#### DEPARTMENT OF GENERAL SERVICES Schedule No.: 2033 RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE Page 1 DGS 550-1 (Rev. 10/92) Agency: University of Maryland Division/Unit: Intercollegiate Athletics College Park Item No. Description Retention 1 General Files - Alpha, subject, administrative, and Screen annually and destroy that material for chronological correspondence containing original incoming and which no further reference is required. copies of outgoing correspondence, reports, memoranda, Remaining material having continuing statistics, proposed programs, minutes, policy and procedure administrative or legal value to be kept in statements, special projects, and substantive data concerning paper by ICA for 25 years, then destroyed. the operation of Intercollegiate Athletics (ICA). Material deemed to have historical value should be sent to University Archives at the University of Maryland for permanent retention. 2 **Human Resource Records** A. Timekeeping Records - individual sheets approved by the Retain for 3 years and until audit supervisor which show leave taken and hours worked for if requirements are met, then destroy. and when, contractual, exempt and non-exempt employees as well as coaches. B. Student Timekeeping Records - individual records approved Retain for 3 years and until audit by the supervisor which show hours worked by student requirements are met, then destroy. employees. C. Employee Leave Balances - leave balances for coaches and Retain final leave balance for 3 years after contractual, exempt and non-exempt employees. termination of employment, then destroy. During the time the employee is active, ongoing balances must be kept for three vears for audit purposes. Authorized by Department Head or, Designated Representative Signature: Muthaur Schedule Authorized by State Archivist Authorized by Vice President of Administrative Affairs, Date: Date: Signature: \_ Sdward C. Japanper p Dr. Sylvia S. Stewart Type Name: \_ Assoc VP for Admin Affairs Title:

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

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# RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET) DGS 550-1A (REV. 10/92)

Item No.	Description	Retention
	d. Personnel Files - folders prepared upon the commencement of employment, including any of the following items: application and resume; appointment letter; reference checks; payroll form; position action request; recruitment screening report; personnel transaction form; retirement form; transcripts; change of address forms; clearance file; commendations; contracts; correspondence; counseling sessions; grievances; disciplinary actions, including charges for removal, probation, or suspension; efficiency ratings; EOE statistical reports; health insurance benefits forms; leave forms; orientation and training material; position history; promotions and reclassifications; suggestion file; summer employment material; and letters of resignation, retirement, transfer, and/or dismissal.	ICA to retain for 3 years after termination of employment, then destroy.
3	Search Committee Files - search committee materials for coaches, administrators, and exempt staff. Consists of advertisements, final recommendation of the committee, voting results, top five candidate resumes, and all information on appointed candidate.	ICA to retain listed material for 10 years, then destroy. Other material to be destroyed after one year.
4	Payroll Records - journals, one pay certification cards, check register, W2 forms, journal vouchers, and other internal adjustment forms.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Payroll Services.
5	Purchasing Records - internal account records (copies of requisitions, invoices, packing slips).	Retain for 3 years and until audit requirements are met, then destroy. Office of Record for HM and LM Small Procurement Orders is ICA. Office of Record for purchase orders is Procurement and Supply.
6	Accounting Records - contract items, working fund, checkbook data, special payments, monthly financial reports, inventory data, budget items including amendments, estimates, and other data. (Series includes all standard State accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.)	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Comptroller or Budget and Fiscal Analysis.
7	Departmental Meeting Minutes - policy issues and other data relating to operation of ICA that are historical.	ICA to retain for 5 years, then send to University Archives at the University of Maryland for permanent retention.
8	Counseling and academic advising files for student-athletes.	ICA to retain counseling and academic advising files for 5 years after student-athlete graduates, then destroy.
9	Vehicle Records - includes acquisition, disposal, and mileage reports.	Retain for 3 years and until audit requirements are met, then destroy.

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET) DGS 550-1A (REV. 10/92)

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(00	NTINUATION SHEET) DGS 550-1A (REV. 10/92)	
Item No.	Description	Retention
10	Telephone Records - includes policies, service requests, and monthly invoices.	Retain policies until superseded, then destroy. Retain requests and invoices for 3 years and until audit requirements are met, then destroy.
11	Work Orders - requests for work to be completed by Physical Plant.	Retain routine maintenance work orders for 3 years, then destroy. Retain non-routine maintenance work orders as long as building is in use, then destroy.
12	Key Material - includes signature number cards, record books, and authorization forms.	Retain until keys are returned or employment is terminated, then destroy.
13	Donor Files - records that show name, date, amount, receipt and account number, and related data on all gifts donated to ICA by friends, alumni, corporations, associations, or foundations.	ICA to retain gift paperwork for 3 years and until audit requirements are met, then destroy. Remaining material having historical value should be sent to University Archives at the University of Maryland for permanent retention.
14	Press Releases, Media Guides, Game Day Programs, and Posters.	Retain for 25 years, then destroy. Forward a copy of each to the University Archives at the University of Maryland for permanent retention.
15	NCAA Compliance Material - all required documentation for the recruiting, eligibility, financial aid, etc. for student-athletes as required by the NCAA.	Retain for 5 years and until all audit requirements are met, then destroy.
16	Photographs - photographs of teams, coaches, players, fields, and game action; included sports are: football, basketball, swimming and diving, field hockey, gymnastics, lacrosse, soccer, golf, fencing, marksmanship, track and field, volleyball, and wrestling.	Intercollegiate Athletics to retain for 25 years, then send to University Archives at the University of Maryland for permanent retention.
17	Video Tapes - film of games, potential recruits, interviews, team history, and instructional material.	Intercollegiate Athletics to retain for 25 years, then send to University Archives at the University of Maryland for permanent retention.
	a. video tapes - Men's Basketball - film of games from upcoming opponents and high school and junior college recruitment tapes.	Intercollegiate Athletics to retain tapes with historical value for 25 years, then send to University Archives at the University of Maryland for permanent retention. Other tapes to be reused, as needed, then discarded.

