

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE DGS 550-1 (Rev. 10/92)</b>	<b>Schedule No.:</b> 2040  <b>Page 1 of 3</b>
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<b>Agency:</b> University of Maryland College Park	<b>Division/Unit:</b> Department of Women's Studies
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Item No.	Description	Retention
1	Accounting, Budget, and Payroll Records - material pertaining to Department of Women's Studies financial accounting system (FAS) accounts, Department of Women's Studies personnel payroll calendars, and general payroll information, including payroll/purchase authorization cards, payroll leave calendars, payroll certification cards, general payroll information, financial accountability, fund coordinators' meeting minutes, accounts payable guidelines, procurement system guidelines, University of Maryland Foundation information, Foundation disbursement, Department of Women's Studies budget, commitments, Feminist Studies budget, Polyseminar budget, Henry C. Welcome Award information, Ford grant, revolving accounts, tuition remission, statement extras, work study information, honoraria payments, contract items, revolving fund, special payments, periodic financial reports, telecommunication service and equipment bills, and other related material.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record for payroll records is Payroll Services. Office of Record for purchase orders is Procurement and Supply. Office of Record for HM, LM, and SM Small Procurement Orders is the Department of Women's Studies. Office of Record for accounting records is Comptroller, Budget and Fiscal Analysis, or Communication and Business Services.
2	Personnel Files - folders prepared upon the commencement of employment for core faculty, current graduate assistants, and staff, including any of the following items: general correspondence; application and resume; timekeeping records; faculty time reports; employee leave balances; faculty and position search committee files, including search procedures; turn-around entries; one-pay material; faculty evaluations; Performance Review and Development files; and letters of resignation, retirement, transfer, and/or dismissal.	Department of Women's Studies to retain personnel files for 3 years after termination of employment, then destroy. Search committee files to be retained for 10 years, then destroyed. Office of Record for Appointment, Promotion, and Tenure material is the Office of the Vice President for Academic Affairs.

Authorized by Department Head or Designated Representative Signature: <u><i>Cynthia M. Long</i></u> Title: <u>AA II</u> Date: <u>8/25/98</u> Authorized by Vice President of Administrative Affairs Date: <u>8/25/98</u> Signature: <u><i>Sylvia S. Stewart</i></u> <b>KAR</b> Type Name: <u>Dr. Sylvia S. Stewart</u> Title: <u>Associate VP for Administrative Affairs</u>	Schedule Authorized by State Archivist  Date: <u>SEP 24 1998</u>  Signature: <u><i>Edward C. Papenfuss</i></u>
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**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION**

**Schedule No.:** 2040

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**RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION 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**

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

Schedule No.: 2040

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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.  <b>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.</b>	Retain for 10 years, then destroy.  <b>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.</b>

**INSTRUCTIONS:** TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

**AGENCY RECORDS INVENTORY**

PAGE 1 OF 12

1. AGENCY  
University of Maryland, College Park

2. DIVISION  
Academic Affairs, Arts & Humanities

3. UNIT  
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  
Accounting, Budget, and Payroll Records

5. EARLIEST YEAR/LATEST YEAR  
1994 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.)  
Material pertaining to Department of Women's Studies financial accounting system (FAS) accounts, Department of Women's Studies personnel payroll calendars, and general payroll information, including payroll/purchase authorization cards, payroll leave calendars, payroll certification cards, general payroll information, financial accountability, fund coordinators' meeting minutes, accounts payable guidelines, procurement system guidelines, University of Maryland Foundation information, Foundation disbursement, Department of Women's Studies budget, commitments, Feminist Studies budget, Polyseminar budget, Henry C. Welcome Award information, Ford grant, revolving accounts, tuition remission, statement extras, work study information, honoraria payments, contract items, revolving fund, special payments, periodic financial reports, telecommunication service and equipment bills, and other related material.

7. RECORD SERIES FORMAT(S)

LETTER SIZE     MICROFILM  
 LEGAL SIZE     COMPUTER TAPE  
 BOUND BOOK     FLOPPY DISK  
 AUDIO TAPE     VIDEO TAPE  
 OTHER (SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE

ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER (SPECIFY)  
Topic/Subject

9. VOLUME  FILE DRAWER(S)  
 MICROFILM(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)

1  
NUMBER

10. ANNUAL ACCUMULATION

FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)

.25  
NUMBER

11. FILE IS USED  
 DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER  
3     MONTH(S)     YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  
Building 047, Second Floor, 2101T

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES     NO    Payroll, Procurement, Comptroller, BFA

15. ACCESS RESTRICTIONS\*     YES     NO  
(IF YES, CITE LAW(S) & REGULATIONS)  
Please See Statement Below.

16. AUDIT REQUIREMENTS  
 NONE     STATE     FEDERAL     INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES     NO

18. RECOMMENDED RETENTION  
Retain for 3 years and until audit requirements are met, then destroy. OOR for payroll records is Payroll Svcs. OOR for purchase orders is Procurement and Supply. OOR for HM, LM, and SM Small Procurement Orders is the Dept. of Women's Studies. OOR for accounting records is Comptroller, Budget and Fiscal Analysis, or Communication and Business Services.

