 🗌 INDEPENDENT   |   |  |  |
| 17. IS AN INDEX SYSTEM USED? (IF YES. EXPLAIN<br>BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)<br>☐ YES ☑ NO   |                                 | 18. RECOMMENDED RETENTION<br>Retain for 10 years after volunteer leaves the program, then destroy. |   |  |  |
| 19. NAME AND TITLE OF PREPARER<br>Barbara Boppott  | 20. TELEPHONE NUMBE             | R  | 21. DATE  |  |  |
| Barbara Bennett<br>Administrative Assistant  |                                 | 14-9401  | June 20, 1997   |  |  |
| * Access to records is subject to, and may be r  | estricted by, applicable F      | Federal and State laws a   | nd regulations. Access to any specific documer  |  |  |

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