#### UNIVERSITY OF MARYLAND **COLLEGE PARK**

### DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.:

2040

Page 1 of 3

<b>REG</b>	DGS 550-1 (Rev. 10/92)	Tage 1 0	
Agency:	University of Maryland College Park	Division/Un	it: Department of Women's Studies
Item No.	Description		Retention
	Accounting, Budget, and Payroll Records - material to Department of Women's Studies financial account (FAS) accounts, Department of Women's Studies propayroll calendars, and general payroll information, in payroll/purchase authorization cards, payroll leave payroll certification cards, general payroll information accountability, fund coordinators' meeting minutes, payable guidelines, procurement system guidelines of Maryland Foundation information, Foundation dis Department of Women's Studies budget, commitment Feminist Studies budget, Polyseminar budget, Hen Welcome Award information, Ford grant, revolving tuition remission, statement extras, work study information remission, statement extras, revolving fund payments, periodic financial reports, telecommunication and equipment bills, and other related material.	requirements Record for pa Office of Record Procurement for HM, LM, a Orders is the Studies. Office Procurement for HM, LM, a Orders is the Studies. Office records is Co Analysis, or Co Services.	ears and until audit are met, then destroy. Office of yroll records is Payroll Services. ord for purchase orders is and Supply. Office of Record nd SM Small Procurement Department of Women's e of Record for accounting mptroller, Budget and Fiscal communication and Business
2	Personnel Files - folders prepared upon the comme employment for core faculty, current graduate assistaff, including any of the following items: general correspondence; application and resume; timekeel faculty time reports; employee leave balances; fact position search committee files, including search p turn-around entries; one-pay material; faculty evaluation Performance Review and Development files; and I resignation, retirement, transfer, and/or dismissal.	personnel file employment, files to be ret destroyed. Or procedures; actions;	of Women's Studies to retain as for 3 years after termination of then destroy. Search committee ained for 10 years, then office of Record for Appointment, and Tenure material is the Office resident for Academic Affairs.
Authorized Signature:	0/10/	Schedule Authori	zed by State Archivist

Title: 4/25/78 Authorized by Vice President of Administrative Affairs Date: Signature: Type Name: Dr. Sylvia S. Stewart Associate VP for Administrative Affairs Title:

SEP 2 4 1998 Date:

Signature: Shward C. Paperpose h

### UNIVERSITY OF MARYLAND COLLEGE PARK

# DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

Schedule No.:

Page 2 of 3

2040

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

(CO	NTINUATION SHEET) DGS 550-1A (REV. 10/92)	
Item No.	Description	Retention
4	Faculty Files – resumes; appointment, promotion, and tenure (APT) material, including appointment letters; faculty review files; curriculum vitae; letters and inquiries; faculty solicitations; and leave without pay and sabbatical requests.	Retain for 10 years after termination of employment, then destroy. Office of Record for APT material is the Office of the Vice President for Academic Affairs.
5	Student Files - applications for admission; letter of reply; transcript; recommendation letters; and academic advising files.	Retain academic files for 4 years after student leaves program (usually graduation), then destroy.
6	Program Files - general files and information on Department of Women's Studies courses, ACCESS, scholarships, and academic committees; general correspondence, including queries about program and surveys to affiliates and agencies to evaluate program; catalogs; and evaluations and surveys.	Screen annually and destroy that material for which no further reference is required.
7	Course Files - core and cross-listed course materials, proposals, enrollment, worksheets, syllabi, and general information.	Screen annually and destroy that material for which no further reference is required.
8	Program Policies Files - administrative and program policies designed in conjunction with the College of Arts and Humanities and the Department of Women's Studies, Chair's Office.	Department of Women's Studies to retain for 5 years, then send to the University Archives at the University of Maryland for permanent retention.
9	Documents and Reports - documents and reports specific to the Department of Women's Studies departmental processes, organizations, and planning; state-funded contracts and grants.	Retain state contract and grant files for 3 years after the close of the contract, then destroy. Retain other materials for 5 years and destroy that material for which no further reference is required. Historical materials should be sent to the University Archives at the University of Maryland for permanent retention.
10	Committee Files - advisory, affiliate faculty, CORE faculty, curriculum, research, steering, and Department of Women's Studies committees files and general correspondence.	Screen annually and destroy that material for which no further reference is required. Historical materials should be sent to the University Archives at the University of Maryland for permanent retention.
11	Departmental Publications and Department of Women's Studies History - newsletters, brochure designs, Department of Women's Studies Quarterly articles, Bridging and Department of Women's Studies campus history files.	Forward a copy of publication to the University Archives at the University of Maryland at the time of publication for permanent retention. Screen annually and destroy remaining material for which no further reference is required.