19. NAME AND TITLE OF PREPARER  
Cynthia Gaye  
Administrative Assistant II

20. TELEPHONE NUMBER  
301/405-6877

21. DATE  
August 20, 1998

\* Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.  
Please contact the President's Legal Office at (301) 405-4945 with inquiries.

**INSTRUCTIONS:** TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

1. AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, Arts & Humanities	3. UNIT Department of Women's Studies
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**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 Personnel Files	5. EARLIEST YEAR/LATEST YEAR <u>1989</u> TO <u>1998</u>
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6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)

Folders prepared upon the commencement of employment for core faculty, current graduate assistants, and staff, including any of the following items: general correspondence; application and resume; timekeeping records; faculty time reports; employee leave balances; faculty and position search committee files, including search procedures; turn-around entries; one-pay material; faculty evaluations; Performance Review and Development files; and letters of resignation, retirement, transfer, and/or dismissal.

7. RECORD SERIES FORMAT(S)  <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) <hr/>	8. RECORD SERIES SEQUENCE  <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Topic/Subject</u>	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY)  <u>1</u> NUMBER
10. ANNUAL ACCUMULATION  <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY)  <u>.25</u> NUMBER		

11. FILE IS USED OCCASIONALLY <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>3 or 10</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER    AFTER TERMINATION OF EMPLOYMENT
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13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)  Building 047, Second Floor, 2101T	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO    VICE PRESIDENT FOR ACADEMIC AFFAIRS
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15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)  Please See Statement Below.	16. AUDIT REQUIREMENTS  <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
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17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION  Department of Women's Studies to retain personnel files for 3 years after termination of employment, then destroy. Search committee files to be retained for 10 years, then destroyed. Office of Record for Appointment, Promotion, and Tenure material is the Office of the Vice President for Academic Affairs.
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19. NAME AND TITLE OF PREPARER Cynthia Gaye Administrative Assistant II	20. TELEPHONE NUMBER  301/405-6877	21. DATE  August 20, 1998
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\* Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations. Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)

UNIVERSITY OF MARYLAND

COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 3 OF 12

1. AGENCY  
University of Maryland, College Park

2. DIVISION  
Academic Affairs, Arts & Humanities

3. UNIT  
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  
Outreach and Events Files

5. EARLIEST YEAR/LATEST YEAR  
1984 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.)

Records documenting Department of Women's Studies outreach programs and contact files and Department of Women's Studies sponsored and grass-roots events.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE     MICROFILM  
 LEGAL SIZE     COMPUTER TAPE  
 BOUND BOOK     FLOPPY DISK  
 AUDIO TAPE     VIDEO TAPE  
 OTHER (SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER (SPECIFY)  
Topic/Subject

9. VOLUME

- 2  
NUMBER
- FILE DRAWER(S)  
 MICROFILM(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)

10. ANNUAL ACCUMULATION

- .5  
NUMBER
- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)

11. FILE IS USED OCCASIONALLY  
 DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER  
1  
NUMBER     MONTH(S)     YEAR(S)

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)

Building 047, Second Floor, 2101T

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES     NO

15. ACCESS RESTRICTIONS\*     YES     NO  
(IF YES, CITE LAW(S) & REGULATIONS)

Please See Statement Below.

16. AUDIT REQUIREMENTS

NONE     STATE     FEDERAL     INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES     NO

18. RECOMMENDED RETENTION

Screen annually and forward material with historical value, including all publications, to the University Archives at the University of Maryland. Destroy remaining material for which no further reference is required.

19. NAME AND TITLE OF PREPARER

Cynthia Gaye  
Administrative Assistant II

20. TELEPHONE NUMBER

301/405-6877

21. DATE

August 20, 1998

\* 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.