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

Schedule No.: 2033

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET) DGS 550-1A (REV. 10/92)

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	NTINUATION SHEET) DGS 550-1A (REV. 10/92)	
Item No.	Description	Retention
	f. video tapes - videos of press conferences, endorsements, documentaries, and recruitment film; included teams are: women's basketball, football, lacrosse, soccer, field hockey, softball, volleyball, and baseball.	Intercollegiate Athletics to retain for 25 years, then send to University Archives at the University of Maryland for permanent retention.
	If University Archives at the University of Maryland are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available at the University of Maryland, material having limited retention (i.e. 25 years) will be transferred to the State Records Center in Jessup.	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.
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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD  UNIVERSITY OF		F MARYLAND	AGENCY RECORDS INVENTORY	
WITH DECORDS DETERMINAL SOUTH F				
RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 1 OF 17	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland, College Park	Office of the Preside	nt	Intercollegiate Athletics	
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE ISES.	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
General Files			1993 <sub>TO</sub> 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES ( SERIES, INCLUDING THE			
Alpha, subject, administrative, and chrono correspondence, reports, memoranda, sta projects, and substantive data concerning	atistics, proposed prog	rams, minutes, policy	and procedure statements, special	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
A LETTER SIZE NICHOEUM	Ø ALDUAE	PETICAL	MICROFILM(S)	
☑ LETTER SIZE ☐ MICROFILM	✓ ALPHABETICAL  □ NUMERICAL		NUMBER COMPUTER TAPE(S)  OTHER (SPECIFY)	
✓ LEGAL SIZE ☐ COMPUTER TAPE				
☐ BOUND BOOK  FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER	(SPECIFY)	NUMBER	
	<del> </del>		OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER	
☑ DAILY ☐ WEEKLY ☐	MONTHLY	1	☐ MONTH(S)	
12 GUDDONTI OG ITVONO		NUMBER		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO Cole Field House, Bldg. 162, Ground and		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  YES NO		
Rms. 2103, 0131	r decoria i robrs,			
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
Please see statement below.		✓ NONE 🗆 S	STATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI	N	18. RECOMMENDED RETENTION		
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)			destroy that material for which no further	
YES VNO			Remaining material having continuing	
		years, then destroyed	I value to be kept in paper by ICA for 25  . Material deemed to have historical value	
			versity Archives at the University of Maryland	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	L R	21. DATE	
Rob Mullens				
Asst. Director of Athletics for Business	301/31	4-7046	April 22, 1998	

<sup>\*</sup> 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 OI	F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 2A OF 17	
AGENCY     University of Maryland, College Park	2. DIVISION Office of the President	nt	3. UNIT Intercollegiate Athletics	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE	······································	O AND USED AS A UNIT FOR REFERENCE	
RECORD SERIES TITLE     Timekeeping Records			5. EARLIEST YEAR/LATEST YEAR 1990 <sub>TO</sub> 1998	
6. RECORD SERIES DESCRIPTION (BRIEF	LY DESCRIBE THE TYPES ( SERIES, INCLUDING THE I			
Individual sheets approved by the supervi and non-exempt employees as well as co	sor which show leave			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
✓ LETTER SIZE ☐ MICROFILM	✓ ALPHABETICAL  □ NUMERICAL		1.5   MICROFILM(S)   COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRON	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	☑ FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER   MICROFILM REEL(S)   COMPUTER TAPE(S)   OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	JACTIVE AFTER	
☑ DAILY ☐ WEEKLY ☐	MONTHLY	$\frac{3}{\text{NUMBER}} \qquad \Box \text{MONTH(S)} \qquad \mathbf{V} \text{YEAR(S)}$		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO Cole Field House, Bldg. 162, Second Floor)			,	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
Please see statement below.	<b>'</b>	□ NONE 🗹 S	TATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED I	RETENTION	
☐ YES 🗹 NO		Retain for 3 years and destroy.	l until audit requirements are met, then	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE		21. DATE	
Rob Mullens Asst. Director of Athletics for Business		4-7046	April 22, 1998	
Asst. Director of Athletics for Dusiness	301/31	T-10T0	Apili 22, 1330	

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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)		E PARK	PAGE 2B OF 17	
AGENCY     University of Maryland, College Park	2. DIVISION Office of the Preside		3. UNIT Intercollegiate Athletics	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE		O AND USED AS A UNIT FOR REFERENCE	
RECORD SERIES TITLE     Student Timekeeping Records	.,,,		5. EARLIEST YEAR/LATEST YEAR 1995 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEF	LY DESCRIBE THE TYPES ( SERIES, INCLUDING THE			
Individual records approved by the supen			: · ·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
✓ LETTER SIZE	☐ ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL		3 ☐ MICROFILM(S) ☐ COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER	
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	FILE DRAWER(S)	
☐ OTHER (SPECIFY)	OTHER	(SPECIFY)	1 ☐ MICROFILM REEL(S)  NUMBER ☐ COMPUTER TAPE(S)	
	By Pay Pe	eriod	OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	JACTIVE AFTER	
☑ DAILY ☐ WEEKLY ☐	MONTHLY	3 NUMBER	☐ MONTH(S)	
13. CURRENT LOCATION(S) (BUILDING.FLOOR, RO Cole Field House, Bldg. 162, Ground and Rms. 2103M, 2103P, 0131				
15. ACCESS RESTRICTIONS* YES (IF YES. CITE LAW(S) & REGULATIONS)	□NO	16. AUDIT REQUIREM	IENTS	
Please see statement below.		□ NONE 🗹 S	STATE	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED	RETENTION	
YES NO		Retain for three years destroy.	and until audit requirements are met, then	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Rob Mullens Asst. Director of Athletics for Business	301/31	4-7046	April 22, 1998	

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WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 2C OF 17	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland, College Park	Office of the Preside		Intercollegiate Athletics	
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.	
RECORD SERIES TITLE     Employee Leave Balances			5. EARLIEST YEAR/LATEST YEAR	
RECORD SERIES DESCRIPTION (BRIEF IN THE  Leave balances for coaches and contract	SERIES, INCLUDING THE	PURPOSE OR FUNCTION C		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
✓ LETTER SIZE	<b>☑</b> ALPHAE	BETICAL	☐ MICROFILM(S) ☐ COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL			
			10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	_	APHICAL	☐ FILE DRAWER(S) ☐ MICROFILM REEL(S)	
OTHER (SPECIFY)	☐ OTHER	(SPECIFY)	NUMBER COMPUTER TAPE(S)	
			OTHER (SPECIFY)	
II. FILE IS USED		12. FILE BECOMES IN	JACTIVE AFTER	
	MONTHLY	3	☐ MONTH(S)	
		NUMBER		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO Cole Field House, Bldg. 162, Second Flo		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
	,	☐ YES 🗹 NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□NO	16. AUDIT REQUIREM	IENTS	
Please see statement below.		□ NONE 🗹 S	STATE	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED	RETENTION	
YES NO		Retain final leave hala	ance for 3 years after termination of	
		employment, then des	stroy. During the time the employee is active, st be kept for three years for audit purposes.	
10. NAME AND TITLE OF PREPARED	ao any paulona amin'ny		Lacara	
19. NAME AND TITLE OF PREPARER Rob Mullens	20. TELEPHONE NUMBER	Κ	21. DATE	
Asst. Director of Athletics for Business	301/31	4-7046	April 22, 1998	

