



# Agency Records Inventory

INSTRUCTIONS: PLEASE TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

<b>1. DEPARTMENT/AGENCY</b> Salisbury State University	<b>2. DIVISION</b> Grants and Sponsored Research Post Award <i>BUS + FIN.</i>	<b>3. UNIT</b>
<b>DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>		
<b>4. Record Series Title:</b> General Files	<b>5. Earliest Year/Latest Year</b> <u>1992</u> to <u>1996</u>	
<b>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</b> Admin. and chron. correspondence includes internal and external corresp. and other data concerning operation of the office.		
<b>7. Record Series Format(s)</b> <input checked="" type="checkbox"/> Letter size <input type="checkbox"/> Microfilm <input checked="" 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)	<b>8. Record Series Sequence</b> <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)	<b>9. Volume</b> <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (specify)
<b>10. Annual Accumulation</b> <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape <input type="checkbox"/> Other (specify)		
<b>11. File is used</b> <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	<b>12. File becomes inactive after</b> 25 years for admin. + <u>1</u> number <input type="checkbox"/> Month (s) <input checked="" type="checkbox"/> Year (s) legal. Permanent for historical.	
<b>13. Current Location (Building, Floor, Room)</b> HH Basement	<b>14. Is record series duplicated elsewhere?</b> (If yes, specify agency of office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>15. Access Restrictions</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if yes, cite law(s) and regulation(s))	<b>16. Audit Requirements</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
<b>17. Is an index system used? (If yes, explain briefly and describe any hardware/software)</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No STATE   FED   OTH	<b>18. Recommended Retention</b> Screen annually, then destroy. Admin. and legal material keep for 25 years, then destroy. Historical material permanently in archives.	
<b>19. Name and Title of Preparer</b> <i>Alberto</i>	<b>20. Telephone Number</b> (410) 543-6066	<b>21. Date</b> 7/19/96

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<b>1. DEPARTMENT/AGENCY</b> Salisbury State University	<b>2. DIVISION</b> Grants and Sponsored Research Post Award BUSTFIN	<b>3. UNIT</b>
<b>DEFINITION - Record Series -</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
<b>4. Record Series Title:</b> Grants/Contracts	<b>5. Earliest Year/Latest Year</b> 1992 to 1996	
<b>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</b> Records which document grants/contracts received by institutions from any source.		
<b>7. Record Series Format(s)</b> <input checked="" type="checkbox"/> Letter size <input type="checkbox"/> Microfilm <input checked="" 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)	<b>8. Record Series Sequence</b> <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)	<b>9. Volume</b> <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (specify)
<b>10. Annual Accumulation</b> <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape <input type="checkbox"/> Other (specify)		
<b>11. File is used</b> <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	<b>12. File becomes inactive after</b> Federal grants under \$25,000, 3 years. Over \$25,000, 6 years 3 mc <u>3</u> <input type="checkbox"/> Month (s) <input checked="" type="checkbox"/> Year (s) number for STATE.	
<b>13. Current Location (Building, Floor, Room)</b> HH Basement	<b>14. Is record series duplicated elsewhere?</b> (If yes, specify agency of office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>15. Access Restrictions</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if yes, cite law(s) and regulation(s))	<b>16. Audit Requirements</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
<b>17. Is an index system used?</b> (If yes, explain briefly and describe any hardware/software) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No STATE   FED   OTH	<b>18. Recommended Retention</b> State contracts, grants for 3 years after close of contract; federal grants under \$25,000 for 3 years, over \$25,000 for 6 years, 3 months after close of contract, then destroy.	
<b>19. Name and Title of Preparer</b> Alberto	<b>20. Telephone Number</b> (410) 543-6066	<b>21. Date</b> 7/19/96

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<b>1. DEPARTMENT/AGENCY</b> Salisbury State University	<b>2. DIVISION</b> Grants and Sponsored Research Post Award → BUS + FIN	<b>3. UNIT</b>
<b>DEFINITION - Record Series -</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
<b>4. Record Series Title:</b> Work Orders and Purchase Orders	<b>5. Earliest Year/Latest Year</b> 1992 to 1996	
<b>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</b> Orders and requests for work to be performed in the Office of Business and Finance—Grants and Sponsored Research Post Award.		
<b>7. Record Series Format(s)</b> <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)	<b>8. Record Series Sequence</b> <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)	<b>9. Volume</b> <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (specify)
<b>10. Annual Accumulation</b> <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape <input type="checkbox"/> Other (specify)		
<b>11. File is used</b> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	<b>12. File becomes inactive after</b> <u>3</u> <input type="checkbox"/> Month (s) <input checked="" type="checkbox"/> Year (s) <small>number</small>	
<b>13. Current Location (Building, Floor, Room)</b> HH BASEMENT	<b>14. Is record series duplicated elsewhere?</b> (If yes, specify agency of office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    PURCH OFF	
<b>15. Access Restrictions</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, cite law(s) and regulation(s))	<b>16. Audit Requirements</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
<b>17. Is an index system used?</b> (If yes, explain briefly and describe any hardware/software) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No ALPHA	<b>18. Recommended Retention</b> Retain for 3 years, then destroy.	
<b>19. Name and Title of Preparer</b> [Signature]	<b>20. Telephone Number</b> (410) 543-6066	<b>21. Date</b> 7/19/96