

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

1

UNIVERSITY OF MARYLAND COLLEGE PARK

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Schedule No.: 1931 Page 2 of 3
tem No.	Description	Retention
3	Search Committee Files - refers to search committee materials for faculty, administrators, and associate staff. Consists of advertisements, final recommendation of the committee, meeting minutes containing final recommendation data, voting results, top candidate resumes (top 5 or 2 only - depending on size of search), and all information on appointed candidate.	Division of Letters and Sciences to retain listed material for 10 years, then destroy. Other material may be destroyed after one year.
4	Financial Records - 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.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Payroll Services, Comptroller, or Budget and Fiscal Analysis. Office of Record for HM and LM Small Procurement Orders is the Division of Letters and Sciences. Office of Record for remaining purchasing material 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 file to student's new department. For students who leave the University, retain for five years after departure, then destroy.
8	Health Professions Credential Files - credential files for Pre- 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.

s •

UNIVERSITY OF MARYLAND COLLEGE PARK

RECO	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET) Description	Schedule No.: 1931 Page 3 of 3 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 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.

•

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	FMARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE1OF12	
1. AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs		3. UNIT 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 _{TO} 1997 </u>	
 RECORD SERIES DESCRIPTION (BRIEF IN THE Alpha, subject, administrative, and chrone correspondence, reports, memoranda, sta projects, and substantive data concerning 	SERIES, INCLUDING THE plogical correspondenc atistics, proposed prog	PURPOSE OR FUNCTION ce containing original grams, minutes, policy	OF THE SERIES.) incoming and copies of outgoing 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) 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 Building 147, Ground and First Floors, Rc and 1115A		14. IS RECORD SERIE (IF YES, SPECIFY AGENCY UP YES YES		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	MENTS	
Please see statement be	low.		STATE 🗌 FEDERAL 🔲 INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES. EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES Y NO		reference is required. administrative or lega Letters and Sciences deemed to have histo	RETENTION destroy that material for which no further Remaining material having continuing Il value to be kept in paper by Division of for 25 years, then destroyed. Material prical value should be sent to University r permanent retention.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Barbara Bennett 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				

			· · · · · · · · · · · · · · · · · · ·	
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 2 OF 12	
1. AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs		3. UNIT Division of Letters and Sciences	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE DSES.	
4. RECORD SERIES TITLE Human Resource Records			5. EARLIEST YEAR/LATEST YEAR 1975 _{TO} 1997	
6. RECORD SERIES DESCRIPTION (BRIEF				
IN THE Human Resource Records A. Timekeeping Records - individual shee 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 NUMBER	MONTH(S) VEAR(S)	
13. CURRENT LOCATION(S) (BUILDING.FLOOR, RO Building 147, First Floor, Room 1115A	юм)	14. IS RECORD SERIE (IF YES. SPECIFY AGENCY		
15. ACCESS RESTRICTIONS* YES (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 BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES INO		destroy. B. Retain in until audit requiremen records of monthly tin	ars and until audit requirements are met, then dividual monthly reports for five (5) years and its are met, then destroy. Retain summary ne reports until the faculty member leaves ain final leave balance for three (3) years after	
19. NAME AND TITLE OF PREPARER 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 must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations. 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 SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 3 OF 12	
1. AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs		3. UNIT Division of Letters and Sciences	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		D AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Search Committee Files			5. EARLIEST YEAR/LATEST YEAR 	
 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, final recomme of the committee, meeting minutes containing final recommendation data, voting results, top candidate resumes (top 5 only - depending on size of search), and all information on appointed candidate. 				
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 NUMBER	\square MONTH(S) \blacksquare YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC	IOM)	14. IS RECORD SERIE (IF YES, SPECIFY AGENCY	ES DUPLICATED ELSEWHERE?	
Building 147, First Floor, Room 0111				
15. ACCESS RESTRICTIONS* YES (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 BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES Y NO		—	RETENTION d Sciences to retain listed material for 10 Other material may be destroyed after one	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	2	21. DATE	
Barbara Bennett 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 SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	FMARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	SE PARK	PAGE40F12	
1. AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs		3. UNIT Division of Letters and Sciences	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		D AND USED AS A UNIT FOR REFERENCE DSES.	
4. RECORD SERIES TITLE Financial Records			5. EARLIEST YEAR/LATEST YEAR 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 I FILE DRAWER(S) 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 ✓ OTHER (SPECIFY) 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 NUMBER	MONTH(S) VEAR(S)	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO Building 147, Ground & First Floors, Roo 1115A		(IF YES, SPECIFY AGENCY	ES DUPLICATED ELSEWHERE? OR OFFICE) Payroll, Comptroller, BFA, Procurement	
15. ACCESS RESTRICTIONS* YES (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 BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☑ NO		destroy. Office of Rec Budget and Fiscal An Procurement Orders	RETENTION d until audit requirements are met, then cord is Payroll Services, Comptroller, or alysis. Office of Record for HM and LM Small is the Division of Letters and Sciences. Office ng purchasing material is Procurement and	
 19. NAME AND TITLE OF PREPARER Barbara Bennett Administrative Assistant * Access to records is subject to, and may be remuse by the specific facts of the specific	stricted by, applicable F	14-9401 ederal and State laws ar	21. DATE June 20, 1997 nd regulations. Access to any specific document	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	FMARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	SE PARK	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 AS WELL AS RETENTION		ED AND USED AS A UNIT FOR REFERENCE POSES.
4. RECORD SERIES TITLE Personnel Folders			5. EARLIEST YEAR/LATEST YEAR <u>1975</u> TO <u>1997</u>
6. RECORD SERIES DESCRIPTION (BRIEF	FLY DESCRIBE THE TYPES 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 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) Please see statement be	łow.		STATE 🗌 FEDERAL 🗌 INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES. EXPLAI 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 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 SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAN		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	JE PARK	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 AND DISPOSITION PURPO	ED AND USED AS A UNIT FOR REFERENCE DSES.
4. RECORD SERIES TITLE Key Record Cards			5. EARLIEST YEAR/LATEST YEAR
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 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 (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 Administrative Assistant	(301) 3	14-9401	June 20, 1997
* Access to records is subject to, and may be re	t estricted by, applicable F	ederal and State laws an	I 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 SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD	UNIVERSITY O	FMARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE 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 Academic Advising Files for Letters and S	Sciences Students		5. EARLIEST YEAR/LATEST YEAR 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 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 (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.				