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WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEGE PARK		PAGE 2D OF 17	
AGENCY     University of Maryland, College Park	<ol><li>DIVISION</li><li>Office of the Preside</li></ol>	nt	3. UNIT Intercollegiate Athletics	
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.	
4. RECORD SERIES TITLE Personnel Folders			5. EARLIEST YEAR/LATEST YEAR 	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES ( SERIES, INCLUDING THE )			
Folders prepared upon the commenceme appointment letter; reference checks; pay form; retirement form; transcripts; change counseling sessions; grievances; discipling ratings; EOE statistical reports; health ins promotions and reclassifications; suggest and/or dismissal.	roll form; position action of address forms; clean actions, including urance benefits forms;	on request; recruitmer arance file; commenda charges for removal, p leave forms; orientat	at screening report; personnel transaction ations; contracts; correspondence; probation, or suspension; efficiency ion and training material; position history;	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME  FILE DRAWER(S)	
☑ LETTER SIZE ☐ MICROFILM	✓ ALPHABETICAL  ☐ NUMERICAL  ☐ CHRONOLOGICAL		NUMBER	
☐ LEGAL SIZE ☐ COMPUTER TAPE				
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	file Drawer(s)	
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER   MICROFILM REEL(S)   COMPUTER TAPE(S)   OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER AFTER	
☑ DAILY ☐ WEEKLY ☐	] MONTHLY	3	TERMINATION OF MONTH(S) YEAR(S) EMPLOYMENT	
13. CURRENT LOCATION(S) (BUILDING.FLOOR, RO			S DUPLICATED ELSEWHERE?	
Cole Field House, Bldg. 162, Second Flo 2103P	or, Hms. 2103M,	YES YNO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		□ NONE ☑ S	STATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES NO			er termination of employment, then destroy.	
19. NAME AND TITLE OF PREPARER Rob Mullens	20. TELEPHONE NUMBER	R	21. DATE	
Asst. Director of Athletics for Business	301/31	4-7046	April 22, 1998	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OI	FMARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		E PARK	PAGE3OF17
AGENCY     University of Maryland, College Park	DIVISION     Office of the Presider	nt	3. UNIT Intercollegiate Athletics
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE		O AND USED AS A UNIT FOR REFERENCE
RECORD SERIES TITLE     Search Committee Files		· · · · · ·	5. EARLIEST YEAR/LATEST YEAR 1985 <sub>TO</sub> 1998
6. RECORD SERIES DESCRIPTION (BRIEF IN THE  Search committee materials for coaches, of the committee, voting results, top five of	series, including the i	PURPOSE OR FUNCTION OF EMPT Staff. Consists of	of the series.)  of advertisements, final recommendation
, voing	,		•
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)  MICROFILM(S)
✓ LETTER SIZE ☐ MICROFILM	✓ ALPHABETICAL  □ NUMERICAL		12 COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	CHRONG	į	10. ANNUAL ACCUMULATION
□ AUDIO TAPE □ VIDEO TAPE	☐ GEOGRA		FILE DRAWER(S)  MICROFILM REEL(S)
OTHER (SPECIFY)	MOTHER (SPECIFY)  By Unit		NUMBER COMPUTER TAPE(S)  OTHER (SPECIFY)
11. FILE IS USED		12. FILE BECOMES IN	JACTIVE AFTER
☐ DAILY ☑ WEEKLY ☐	MONTHLY	1 and 10 NUMBER	MONTH(S) YEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO Cole Field House, Bldg. 162, Second Flo 2103P		14. IS RECORD SERIE (IF YES, SPECIFY AGENCY)  YES NO	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	ENTS
Please see statement below.		Ø none □ s	TATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	IN .	18. RECOMMENDED RETENTION	
☐ YES ☑ NO		ICA to retain listed ma material to be destroy	nterial for 10 years, then destroy. Other ed after one year.
	·		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	3	21. DATE
Rob Mullens Asst. Director of Athletics for Business	301/31	4-7046	April 22, 1998

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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 4 OF 17	
AGENCY     University of Maryland, College Park	DIVISION     Office of the Preside	nt	3. UNIT Intercollegiate Athletics	
		CORDS NORMALLY FILED AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.	
4. RECORD SERIES TITLE Payroll Records			5. EARLIEST YEAR/LATEST YEAR 1994 <sub>TO</sub> 1998	
6. RECORD SERIES DESCRIPTION (BRIEFI		OF INFORMATION/DOCUM PURPOSE OR FUNCTION O		
Journals, one pay certification cards, chec				
			·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	OUENCE	9. VOLUME  FILE DRAWER(S)	
☐ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL ☐ NUMERICAL		8 MICROFILM(S) COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK	CHRON	OLOGICAL	Boxes  10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	FILE DRAWER(S)	
☑ OTHER (SPECIFY)	OTHER	(SPECIFY)	NUMBER ☐ MICROFILM REEL(S)    NUMBER ☐ COMPUTER TAPE(S)	
11 x 17 Computer Printouts	Pay Perio	d	OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	VACTIVE AFTER	
☐ DAILY ☑ WEEKLY ☐	MONTHLY	$\frac{3}{\text{NUMBER}} \qquad \square \text{ MONTH(S)} \qquad \mathbf{V} \text{ YEAR(S)}$		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Cole Field House, Bldg. 162, Ground and Rms. 2103M, 2103P, 0131	Second Floors,		Payroll Services	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
Please see statement below.		□ NONE 🗹 S	STATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED I	RETENTION	
☐ YES 🗹 NO		Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Payroll Services.		
		desiroy. Office of Nec	ord is a groundervices.	
19. NAME AND TITLE OF PREPARER Rob Mullens	20. TELEPHONE NUMBER	R	21. DATE	
Asst. Director of Athletics for Business	301/31	4-7046	April 22, 1998	

<sup>\*</sup> 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	F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE5OF17	
AGENCY     University of Maryland, College Park	2. DIVISION		3. UNIT	
DEFINITION - RECORD SERIES:			Intercollegiate Athletics O AND USED AS A UNIT FOR REFERENCE SES.	
RECORD SERIES TITLE     Purchasing Records			5. EARLIEST YEAR/LATEST YEAR 1992 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEF	LY DESCRIBE THE TYPES	OF INFORMATION/DOCUM		
Internal account records (copies of requis	SERIES, INCLUDING THE		of the Series.)	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME	
☑ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL ☐ NUMERICAL		12	
☐ LEGAL SIZE ☐ COMPUTER TAPE				
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	☐ FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER	(SPECIFY)	NUMBER   MICROFILM REEL(S)   COMPUTER TAPE(S)	
	By FAS Number		OTHER (SPECIFY)	
			Boxes	
11. FILE IS USED		12. FILE BECOMES IN 3	JACTIVE AFTER	
DAILY WEEKLY	MONTHLY	NUMBER	MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO		14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
Cole Field House, Bldg. 162, Ground and Rooms 2103J, 2103P, 0131	a Secona Floors,	(IF YES, SPECIFY AGENCY OR OFFICE)  YES NO Procurement and Supply		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
Please see statement below.		□ NONE 🗹 S	TATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED I	RETENTION	
☐ YES 🗹 NO		destroy. Office of Rec	I until audit requirements are met, then ord for HM and LM Small Procurement of Record for purchase orders is Procurement	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Rob Mullens Asst. Director of Athletics for Business	301/31	4-7046	April 22, 1998	
<u> </u>	<u> </u>			