### UNIVERSITY OF MARYLAND COLLEGE PARK

# DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

Schedule No.: 2040

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

Page 3 of 3

Item No.	Description ·	Retention
11	Departmental Publications and Department of Women's Studies History - newsletters, brochure designs, Department of Women's Studies Quarterly articles, Bridging and Department of Women's Studies campus history files.	Forward a copy of publication to the University Archives at the University of Maryland at the time of publication for permanent retention. Screen annually and destroy remaining material for which no further reference is required.
12	Department of Women's Studies Class and Program Evaluations - surveys given to students to evaluate teaching of faculty members.	Retain for 10 years, then destroy.
	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	MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 1 OF 12	
AGENCY     University of Maryland, College Park	2. DIVISION Academic Affairs, Art	o ? Humanitiaa	3. UNIT Department of Women's Studies	
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILEI	O AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Accounting, Budget, and Payroll Records	<del></del> .		5. EARLIEST YEAR/LATEST YEAR 1994	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Material pertaining to Department of Worm Studies personnel payroll calendars, and leave calendars, payroll certification cards minutes, accounts payable guidelines, pro Foundation disbursement, Department of budget, Henry C. Welcome Award information, honoraria payments, contract telecommunication service and equipment	series, including the refer's Studies financial general payroll informations, general payroll informations are guidented by the series of the	PURPOSE OR FUNCTION OF accounting system (F ation, including payrol nation, financial accor lelines, University of N get, commitments, Fe ving accounts, tuition special payments, pe	AS) accounts, Department of Women's I/purchase authorization cards, payroll untability, fund coordinators' meeting Maryland Foundation information, eminist Studies budget, Polyseminar remission, statement extras, work study	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)  MICROFILM(S)	
✓ LETTER SIZE ☐ MICROFILM	✓ ALPHAB	ETICAL	1 COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMERI	CAL		
☐ BOUND BOOK ☐ FLOPPY DISK	CHRONG	DLOGICAL	10. ANNUAL ACCUMULATION	
- AUDIO TAPE  VIDEO TAPE	☐ GEOGRA	APHICAL	FILE DRAWER(S)  .25	
OTHER (SPECIFY)	Topic/Sub	•	NUMBER   MICROFILM REEL(S)   COMPUTER TAPE(S)   OTHER (SPECIFY)	
11. FILE IS USED	<u> </u>	12 FILE DECOMES IN	IACTINE APPED	
	MONTHLY	12. FILE BECOMES INACTIVE AFTER  3  MONTH(S)  YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO		NUMBER  14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
Building 047, Second Floor, 2101T	S,	(IF YES, SPECIFY AGENCY OR OFFICE)  VES NO Payroll, Procurement, Comptroller, BFA		
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, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
YES NO		destroy. OOR for pay purchase orders is Pro and SM Small Procure Studies. OOR for acc	I until audit requirements are met, then roll records is Payroll Svcs. OOR for occurement and Supply. OOR for HM, LM, ement Orders is the Dept. of Women's counting records is Comptroller, Budget and mmunication and Business Services.	
19. NAME AND TITLE OF PREPARER  Cynthia Gaye	20. TELEPHONE NUMBER	2	21. DATE	
Administrative Assistant II	301/40	5-6877	August 20, 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 OF MARYLAND		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE2OF12	
AGENCY     University of Maryland, College Park	2. DIVISION Academic Affairs, Ar	ts & Humanities	UNIT     Department of Women's Studies	
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILEI AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.	
4. RECORD SERIES TITLE Personnel Files			5. EARLIEST YEAR/LATEST YEAR  1989 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES ( SERIES, INCLUDING THE			
Folders prepared upon the commenceme any of the following items: general corres employee leave balances; faculty and posone-pay material; faculty evaluations; Per transfer, and/or dismissal.	pondence; application sition search committe	and resume; timekee e files, including searc	pping records; faculty time reports; ch procedures; turn-around entries;	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME	
☑ LETTER SIZE ☐ MICROFILM	<b>☑</b> ALPHAE	BETICAL	COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMER	ICAL	NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK	CHRON	OLOGICAL	10. ANNUAL ACCUMULATION	