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		<b>UNIVERSITY OF MARYLAND</b>  <b>COLLEGE PARK</b>		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>4</u> OF <u>12</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs, Arts & Humanities		3. UNIT Department of Women's Studies	
<b>DEFINITION - RECORD SERIES:</b>		A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.			
4. RECORD SERIES TITLE Faculty Files			5. EARLIEST YEAR/LATEST YEAR <u>1995</u> TO <u>1998</u>		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)  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.					
7. RECORD SERIES FORMAT(S)  <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) <hr/>		8. RECORD SERIES SEQUENCE  <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Topic/Subject</u>		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) <hr/> <u>1</u> NUMBER	
11. FILE IS USED    OCCASIONALLY <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER    AFTER <u>10</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) TERMINATION OF NUMBER    EMPLOYMENT			
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 047, Second Floor, 2101T		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO    Vice President for Academic Affairs			
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)  Please See Statement Below.		16. AUDIT REQUIREMENTS  <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION  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.			
19. NAME AND TITLE OF PREPARER Cynthia Gaye Administrative Assistant II		20. TELEPHONE NUMBER  301/405-6877		21. DATE  August 20, 1998	

\* Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations. Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)

UNIVERSITY OF MARYLAND

COLLEGE PARK

AGENCY RECORDS INVENTORY

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1. AGENCY  
University of Maryland, College Park

2. DIVISION  
Academic Affairs, Arts & Humanities

3. UNIT  
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  
Student Files

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.)

Applications for admission; letter of reply; transcript; recommendation letters; and academic advising letters.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE     MICROFILM  
 LEGAL SIZE     COMPUTER TAPE  
 BOUND BOOK     FLOPPY DISK  
 AUDIO TAPE     VIDEO TAPE  
 OTHER (SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER (SPECIFY)  
Topic/Subject  
\_\_\_\_\_

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
1  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
.25  
NUMBER

11. FILE IS USED

- DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 4    AFTER STUDENT LEAVES PROGRAM  
NUMBER     MONTH(S)     YEAR(S)

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)

Building 047, Second Floor, 2101T

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES     NO

15. ACCESS RESTRICTIONS\*

(IF YES, CITE LAW(S) & REGULATIONS)

- YES     NO

Please See Statement Below.

16. AUDIT REQUIREMENTS

- NONE     STATE     FEDERAL     INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES     NO

18. RECOMMENDED RETENTION

Retain academic files for 4 years after student leaves program (usually graduation), then destroy.

19. NAME AND TITLE OF PREPARER

Cynthia Gaye  
Administrative Assistant II

20. TELEPHONE NUMBER

301/405-6877

21. DATE

August 25, 1998

\* 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.



<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	<b>UNIVERSITY OF MARYLAND</b>  <b>COLLEGE PARK</b>	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>6</u> OF <u>12</u>
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1. AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, Arts & Humanities	3. UNIT Department of Women's Studies
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**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 Program Files	5. EARLIEST YEAR/LATEST YEAR <u>1990</u> TO <u>1998</u>
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6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)

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.

7. RECORD SERIES FORMAT(S)  <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) <hr/>	8. RECORD SERIES SEQUENCE  <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Topic/Subject</u>	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY)  <u>1</u> NUMBER  <hr/> 10. ANNUAL ACCUMULATION  <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY)  <u>.25</u> NUMBER
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11. FILE IS USED    OCCASIONALLY <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)
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13. CURRENT LOCATION(S) (BUILDING.FLOOR. ROOM) Building 047, Second Floor, 2101T	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please See Statement Below.	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
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17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION  Screen annually and destroy that material for which no further reference is required. Forward material with historical value to University Archives at the University of Maryland for permanent retention.
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19. NAME AND TITLE OF PREPARER Cynthia Gaye Administrative Assistant II	20. TELEPHONE NUMBER 301/405-6877	21. DATE August 20, 1998
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\* 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.

1. AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, Arts & Humanities	3. UNIT Department of Women's Studies
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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 Course Files	5. EARLIEST YEAR/LATEST YEAR <u>1991</u> TO <u>1998</u>
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6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)

Core and cross-listed course materials, proposals, enrollment, worksheets, syllabi, and general information.

7. RECORD SERIES FORMAT(S)  <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____	8. RECORD SERIES SEQUENCE  <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Topic/Subject</u> _____	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) <u>1</u> NUMBER
10. ANNUAL ACCUMULATION  <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) <u>.10</u> NUMBER		

11. FILE IS USED    OCCASIONALLY <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)
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13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 047, Second Floor, 2101T	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)  Please See Statement Below.	16. AUDIT REQUIREMENTS  <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
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17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION  Screen annually and destroy that material for which no further reference is required.
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19. NAME AND TITLE OF PREPARER Cynthia Gaye Administrative Assistant II	20. TELEPHONE NUMBER  301/405-6877	21. DATE  August 20, 1998
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**INSTRUCTIONS:** TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)

**UNIVERSITY OF MARYLAND**

**COLLEGE PARK**

**AGENCY RECORDS INVENTORY**

PAGE 8 OF 12

1. AGENCY  
University of Maryland, College Park

2. DIVISION  
Academic Affairs, Arts & Humanities

3. UNIT  
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  
Program Policy Files

5. EARLIEST YEAR/LATEST YEAR  
1994 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.)

Administrative and program policies designed in conjunction with the College of Arts and Humanities and the Department of Women's Studies, Chair's Office.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE     MICROFILM  
 LEGAL SIZE     COMPUTER TAPE  
 BOUND BOOK     FLOPPY DISK  
 AUDIO TAPE     VIDEO TAPE  
 OTHER (SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER (SPECIFY)  
Topic/Subject