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INSTRUCTIONS: TYPE OR PRINT A  SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD  UNIVERSITY		F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		E PARK	PAGE 6 OF 17	
AGENCY     University of Maryland, College Park	2. DIVISION Office of the Preside		3. UNIT Intercollegiate Athletics	
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILE	O AND USED AS A UNIT FOR REFERENCE	
RECORD SERIES TITLE     Accounting Records			5. EARLIEST YEAR/LATEST YEAR  1992 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEF	LY DESCRIBE THE TYPES ( SERIES, INCLUDING THE			
Contract items, working fund, checkbook including amendments, estimates, and oth accounting media which provide supporting.	ner data. (Series includ	des all standard State	accounting forms as well as other	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
☑ LETTER SIZE  ☐ MICROFILM	☐ ALPHABETICAL  ☑ NUMERICAL ☐ CHRONOLOGICAL		9	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY) Boxes	
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER	(SPECIFY)	3	
11. FILE IS USED		12. FILE BECOMES IN 3		
	MONTHLY	NUMBER	MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO Cole Field House, Bldg. 162, Ground and		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES. SPECIFY AGENCY OR OFFICE)		
Rms. 2103J, 2103P, 0131	, ,	✓ YES □ NO	Comptroller, Budget & Fiscal Analysis	
15. ACCESS RESTRICTIONS* YES (IF YES. CITE LAW(S) & REGULATIONS)	□NO	16. AUDIT REQUIREM	IENTS	
Please see statement below.		□ NONE 🗹 S	STATE	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED	RETENTION	
☐ YES ☑ NO			I until audit requirements are met, then ord is Comptroller or Budget and Fiscal	
19. NAME AND TITLE OF PREPARER Rob Mullens	20. TELEPHONE NUMBER	2	21. DATE	
Asst. Director of Athletics for Business	301/31	4-7046	April 22, 1998	

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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)	COLLEGE PARK		PAGE 7 OF 17	
AGENCY     University of Maryland, College Park	<ol><li>DIVISION</li><li>Office of the Presider</li></ol>		3. UNIT	
DEFINITION - RECORD SERIES:	·····	CORDS NORMALLY FILED	Intercollegiate Athletics ED AND USED AS A UNIT FOR REFERENCE	
RECORD SERIES TITLE     Departmental Meeting Minutes			5. EARLIEST YEAR/LATEST YEAR 1995 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEF	•			
IN THE	SERIES, INCLUDING THE P	URPOSE OR FUNCTION O	F THE SERIES.)	
Policy issues and other data relating to op-	peration of ICA that are	historical.		
	•			
	· · · · · <u></u>			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL		9. VOLUME	
☑ LETTER SIZE ☐ MICROFILM			1 MICROFILM(S)  COMPUTER TAPE(S)  NUMBER  ✓ OTHER (SPECIFY)	
☐ LEGAL SIZE ☐ COMPUTER TAPE				
☐ BOUND BOOK ☐ FLOPPY DISK	<b>☑</b> CHRONOLOGICAL		Binder  10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	PHICAL	☐ FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER (	SPECIFY)	50 MICROFILM REEL(S)	
			COMPUTER TAPE(S)  OTHER (SPECIFY)	
			Pages	
11. FILE IS USED		12. FILE BECOMES IN 5	ACTIVE AFTER	
☐ DAILY ☑ WEEKLY ☐	MONTHLY	NUMBER [	MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO Cole Field House, Bldg, 162, Second Flo		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Cole Fleid Flodse, Bldg. 102, Second Flo	01, 11111. 21000	☐ YES ☑ NO		
15. ACCESS RESTRICTIONS* YES  (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	ENTS	
Please see statement below.		■ NONE		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN		18. RECOMMENDED RETENTION		
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES  NO		ICA to retain for 5 vea	rs, then send to University Archives at the	
			for permanent retention.	
19. NAME AND TITLE OF PREPARER Rob Mullens	20. TELEPHONE NUMBER		21. DATE	
Asst. Director of Athletics for Business	301/314-7046		April 22, 1998	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEGE PARK		PAGE 8 OF 17	
1. AGENCY University of Maryland, College Park	2. DIVISION Office of the Preside	nt	3. UNIT Intercollegiate Athletics	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE		O AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Counseling and Academic Advising Files	for Student-Athletes		5. EARLIEST YEAR/LATEST YEAR 1990 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEF				
Counseling and Academic Advising Files	series, including the for Student-Athletes	PURPOSE OR FUNCTION C	-	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER (SPECIFY)  By Team		9. VOLUME FILE DRAWER(S)	
☑ LETTER SIZE ☐ MICROFILM			☐ MICROFILM(S)  12 ☐ COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE			☑ FILE DRAWER(S)	
OTHER (SPECIFY)			1/3 NUMBER  □ MICROFILM REEL(S) □ COMPUTER TAPE(S) □ OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	ACTIVE AFTER AFTER	
	MONTHLY	5	GRADUATION  MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) Cole Field House, Bldg. 162, Ground Floor, Rooms 0105 and 0107		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES. SPECIFY AGENCY OR OFFICE)  YES NO		
15. ACCESS RESTRICTIONS* YES	□NO	16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		■ NONE STATE FEDERAL INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N .	18. RECOMMENDED RETENTION		
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES NO			ng and academic advising files for 5 years raduates, then destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Rob Mullens Asst. Director of Athletics for Business	301/31	4-7046	April 22, 1998	