-□ AUDIO TAPE □ VIDEO TAPE	☐ GEOGRA	.25 MICROEUM PERI (C)		
OTHER (SPECIFY)	☑ OTHER Topic/Sub	` '	NUMBER COMPUTER TAPE(S)  OTHER (SPECIFY)	
11. FILE IS USED OCCASIONALLY		12. FILE BECOMES IN	JACTIVE AFTER AFTER	
☐ DAILY ☐ WEEKLY ☐	MONTHLY	3 or 10	TERMINATION OF MONTH(S) YEAR(S) EMPLOYMENT	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	ОМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 047, Second Floor, 2101T		YES NO VICE PRESIDENT FOR ACADEMIC AFFAIRS		
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 M'NO		after termination of en files to be retained for	n's Studies to retain personnel files for 3 years apployment, then destroy. Search committee 10 years, then destroyed. Office of Record notion, and Tenure material is the Office of the ademic Affairs.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE	
Cynthia Gaye Administrative Assistant II	301/40	05-6877	August 20, 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 OF MARYLAND		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 3 OF 12	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland, College Park	Academic Affairs, Ar		Department of Women's Studies	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		O AND USED AS A UNIT FOR REFERENCE SES.	
RECORD SERIES TITLE     Outreach and Events Files			5. EARLIEST YEAR/LATEST YEAR	
6. RECORD SERIES DESCRIPTION (BRIEF				
Records documenting Department of Wor Studies sponsored and grass-roots events				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
✓ LETTER SIZE ☐ MICROFILM	✓ ALPHAE	BETICAL	MICROFILM(S) COMPUTER TAPE(S)	
□ LEGAL SIZE □ COMPUTER TAPE	□ NUMER		NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK		OLOGICAL		
. AUDIO TAPE VIDEO TAPE	☐ GEOGRA		10. ANNUAL ACCUMULATION	
			.5 FILE DRAWER(S)  MICROFILM REEL(S)	
OTHER (SPECIFY)	☑ OTHER (  Topic/Sub)		NUMBER	
	100107000	jeot	OTHER (SPECIFY)	
11. FILE IS USED OCCASIONALLY		12. FILE BECOMES IN	MACTIVE AFTER	
☐ DAILY ☐ WEEKLY ☐	MONTHLY	1 MONTH(S) YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	NUMBER  14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
Building 047, Second Floor, 2101T		(IF YES, SPECIFY AGENCY OR OFFICE)  YES NO		
15. ACCESS RESTRICTIONS* ☐ YES	□ NO	16. AUDIT REQUIREM	· · · · · · · · · · · · · · · · · · ·	
(IF YES, CITE LAW(S) & REGULATIONS)				
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 RETENTION		
□ YES 🗹 NO		all publications, to the	orward material with historical value, including University Archives at the University of maining material for which no further	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Cynthia Gaye Administrative Assistant II	301/40	5-6877	August 20, 1998	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND		AGENCY R	ECORI	)S IN	VENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE	4	OF	12
AGENCY     University of Maryland, College Park	<ol><li>DIVISION</li><li>Academic Affairs, Art</li></ol>	ts & Humanities	3. UNIT Department of	Women's	s Studie	es
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE	CORDS NORMALLY FILE		UNIT FOR	REFER	RENCE
4. RECORD SERIES TITLE Faculty Files			5. EARLIEST Y 1995	EAR/LAT	EST YE 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Resumes; appointment, promotion, and to vitae; letters and inquiries; faculty solicitate	PURPOSE OR FUNCTION C	of the series.)  letters; faculty		files; c	urriculum	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME	FILE		
☑ LETTER SIZE ☐ MICROFILM	<b>☑</b> ALPHAB	MICROFILM(S)  1 □ COMPUTER TAPE(S)				
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMERI	CAL	NUMBER OTHER (SPECIFY)			CIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONG	DLOGICAL	10. ANNUALA	CCUMUI	LATION	N
. AUDIO TAPE VIDEO TAPE	☐ GEOGRA	APHICAL	FILE DRAWER(S)			
OTHER (SPECIFY)	✓ OTHER ( Topic/Sub	· · · · · · · · · · · · · · · · · · ·	NUMBER   MICROFILM REEL(S)   COMPUTER TAPE(S)   OTHER (SPECIFY)		TAPE(S)	
11. FILE IS USED OCCASIONALLY		12. FILE BECOMES IN	IACTIVE AFTER	₹		TER
☐ DAILY ☐ WEEKLY ☐	MONTHLY	10 TERMINATION OF NUMBER ☐ 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)				
Building 047, Second Floor, 2101T		YES NO Vice President for Academic Affairs			s	
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, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES NO	18. RECOMMENDED I Retain for 10 years aff Office of Record for A for Academic Affairs.	ter termination o				
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	3	21. DATE			
Cynthia Gaye Administrative Assistant II	5-6877		August 2	20, 199	98	