....

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	FMARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 8 OF 12	
1. AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs		3. UNIT Division of Letters and Sciences	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		D AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Health Professions Credential Files			5. EARLIEST YEAR/LATEST YEAR 1991 _{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.) 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) 11 NUMBER COMPUTER TAPE(S) 10. ANNUAL ACCUMULATION 10. ANNUAL ACCUMULATION 10. ANNUAL ACCUMULATION 11 12 13 14 15 15 15 15 15 15 15	
11. FILE IS USED] MONTHLY	12. FILE BECOMES II 5 NUMBER	NACTIVE AFTER \Box MONTH(S) $\mathbf{\overrightarrow{M}}$ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO 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 BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES YES NO		18. RECOMMENDED Retain for five years a	RETENTION after student graduates, then destroy.	
19. NAME AND TITLE OF PREPARER Barbara Bennett Administrative Assistant	20. TELEPHONE NUMBER		21. DATE 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 SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	FMARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE 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 AS WELL AS RETENTION		ED AND USED AS A UNIT FOR REFERENCE OSES.	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
Request for Exception to Policy			<u> 1988 </u>	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE 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) MICROFILM(S) 13 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 NUMBER	\square MONTH(S) \checkmark YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC Building 147, Ground and First Floors, Rc and 1117				
15. ACCESS RESTRICTIONS* YES	□ NO	16. AUDIT REQUIRE	MENTS	
(IF YES. CITE LAW(S) & REGULATIONS) Please see statement be	elow.	MONE	STATE 🗌 FEDERAL 🗌 INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES. EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES Y NO	IN	18. RECOMMENDED Retain for five years	RETENTION after request, then destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE	
Barbara Bennett 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 SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY				
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE 10 OF 12				
1. AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs		3. UNIT Division of Letters and Sciences				
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 Application for Credit by Examination			5. EARLIEST YEAR/LATEST YEAR 				
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Application for Credit by Examination	FLY DESCRIBE THE TYPES E SERIES. INCLUDING THE						
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME FILE DRAWER(S) 2 1/3 NUMBER 10. ANNUAL ACCUMULATION 3 NUMBER COMPUTER TAPE(S) FILE DRAWER(S) COMPUTER TAPE(S) 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 NUMBER	MONTH(S) VEAR(S)				
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC	XXM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES. SPECIFY AGENCY OR OFFICE)					
Building 147, Ground and First Floors, Rooms 0111 and 1115							
15. ACCESS RESTRICTIONS* YES (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 BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES INO		18. RECOMMENDED RETENTION Retain for five years after application is filed, then destroy.					
 19. NAME AND TITLE OF PREPARER Barbara Bennett Administrative Assistant * Access to records is subject to, and may be re 		14-9401	21. DATE June 20, 1997 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	UNIVERSITY O	FMARYLAND	AGENCY RECORDS INVENTORY			
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	SE PARK	PAGE 11 OF 12			
1. AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs		3. UNIT Division of Letters and Sciences			
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 Individual Studies Program Files			5. EARLIEST YEAR/LATEST YEAR 1976 _{TO} 1997			
6. RECORD SERIES DESCRIPTION (BRIEF			JMENTS/FORMS FOUND			
IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) 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 15 NUMBER 9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) 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 NUMBER	\square			
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (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 BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES Y NO		18. RECOMMENDED RETENTION 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 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 SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	UNIVERSITY O	F MARYLAND GE PARK	AGENCY RECORDS INVENTORY PAGE12 OF12		
1. AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs		3. UNIT Division of Letters and Sciences		
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE	D AND USED AS A UNIT FOR REFERENCE DSES.		
4. RECORD SERIES TITLE Advise-5 Volunteer Records			5. EARLIEST YEAR/LATEST YEAR 		
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) 3 MICROFILM(S) 3 COMPUTER TAPE(S) NUMBER OTHER (SPECIFY) 10. ANNUAL ACCUMULATION 1/2 FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) 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 Building 147, First Floor, Room 1115	DOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES. SPECIFY AGENCY OR OFFICE) YES YON			
15. ACCESS RESTRICTIONS* YES NO		16. AUDIT REQUIREMENTS			
(IF YES, CITE LAW(S) & REGULATIONS) Please see statement below.		🗹 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 10 years after volunteer leaves the program, then destroy.			
19. NAME AND TITLE OF PREPARER Barbara Boppott	20. TELEPHONE NUMBE	R	21. DATE		
Barbara Bennett 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		

* Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific docume 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.