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WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 9 OF 17	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland, College Park	Office of the Presider		Intercollegiate Athletics	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		O AND USED AS A UNIT FOR REFERENCE SES.	
RECORD SERIES TITLE     Vehicle Records			5. EARLIEST YEAR/LATEST YEAR 1996 TO 1998	
	TV DECOME THE TVDES	DE INFORMATION/DOCUM	10	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	SERIES, INCLUDING THE I			
Includes acquisition, disposal, and mileag	ie roports			
Includes acquisition, disposal, and mileag	e reports.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL		9. VOLUME  FILE DRAWER(S)	
✓ LETTER SIZE			☐ MICROFILM(S)	
			NUMBER  ☐ COMPUTER TAPE(S)  NUMBER  ☐ OTHER (SPECIFY)	
☐ LEGAL SIZE ☐ COMPUTER TAPE ☐	✓ NUMERICAL		Folder	
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		FILE DRAWER(S)	
OTHER (SPECIFY)	☑ OTHER (SPECIFY)		NUMBER	
	FAS Numi	ber	OTHER (SPECIFY)	
			Folder	
11. FILE IS USED		12. FILE BECOMES IN		
☐ DAILY ☐ WEEKLY 🕑	MONTHLY	NUMBER	MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO Cole Field House, Bldg, 162, Second Flo		14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
Cole Field House, Bldg. 162, Second Flor	or, nm. 21035	YES NO Motor Transportation		
15. ACCESS RESTRICTIONS* YES	□ NO	16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULATIONS)				
Please see statement below.		□ NONE 🗹 S	TATE	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
YES NO		Retain for 3 years and	l until audit requirements are met, then	
		destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	₹	21. DATE	
Rob Mullens Asst. Director of Athletics for Business	301/31	4-7046	April 22, 1998	
			, , , , , , , , , , , , , , , , , , , ,	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OI	FMARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 10 OF 17	
AGENCY     University of Maryland, College Park	<ol><li>DIVISION</li><li>Office of the Preside</li></ol>	nt	3. UNIT Intercollegiate Athletics	
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.	
RECORD SERIES TITLE     Telephone Records			5. EARLIEST YEAR/LATEST YEAR  1995 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)  Includes policies, service requests, and monthly invoices.				
7. RECORD SERIES FORMAT(S)  LETTER SIZE	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER (SPECIFY)		9. VOLUME	
11. FILE IS USED  ☐ DAILY ☐ WEEKLY	MONTHLY	12. FILE BECOMES IN  3	NACTIVE AFTER  MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) Cole Field House, Bldg. 162, Ground and Second Floors, Rms. 2103J, 2103P, 0131		NUMBER  14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES. SPECIFY AGENCY OR OFFICE)  YES NO Communication and Business Services		
15. ACCESS RESTRICTIONS* YES NO (IF YES. CITE LAW(S) & REGULATIONS)  Please see statement below.		16. AUDIT REQUIREMENTS  ☐ NONE		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES NO	NY HARDWARE/SOFTWARE)		RETENTION  uperseded, then destroy. Retain requests and and until audit requirements are met, then	
19. NAME AND TITLE OF PREPARER Rob Mullens Asst. Director of Athletics for Business	20. TELEPHONE NUMBE 301/31	r 4-7046	21. DATE April 22, 1998	

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WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 11 OF 17
AGENCY     University of Maryland, College Park	2. DIVISION Office of the Preside	nt	3. UNIT Intercollegiate Athletics
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.
4. RECORD SERIES TITLE Work Orders			5. EARLIEST YEAR/LATEST YEAR  1988 <sub>TO</sub> 1998
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES ( SERIES, INCLUDING THE		
Requests for work to be completed by Ph	ysical Plant.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME
	☐ ALPHABETICAL ☐ NUMERICAL		3 ☐ COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)  Boxes
☐ BOUND BOOK ☐ FLOPPY DISK	CHRONOLOGICAL		10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	GEOGRAPHICAL		FILE DRAWER(S)  MICROFILM REEL(S)
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER
			OTHER (SPECIFY)
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER
☑ DAILY ☐ WEEKLY ☐	MONTHLY	3 NUMBER	☐ MONTH(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) Cole Field House, Bldg. 162, Ground and First Floors, Rms. 1125, 0131		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES. SPECIFY AGENCY OR OFFICE)  YES NO	
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, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION	
☐ YES 🗹 NO			nance work orders for 3 years, then destroy. aintenance work orders as long as building is
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Rob Mullens Asst. Director of Athletics for Business	301/314-7046		April 22, 1998

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WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEGE PARK		PAGE 12 OF 17	
AGENCY     University of Maryland, College Park	<ol><li>DIVISION</li><li>Office of the President</li></ol>		3. UNIT Intercollegiate Athletics	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE	<u></u>	O AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Key Material			5. EARLIEST YEAR/LATEST YEAR 1995 <sub>TO</sub> 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES ( SERIES, INCLUDING THE I		;	
Includes signature number cards, record t	oooks, and authorization	on forms.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CH CHRONOLOGICAL  GEOGRAPHICAL  OTHER (SPECIFY)		9. VOLUME FILE DRAWER(S)	
☑ LETTER SIZE ☐ MICROFILM			1	
☐ LEGAL SIZE ☐ COMPUTER TAPE				
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE			FILE DRAWER(S)	
OTHER (SPECIFY)			NUMBER	
			OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN		
☐ DAILY ☐ WEEKLY 🕑	MONTHLY	NUMBER [	TERMINATION OF MONTH(S) YEAR(S) EMPLOYMENT	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Cole Field House, Bldg. 162, Second Flo	or, Rm. 2103S	YES NO		
15. ACCESS RESTRICTIONS* YES	□NO	16. AUDIT REQUIREM	ENTS	
(IF YES, CITE LAW(S) & REGULATIONS)  Please See Statement Below.		■ NONE		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI	N	18. RECOMMENDED RETENTION		
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES NO		Retain until keys are r destroy.	eturned or employment is terminated, then	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Rob Mullens Asst. Director of Athletics for Business	301/314-7046		July 28, 1998	

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WITH RECORDS RETENTION SCHEDULE	COLLEG	EPARK	-	
RMGT - 201 (7/92)			PAGE 13 OF 17	
AGENCY     University of Maryland, College Park	2. DIVISION Office of the Preside		3. UNIT	
			Intercollegiate Athletics  AND USED AS A UNIT FOR REFERENCE	
DEFINITION - RECORD SERIES:		AND DISPOSITION PURPO		
RECORD SERIES TITLE     Donor Files			5. EARLIEST YEAR/LATEST YEAR 1960	
6. RECORD SERIES DESCRIPTION (BRIEF				
IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)  Records that show name, date, amount, receipt and account number, and related data on all gifts donated to ICA by friends, alumni, corporations, associations, or foundations.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL		9. VOLUME FILE DRAWER(S)	
☑ LETTER SIZE ☐ MICROFILM			☐ MICROFILM(S) ☐ COMPUTER TAPE(S)	
☐ LEGAL SIZE ☑ COMPUTER TAPE			NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE			10. ANNUAL ACCUMULATION  If file drawer(s)	
OTHER (SPECIFY)	OTHER	(SPECIFY)	MILANEED MICROFILM REEL(S)	
			COMPUTER TAPE(S)  OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN audit comp	JACTIVE AFTER	
✓ DAILY □ WEEKLY □	MONTHLY	NUMBER	☐ MONTH(S) ☐ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO Cole Field House, Bldg. 162, Ground and		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)		
1102, 0106	i i iist i ioois, riiiis.	YES YO		
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, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
☐ YES 🗹 NO		are met, then destroy.	rwork for 3 years and until audit requirements Remaining material having historical value versity Archives at the University of Maryland on.	
19. NAME AND TITLE OF PREPARER Rob Mullens	20. TELEPHONE NUMBE	R	21. DATE	
Asst. Director of Athletics for Business	301/314-7046		April 22, 1998	

<sup>\*</sup> 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.