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

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	TE FORM FOR EACH NEW OR O RECORD SERIES. FORWARD ECORDS RETENTION SCHEDULE COLLEGE PARK		AGENCY RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE 5 OF 12		
AGENCY     University of Maryland, College Park	2. DIVISION	to 9 I lumanities	3. UNIT		
DEFINITION - RECORD SERIES:			Department of Women's Studies O AND USED AS A UNIT FOR REFERENCE SES.		
4. RECORD SERIES TITLE Student Files			5. EARLIEST YEAR/LATEST YEAR 1995 TO 1998		
RECORD SERIES DESCRIPTION (BRIEF IN THE     Applications for admission; letter of reply;	SERIES, INCLUDING THE	PURPOSE OR FUNCTION C	OF THE SERIES.)		
ripplications for admission, follower of reply,	transonpt, recommend	autori fottoro, una dod	·		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)		
☑ LETTER SIZE ☐ MICROFILM	<b>☑</b> ALPHAE	BETICAL	☐ MICROFILM(S) ☐ COMPUTER TAPE(S)		
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		NUMBER OTHER (SPECIFY)		
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRON	OLOGICAL	10. ANNUAL ACCUMULATION		
. AUDIO TAPE VIDEO TAPE	☐ GEOGRA	APHICAL	✓ FILE DRAWER(S)		
☐ OTHER (SPECIFY)	☑ OTHER ( Topic/Sub	· ·	NUMBER   MICROFILM REEL(S)   COMPUTER TAPE(S)   OTHER (SPECIFY)		
11. FILE IS USED		12. FILE BECOMES IN	IACTIVE AFTER AFTER STUDENT		
☐ DAILY ☐ WEEKLY 🕑	MONTHLY	4 NUMBER	LEAVES  MONTH(S) YEAR(S) PROGRAM		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	ом)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?			
Building 047, Second Floor, 2101T		(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 <b>☑</b> S	STATE FEDERAL INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	in	18. RECOMMENDED RETENTION			
☐ YES 🗹 NO		Retain academic files (usually graduation), t	for 4 years after student leaves program hen destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE		
Cynthia Gaye Administrative Assistant II	301/40	05-6877	August 25, 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 6 OF 12	
AGENCY     University of Maryland, College Park	2. DIVISION Academic Affairs, Ar	ts & Humanities	UNIT     Department of Women's Studies	
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILES AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.	
4. RECORD SERIES TITLE Program Files			5. EARLIEST YEAR/LATEST YEAR	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES ( SERIES, INCLUDING THE			
General files and information on Departm committees; general correspondence, inc program; catalogs; and evaluations and s	luding queries about p			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME	
☑ LETTER SIZE ☐ MICROFILM	✓ ALPHAE	BETICAL	OMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	NUMERICAL		NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK	CHRONG	OLOGICAL	10. ANNUAL ACCUMULATION	
OTHER (SPECIFY)	☐ GEOGRAPHICAL  ☑ OTHER (SPECIFY)  Topic/Subject		.25 NUMBER  Discrepance of the property of the	
11. FILE IS USED OCCASIONALLY		12. FILE BECOMES IN	VACTIVE AFTER	
☐ DAILY ☐ WEEKLY ☐	MONTHLY	NUMBER	☐ MONTH(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	ОМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 047, Second Floor, 2101T		YES YO		
15. ACCESS RESTRICTIONS* YES  (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		■ NONE		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES NO	N	reference is required.	RETENTION  destroy that material for which no further Forward material with historical value to the University of Maryland for permanent	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Cynthia Gaye Administrative Assistant II	301/40	5-6877	August 20, 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 7 OF 12	
AGENCY     University of Maryland, College Park	2. DIVISION Academic Affairs, Ar	ts & Humanities	UNIT     Department of Women's Studies	
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.	
4. RECORD SERIES TITLE Course Files			5. EARLIEST YEAR/LATEST YEAR	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES ( SERIES, INCLUDING THE			
Core and cross-listed course materials, pr	roposals, enrollment, v	vorksheets, syllabi, ar	nd general information.	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME	
☑ LETTER SIZE ☐ MICROFILM	✓ ALPHAE	BETICAL	COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMER	ICAL	NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK	CHRONG	OLOGICAL	10. ANNUAL ACCUMULATION	
. AUDIO TAPE	☐ GEOGRA	APHICAL	.10 FILE DRAWER(S)  MICROFILM REEL(S)	
OTHER (SPECIFY)	✓ OTHER ( Topic/Sub		NUMBER COMPUTER TAPE(S)	
	<u> </u>	<u>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</u>	OTHER (SPECIFY)	
11. FILE IS USED OCCASIONALLY		12. FILE BECOMES IN	JACTIVE AFTER	
☐ DAILY ☐ WEEKLY ☐	MONTHLY	NUMBER   MONTH(S)   YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING.FLOOR, RO	ОМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 047, Second Floor, 2101T		☐ 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		Screen annually and destroy that material for which no further reference is required.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Cynthia Gaye Administrative Assistant II	301/40	05-6877	August 20, 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 OF MARYLAND		AGENCY RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 8 OF 12		
AGENCY     University of Maryland, College Park	2. DIVISION Academic Affairs, Ar	ts & Humanities	UNIT     Department of Women's Studies		
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE	<del></del>	O AND USED AS A UNIT FOR REFERENCE		
4. RECORD SERIES TITLE Program Policy Files			5. EARLIEST YEAR/LATEST YEAR 1994 TO 1998		
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Administrative and program policies designments Studies, Chair's Office.	SERIES, INCLUDING THE	PURPOSE OR FUNCTION C	OF THE SERIES.)		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE		9. VOLUME FILE DRAWER(S)  MICROFILM(S)		
LETTER SIZE MICROFILM	✓ ALPHAE		NUMBER COMPUTER TAPE(S)  OTHER (SPECIFY)		
☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK	☐ NUMER	ICAL OLOGICAL			
· AUDIO TAPE VIDEO TAPE		APHICAL	10. ANNUAL ACCUMULATION  If file drawer(s)		
OTHER (SPECIFY)	☑ OTHER Topic/Sub		NUMBER   MICROFILM REEL(S)   COMPUTER TAPE(S)   OTHER (SPECIFY)		
11. FILE IS USED OCCASIONALLY		12. FILE BECOMES IN	NACTIVE AFTER		
DAILY WEEKLY	MONTHLY	$\frac{5}{\text{NUMBER}}  \Box \text{ MONTH(S)}  \mathbf{V} \text{ YEAR(S)}$			
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	ОМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)			
Building 047, Second Floor, 2101T		☐ YES 🗹 NO			
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS		
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 🗹 NO			n's Studies to retain for 5 years, then send to s at the University of Maryland for permanent		
19. NAME AND TITLE OF PREPARER Cynthia Gaye	20. TELEPHONE NUMBER	R	21. DATE		
Administrative Assistant II	301/40	05-6877	August 20, 1998		