	<del></del>		<del></del>	
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)	COLLEGE PARK		PAGE 14 OF 17	
AGENCY     University of Maryland, College Park	2. DIVISION Office of the Presider	1	3. UNIT Intercollegiate Athletics	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Press Releases, Media Guides, Game Da	ly Programs, and Post	<b>.</b>	5. EARLIEST YEAR/LATEST YEAR 1970 <sub>TO</sub> 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES ( SERIES, INCLUDING THE F			
Press Releases, Media Guides, Game Da	ay Programs, and Post	ers.		
· [				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL		9. VOLUME FILE DRAWER(S)	
☑ LETTER SIZE  ☐ MICROFILM			NUMBER	
☐ LEGAL SIZE ☐ COMPUTER TAPE				
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE			FILE DRAWER(S)  2 MICROFILM PEFF (S)	
OTHER (SPECIFY)	OTHER (	(SPECIFY)	NUMBER	
	By Sport		OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	ACTIVE AFTER	
☐ DAILY	MONTHLY .	25 NUMBER	☐ MONTH(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)		
Cole Field House, Bldg. 162, Ground and 1102, 0131, 0106	i First Floors, Hms.	YES YOUNG NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	ENTS	
Please see statement below.	:	■ NONE		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
YES V NO		Retain for 25 years, then destroy. Forward a copy of all press releases to the University Archives at the University of Maryland.		
19. NAME AND TITLE OF PREPARER Rob Mullens	20. TELEPHONE NUMBER	₹	21. DATE	
Asst. Director of Athletics for Business	301/31	4-7046	April 22, 1998	
* A	and and the second of the P	. 1. 1 10 1	1 1	

<sup>\*</sup> 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.

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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 15 OF 17	
AGENCY     University of Maryland, College Park	2. DIVISION Office of the Preside	nt	3. UNIT Intercollegiate Athletics	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE		O AND USED AS A UNIT FOR REFERENCE	
RECORD SERIES TITLE     NCAA Compliance Material			5. EARLIEST YEAR/LATEST YEAR  1994  TO  1998	
6. RECORD SERIES DESCRIPTION (BRIEF				
IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)  All required documentation for the recruiting, eligibility, financial aid, etc. for student-athletes as required by the NCAA.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME  FILE DRAWER(S)	
☑ LETTER SIZE ☐ MICROFILM	✓ ALPHABETICAL  ☐ NUMERICAL  ☐ CHRONOLOGICAL  ☐ GEOGRAPHICAL  ☐ OTHER (SPECIFY)		15	
☐ LEGAL SIZE ☐ COMPUTER TAPE				
☐ BOUND BOOK ☐ FLOPPY DISK			Boxes  10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE			FILE DRAWER(S)	
OTHER (SPECIFY)			NUMBER   MICROFILM REEL(S)   COMPUTER TAPE(S)   OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	Boxes	
_	MONTHLY	5	MACTIVE AFTER  MONTH(S)   YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO		NUMBER	S DUPLICATED ELSEWHERE?	
Cole Field House, Bldg. 162, Ground and Rms. 0131, 2103P, 2103Y, 2103G, 2103	Second Floors,	(IF YES, SPECIFY AGENCY OR OFFICE)  YES YOUNGERS DOT LICATED LESE WILENESS  (IF YES, SPECIFY AGENCY OR OFFICE)		
15. ACCESS RESTRICTIONS* YES	□ NO	16. AUDIT REQUIREM	IENTS	
Please see statement below.		□ NONE □ STATE □ FEDERAL ☑ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
YES MO	Retain for 5 years an destroy.		d until all audit requirements are met, then	
19. NAME AND TITLE OF PREPARER Rob Mullens	20. TELEPHONE NUMBER	R	21. DATE	
Asst. Director of Athletics for Business	301/314-7046		April 22, 1998	

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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)	COLLEGE PARK		PAGE 16a OF 17	
<ol> <li>AGENCY         University of Maryland, College Park     </li> </ol>	2. DIVISION Office of the Preside	nt	3. UNIT Intercollegiate Athetics	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE		AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Photographs - Women's Volleyball			5. EARLIEST YEAR/LATEST YEAR 1988 <sub>TO</sub> 1998	
6. RECORD SERIES DESCRIPTION (BRIEF		OF INFORMATION/DOCUM PURPOSE OR FUNCTION O		
Photographs of teams, coaches, players, fields, and game action.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL		9. VOLUME FILE DRAWER(S)	
☐ LETTER SIZE ☐ MICROFILM			☐ MICROFILM(S) ☐ COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		☐ FILE DRAWER(S)	
OTHER (SPECIFY) Photographs	✓ OTHER (SPECIFY) Shelves		NUMBER  ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY) ☐ Photographs	
11. FILE IS USED		12. FILE BECOMES IN	ACTIVE AFTER	
☐ DAILY ☐ WEEKLY ☑ MONTHLY		$\frac{25}{\text{NUMBER}} \qquad \Box \text{ MONTH(S)} \qquad \mathbf{V} \text{ YEAR(S)}$		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	ОМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
Cole Field House, Bldg. 162, First Floor,	Room 1145	(IF YES, SPECIFY AGENCY OR OFFICE)  YES NO		
15. ACCESS RESTRICTIONS* YES (IF YES. CITE LAW(S) & REGULATIONS)	□NO	16. AUDIT REQUIREMENTS		
Please See Statement Below.		■ NONE		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N .	18. RECOMMENDED RETENTION		
☐ YES 🗹 NO			es to retain for 25 years, then send to the University of Maryland for permanent	
19. NAME AND TITLE OF PREPARER  Janice Kruger	20. TELEPHONE NUMBE	R	21. DATE	
Volleyball Coach	301/314-9839		April 22, 1998	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE	COLLEC	EDADIZ		
RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 16b OF 17	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland, College Park	Office of the Preside	nt	Intercollegiate Athetics	
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
Photographs - Men's Baseball			18871998	
6. RECORD SERIES DESCRIPTION (BRIEF				
IN THE	SERIES, INCLUDING THE	PURPOSE OR FUNCTION C	OF THE SERIES.)	
Photographs of teams, coaches, players,	Shipley Field, and gar	ne action that constitu	te a pictorial record of the University of	
Maryland's Baseball Heritage.			•	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME     FILE DRAWER(S)	
, need being sentential (e)			☐ MICROFILM(S)	
☐ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL ☐ NUMERICAL ☑ CHRONOLOGICAL		185 COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)  Photographs	
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		☐ FILE DRAWER(S)	
			6 MICROFILM REEL(S)	
✓ OTHER (SPECIFY)  Photographs	OTHER		NUMBER COMPUTER TAPE(S)	
Filotographs	By Teams	) 	OTHER (SPECIFY)	
			Photographs	
11. FILE IS USED		12. FILE BECOMES IN 25		
☑ DAILY ☐ WEEKLY ☐	MONTHLY	NUMBER	MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	ОМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
Baseball Annex, Bldg. 162, First Floor		(IF YES, SPECIFY AGENCY OR OFFICE)  YES YNO		
15. ACCESS RESTRICTIONS* YES	□ NO	16. AUDIT REQUIREMENTS		
(IF YES. CITE LAW(S) & REGULATIONS)		10. NODII NEQUINEM		
Please See Statement Below.		✓ NONE   STATE   FEDERAL   INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES. EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED	RETENTION	
YES NO		Intercollegiste Athletic	s to retain for 25 years, then send to	
			the University of Maryland for permanent	
		retention.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE		21. DATE	
Jim Flack	20. TELEFRUNE NUMBER	X.	ZI. DAIE	
Assistant Coach	301/314-5904		April 22, 1998	