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WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	SE PARK	PAGE 9 OF 12		
AGENCY     University of Maryland, College Park	<ol><li>DIVISION</li><li>Academic Affairs, Ar</li></ol>	ts & Humanities	UNIT     Department of Women's Studies		
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILEI AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.		
RECORD SERIES TITLE     Documents and Reports			5. EARLIEST YEAR/LATEST YEAR 1980 <sub>TO</sub> 1998		
6. RECORD SERIES DESCRIPTION (BRIEF IN THE IN THE Documents and reports specific to the De state-funded contracts and grants	SERIES, INCLUDING THE	PURPOSE OR FUNCTION (	OF THE SERIES.)		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	COUENCE	9. VOLUME FILE DRAWER(S)		
✓ LETTER SIZE	<b>☑</b> ALPHAE		☐ MICROFILM(S)  1 ☐ COMPUTER TAPE(S)		
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMER	ICAL	NUMBER OTHER (SPECIFY)		
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRON	OLOGICAL	10. ANNUAL ACCUMULATION		
- AUDIO TAPE	☐ GEOGRA	APHICAL	file Drawer(s)		
OTHER (SPECIFY)	☑ OTHER Topic/Sub		NUMBER    MICROFILM REEL(S)   COMPUTER TAPE(S)   OTHER (SPECIFY)		
11. FILE IS USED OCCASIONALLY		12. FILE BECOMES IN	ACTIVE AFTER		
	MONTHLY	3 or 5	☐ MONTH(S)		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)			
Building 047, Second Floor, Room 21017		☐ YES 🗹 NO			
15. ACCESS RESTRICTIONS* YES  (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS		
Please see statement belo	w.	□ NONE 🗹 S	STATE		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION			
□ YES 🗹 NO .		the contract, then des destroy that material f Historical materials sh	and grant files for 3 years after the close of troy. Retain other materials for 5 years, then or which no further reference is required. Hould be sent to the University Archives at the differ permanent retention.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE		
Cynthia Gaye Administrative Assistant II	301/40	05-6877	August 20, 1998		