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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 16c OF 17	
1. AGENCY	2. DIVISION	ı	3. UNIT	
University of Maryland, College Park	Office of the Presider		Intercollegiate Athletics	
		CORDS NORMALLY FILED AND DISPOSITION PURPOR	O AND USED AS A UNIT FOR REFERENCE SES.	
RECORD SERIES TITLE     Photographs			5. EARLIEST YEAR/LATEST YEAR 1893	
6. RECORD SERIES DESCRIPTION (BRIEFI		OF INFORMATION/DOCUM PURPOSE OR FUNCTION O		
Photographs of teams, coaches, players, diving, field hockey, gymnastics, lacrosse,	fields, and game actio	n, included sports are	: football, basketball, swimming and	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL		9. VOLUME FILE DRAWER(S)	
LETTER SIZE MICROFILM			7 ☐ MICROFILM(S)  COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK	CHRONOLOGICAL		10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	GEOGRAPHICAL		FILE DRAWER(S)  MICROFILM REEL(S)	
OTHER (SPECIFY)	OTHER (	(SPECIFY)	NUMBER COMPUTER TAPE(S)	
Photographs	By Sport		☐ OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN 25		
☐ DAILY ☑ WEEKLY ☐	MONTHLY	NUMBER	MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROO	ЭΜ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Cole Field House, Building 162, First Floo	or, Room 1112	☐ YES ☑ NO		
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)		18. RECOMMENDED RETENTION		
☐ YES 🗹 NO			s to retain for 25 years, then send to the University of Maryland for permanent	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Sandy Ratke				
Administrative Assistant I	301/314-7064		April 22, 1998	

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WITH RECORDS RETENTION SCHEDULE	~~~	[	· · · · · · · · · · · · · · · · · · ·	
RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 17a OF 17	
RIVIGT - 201 (7/92)	·		TAGE	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland, College Park	Office of the Preside	nt	Intercollegiate Athetics	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		O AND USED AS A UNIT FOR REFERENCE SES.	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
Video Tapes - Men's Basketball			1996 <sub>TO</sub> 1998	
6. RECORD SERIES DESCRIPTION (BRIEF	TY DESCRIBE THE TYPES (	OF INFORMATION/DOCUM	TENTS/FORMS FOUND	
· ·	SERIES, INCLUDING THE			
Film of games from upcoming opponents	and high school and ju	unior college recruitme	ent tapes.	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	OUENCE	9. VOLUME   FILE DRAWER(S)	
(0)		`	☐ MICROFILM(S)	
☐ LETTER SIZE ☐ MICROFILM	☐ ALPHAE	BETICAL	$\frac{117}{}$ COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMED	ICA I	NUMBER OTHER (SPECIFY)	
COMPOTER TAPE	☐ NUMERICAL		Video Tapes	
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE 🗹 VIDEO TAPE	☐ GEOGRAPHICAL		☐ FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER (SPECIFY)		200	
G o max (or 20m 1)			NUMBER	
	<u>Team</u>		OTHER (SPECIFY)	
			<u>Video Tapes</u>	
11. FILE IS USED	_	12. FILE BECOMES IN	JACTIVE AFTER	
☑ DAILY ☐ WEEKLY ☐	MONTHLY	25	☐ MONTH(S)	
		NUMBER		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Cala Field House Ridg 162 First Floor Room 1117		YES MO		
Cole Field House, Bldg. 162, First Floor, Room 1117				
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
(ii 155. C175 51 (ii) & (250 51 iii) o (ii)				
Please See Statement Below.		✓ NONE  ☐ S	TATE FEDERAL INDEPENDENT	
17 ICAN INDEX CVCTCM LICEDS		10. DECOMATENDED DETERMINANT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION		
☐ YES ☑ NO			s to retain tapes with historical value for 25 niversity Archives at the University of	
			ent retention. Other tapes to be reused, as	
		needed, then discarde	ed.	
			n is greater than volume because tapes are	
		reused.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	₹	21. DATE	
Troy Wainwright				
Administrative Assistant	301/31	4-7029	April 22, 1998	
	<u> </u>			

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WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 17b OF 17
1. AGENCY University of Maryland, College Park	<ol><li>DIVISION</li><li>Office of the Preside</li></ol>	nt	3. UNIT Intercollegiate Athetics
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.
RECORD SERIES TITLE     Video Tapes - Women's Soccer			5. EARLIEST YEAR/LATEST YEAR 1992 <sub>TO</sub> 1998
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES SERIES, INCLUDING THE		
Film of games, potential recruits, interviews, team history, and instructional material.			
		·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL		9. VOLUME
LETTER SIZE MICROFILM			NUMBER COMPUTER TAPE(S)  OTHER (SPECIFY)  Video Tapes
☐ LEGAL SIZE ☐ COMPUTER TAPE			
BOUND BOOK FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☑ VIDEO TAPE ☐ OTHER (SPECIFY)	☐ GEOGRAPHICAL ☐ OTHER (SPECIFY) ———————		☐ FILE DRAWER(S) ☐ MICROFILM REEL(S)
			NUMBER
11. FILE IS USED	<u> </u>	12. FILE BECOMES IN	VACTIVE AFTER
☑ DAILY ☐ WEEKLY ☐	] MONTHLY	25 NUMBER	MONTH(S) YEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)	
Cole Field House, Bldg. 162, First Floor, Room 1150C		☐ YES ☑ NO	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□NO	16. AUDIT REQUIREM	IENTS
Please See Statement Below.		■ NONE STATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION	
☐ YES 🗹 NO		Intercollegiate Athletic University Archives at retention.	es to retain for 25 years, then send to the University of Maryland for permanent
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE
Alan Kirkup Women's Soccer Coach	301/314-7034		April 22, 1998