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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			
AGENCY     University of Maryland, College Park	2. DIVISION	to 9 Llumonities	3. UNIT			
University of Maryland, College Park  Academic Affairs, Arts & Humanities  Department of Women's Studies  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 Committee Files			5. EARLIEST YEAR/LATEST YEAR  1978  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.)  Advisory, affiliate faculty, CORE faculty, curriculum, research, steering, and Department of Women's Studies committees files and general correspondence.						
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	OUENCE	9. VOLUME FILE DRAWER(S)			
✓ LETTER SIZE	✓ ALPHABETICAL  □ NUMERICAL  □ CHRONOLOGICAL  □ GEOGRAPHICAL  ☑ OTHER (SPECIFY)  Topic/Subject		1   MICROFILM(S)   COMPUTER TAPE(S)   OTHER (SPECIFY)    10. ANNUAL ACCUMULATION   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 OCCASIONALLY		12. FILE BECOMES IN	ACTIVE AFTER			
☐ DAILY ☐ WEEKLY ☐	MONTHLY	1 NUMBER	☐ MONTH(S)			
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)				
Building 047, Second Floor, 2101T		YES NO				
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS)		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		Screen annually and destroy that material for which no further reference is required. Historical materials should be sent to the University Archives at the University of Maryland for permanent retention.				
19. NAME AND TITLE OF PREPARER  Cynthia Gaye	20. TELEPHONE NUMBER		21. DATE			
Administrative Assistant II	301/405-6877		August 20, 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	2011-0 D. D.				
RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 11 OF 12		
1. AGENCY	2. DIVISION		3. UNIT		
University of Maryland, College Park	Academic Affairs, Ar	ts & Humanities	Department of Women's Studies		
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			5. EARLIEST YEAR/LATEST YEAR		
Departmental Publications and Departme	nt of Women's Studies	History	1974 <sub>TO</sub> 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.)					
Newsletters, brochure designs, Departme Studies campus history files.	nt of Women's Studies	s Quarterly articles, Br	idging and Department of Women's		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL		9. VOLUME    FILE DRAWER(S)   MICROFILM(S)   COMPUTER TAPE(S)   OTHER (SPECIFY)		
✓ LETTER SIZE  ☐ MICROFILM					
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL				
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION		
· AUDIO TAPE VIDEO TAPE	☐ GEOGRAPHICAL		☑ FILE DRAWER(S)		
OTHER (SPECIFY)	OTHER (SPECIFY)		.05   MICROFILM REEL(S)		
	Topic/Subject		NUMBER COMPUTER TAPE(S)  OTHER (SPECIFY)		
			_ cmax(or zen 1)		
11. FILE IS USED OCCASIONALLY		12. FILE BECOMES IN	JACTIVE AFTER		
☐ DAILY ☐ WEEKLY ☐	MONTHLY	1	☐ MONTH(S)		
		NUMBER			
13. CURRENT LOCATION(S) (BUILDING.FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)			
Building 047, Second Floor, 2101T		☐ 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		Forward a copy of publication to the University Archives at the University of Maryland at the time of publication for permanent retention. Screen annually and destroy remaining material for			
		which no further refere			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE		
Cynthia Gaye			A		
Administrative Assistant II	301/405-6877		August 20, 1998		

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WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 12 OF 12	
AGENCY     University of Maryland, College Park	2. DIVISION  Academic Affairs, Ar	ts & Humanities	3. UNIT Department of Women's Studies	
DEFINITION - RECORD SERIES:	<del></del>	CORDS NORMALLY FILE	D AND USED AS A UNIT FOR REFERENCE ISES.	
4. RECORD SERIES TITLE Department of Women's Studies Class an	d Program Evaluation	s	5. EARLIEST YEAR/LATEST YEAR 1973 <sub>TO</sub> 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES ( SERIES, INCLUDING THE			
Surveys given to students to evaluate tead	ching of faculty memb	ers.		
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	☐ GEOGRAPHICAL		FILE DRAWER(S)  5	
OTHER (SPECIFY)	OTHER (SPECIFY) Class		NUMBER  ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY) File Boxes	
11. FILE IS USED SEMESTER		12. FILE BECOMES IN	ACTIVE AFTER	
☐ DAILY ☐ WEEKLY ☐	MONTHLY	$\frac{10}{\text{NUMBER}} \qquad \Box \text{MONTH(S)} \qquad \mathbf{V} \text{YEAR(S)}$		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 047, Second Floor, 2101T		☐ YES  INO		
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS		
Please See Statement Below.		□ NONE 🗹 S	STATE	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION		
YES NO		Retain for 10 years, then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Cynthia Gaye Administrative Assistant II	301/405-6877		August 20, 1998	

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