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WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 17c OF 17	
AGENCY     University of Maryland, College Park	<ol><li>DIVISION</li><li>Office of the Preside</li></ol>	nt	3. UNIT Intercollegiate Athetics	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILEI AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.	
RECORD SERIES TITLE     Video Tapes - Men's Lacrosse			5. EARLIEST YEAR/LATEST YEAR 1995 <sub>TO</sub> 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE		OF INFORMATION/DOCUM PURPOSE OR FUNCTION C		
Film of games, potential recruits, interviev				
	,			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL		9. VOLUME  FILE DRAWER(S)	
LETTER SIZE MICROFILM			45 MICROFILM(S)  COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)  Video Tapes	
☐ BOUND BOOK ☐ FLOPPY DISK	☑ CHRONOLOGICAL		10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE 🗹 VIDEO TAPE	☐ GEOGRAPHICAL ☐ OTHER (SPECIFY)		☐ FILE DRAWER(S) ☐ MICROFILM REEL(S)	
OTHER (SPECIFY)			NUMBER	
			✓ OTHER (SPECIFY)  Video Tapes	
11. FILE IS USED		12. FILE BECOMES IN	JACTIVE AFTER	
☐ DAILY ☐ WEEKLY ☑ MONTHLY		$\frac{25}{\text{NUMBER}} \qquad \Box \text{ MONTH(S)} \qquad \mathbf{V} \text{ YEAR(S)}$		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Cole Field House, Bldg. 162, First Floor, Room 1145		☐ YES ☑ NO		
15. ACCESS RESTRICTIONS* YES NO (IF YES. CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS		
Please See Statement Below.		■ NONE		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION		
☐ YES 🗹 NO			es to retain for 25 years, then send to the University of Maryland for permanent	
19. NAME AND TITLE OF PREPARER  Dick Edell	20. TELEPHONE NUMBE		21. DATE	
Head Lacrosse Coach	301/314-7117		April 22, 1998	

<sup>\*</sup> 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.

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 17d OF 17	
AGENCY     University of Maryland, College Park	DIVISION     Office of the President		UNIT     Intercollegiate Athetics	
		ECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AND DISPOSITION PURPOSES.		
4. RECORD SERIES TITLE Video Tapes - Women's Volleyball			5. EARLIEST YEAR/LATEST YEAR  1988 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES ( SERIES, INCLUDING THE			
Film of games, potential recruits, interviev	vs, team history, and i	nstructional material.		
			•	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL		9. VOLUME	
☐ LETTER SIZE ☐ MICROFILM				
☐ LEGAL SIZE ☐ COMPUTER TAPE				
☐ BOUND BOOK ☐ FLOPPY DISK	<b>™</b> CHRONOLOGICAL		10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE 🗹 VIDEO TAPE	☐ GEOGRAPHICAL		FILE DRAWER(S)  25	
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER COMPUTER TAPE(S)	
			✓ OTHER (SPECIFY)  Video Tapes	
11. FILE IS USED	· · · · · · · · · · · · · · · · · · ·	12. FILE BECOMES IN		
☐ DAILY		$\frac{25}{\text{NUMBER}} \qquad \square \text{ MONTH(S)} \qquad \boxed{\checkmark} \text{ YEAR(S)}$		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Cole Field House, Bldg. 162, First Floor, Room 1145		YES YO		
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		✓ NONE		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION		
☐ YES 🗹 NO	·		es to retain for 25 years, then send to the University of Maryland for permanent	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE	
Janice Kruger Volleyball Coach	301/31	4-9839	April 22, 1998	

<sup>\*</sup> 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.

	<del></del>			
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 17e OF 17	
AGENCY     University of Maryland, College Park	DIVISION     Office of the Presider	nt	3. UNIT Intercollegiate Athetics	
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILE	O AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Video Tapes - Men's Baseball			5. EARLIEST YEAR/LATEST YEAR 1956 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF IN THE SERIES, INCLUDING THE				
Film of games, potential recruits, interview				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL		9. VOLUME	
☐ LETTER SIZE ☐ MICROFILM				
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)  Video Tapes	
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE 🗹 VIDEO TAPE	☐ GEOGRAPHICAL		FILE DRAWER(S)	
OTHER (SPECIFY)	✓ OTHER (SPECIFY)  By Category		NUMBER   MICROFILM REEL(S)   COMPUTER TAPE(S)   OTHER (SPECIFY)   Video Tapes	
11. FILE IS USED		12. FILE BECOMES IN	IACTIVE AFTER	
☐ DAILY		$\frac{25}{\text{NUMBER}} \qquad \Box \text{MONTH(S)} \qquad \mathbf{V} \text{YEAR(S)}$		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)		
Team House Annex, Baseball Office, First Floor		YES YO		
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS		
Please See Statement Below.		■ NONE		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES NO		18. RECOMMENDED RETENTION  Intercollegiate Athletics to retain for 25 years, then send to University Archives at the University of Maryland for permanent retention.		
19. NAME AND TITLE OF PREPARER Jim Flack	20. TELEPHONE NUMBER	R	21. DATE	
Assistant Coach	301/31	4-5904	April 22, 1998	

<sup>\*</sup> 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	F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 17f OF 17	
AGENCY     University of Maryland, College Park	2. DIVISION Office of the Preside	nt	3. UNIT Intercollegiate Athetics	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Video Tapes			5. EARLIEST YEAR/LATEST YEAR 1966 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)  Videos of press conferences, endorsements, documentaries, and recruitment film, included teams are: women's basketball, football, lacrosse, soccer, field hockey, softball, volleyball, and baseball.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME  FILE DRAWER(S)	
☐ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL ☐ NUMERICAL		9 NUMBER    MICROFILM(S)   COMPUTER TAPE(S)   OTHER (SPECIFY)   Shelves	
☐ LEGAL SIZE ☐ COMPUTER TAPE				
☐ BOUND BOOK ☐ FLOPPY DISK	CHRONOLOGICAL		10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☑ VIDEO TAPE ☐ OTHER (SPECIFY)	☐ GEOGRAPHICAL ☐ OTHER (SPECIFY)		12 ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☑ OTHER (SPECIFY) Video Tapes	
11. FILE IS USED		12. FILE BECOMES IN		
	MONTHLY	25	☐ MONTH(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)		
Cole Field House, Bldg. 162, First Floor, Room 1102		☐ YES 🗹 NO		
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS		
Please See Statement Below.		■ NONE		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION		
□ YES 🗹 NO			s to retain for 25 years, then send to the University of Maryland for permanent	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE	
Sandy Ratke Administrative Assistant I	301/314-7064		April 22, 1998	

<sup>\*</sup> 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.

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