9. VOLUME

- 1  
NUMBER
- FILE DRAWER(S)  
 MICROFILM(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
\_\_\_\_\_

10. ANNUAL ACCUMULATION

- .1  
NUMBER
- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
\_\_\_\_\_

11. FILE IS USED OCCASIONALLY  
 DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER  
5  
NUMBER     MONTH(S)     YEAR(S)

13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)  
Building 047, Second Floor, 2101T

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES     NO

15. ACCESS RESTRICTIONS\*     YES     NO  
(IF YES, CITE LAW(S) & REGULATIONS)  
Please See Statement Below.

16. AUDIT REQUIREMENTS  
 NONE     STATE     FEDERAL     INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES     NO

18. RECOMMENDED RETENTION  
Department of Women's Studies to retain for 5 years, then send to the University Archives at the University of Maryland for permanent retention.

19. NAME AND TITLE OF PREPARER  
Cynthia Gaye  
Administrative Assistant II

20. TELEPHONE NUMBER  
301/405-6877

21. DATE  
August 20, 1998

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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 WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

**AGENCY RECORDS INVENTORY**

PAGE 9 OF 12

1. AGENCY  
University of Maryland, College Park

2. DIVISION  
Academic Affairs, Arts & Humanities

3. UNIT  
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  
Documents and Reports

5. EARLIEST YEAR/LATEST YEAR  
1980 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.)

Documents and reports specific to the Department of Women's Studies departmental processes, organizations, and planning; state-funded contracts and grants

7. RECORD SERIES FORMAT(S)

- LETTER SIZE     MICROFILM  
 LEGAL SIZE     COMPUTER TAPE  
 BOUND BOOK     FLOPPY DISK  
 AUDIO TAPE     VIDEO TAPE  
 OTHER (SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER (SPECIFY)  
Topic/Subject

9. VOLUME

- 1  
NUMBER
- FILE DRAWER(S)  
 MICROFILM(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
\_\_\_\_\_

10. ANNUAL ACCUMULATION

- .1  
NUMBER
- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
\_\_\_\_\_

11. FILE IS USED OCCASIONALLY  
 DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER  
3 or 5  
NUMBER     MONTH(S)     YEAR(S)

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  
Building 047, Second Floor, Room 2101T

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES     NO

15. ACCESS RESTRICTIONS\*     YES     NO  
(IF YES, CITE LAW(S) & REGULATIONS)

Please see statement below.

16. AUDIT REQUIREMENTS  
 NONE     STATE     FEDERAL     INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES     NO

18. RECOMMENDED RETENTION  
Retain state contract and grant files for 3 years after the close of the contract, then destroy. Retain other materials for 5 years, then 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  
Administrative Assistant II

20. TELEPHONE NUMBER  
301/405-6877

21. DATE  
August 20, 1998

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<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		<b>UNIVERSITY OF MARYLAND</b>  <b>COLLEGE PARK</b>		<b>AGENCY RECORDS INVENTORY</b>	
		PAGE <u>10</u> OF <u>12</u>			
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs, Arts & Humanities		3. UNIT Department of Women's Studies	
<b>DEFINITION - RECORD SERIES:</b>		A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.			
4. RECORD SERIES TITLE Committee Files				5. EARLIEST YEAR/LATEST YEAR <u>1978</u> TO <u>1998</u>	
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)  <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE  <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Topic/Subject</u>		9. VOLUME <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>.5</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____			
11. FILE IS USED    OCCASIONALLY <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 047, Second Floor, 2101T			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)  Please See Statement Below.			16. AUDIT REQUIREMENTS  <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION  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 Administrative Assistant II		20. TELEPHONE NUMBER  301/405-6877		21. DATE  August 20, 1998	

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<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		<b>UNIVERSITY OF MARYLAND</b>  <b>COLLEGE PARK</b>		<b>AGENCY RECORDS INVENTORY</b>	
		PAGE <u>11</u> OF <u>12</u>			
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs, Arts & Humanities		3. UNIT 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 Departmental Publications and Department of Women's Studies History			5. EARLIEST YEAR/LATEST YEAR <u>1974</u> TO <u>1998</u>		
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, Department of Women's Studies Quarterly articles, Bridging and Department of Women's Studies campus history files.					
7. RECORD SERIES FORMAT(S)  <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE  <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Topic/Subject</u> _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <u>1</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY) _____	
		10. ANNUAL ACCUMULATION  <u>.05</u> <input checked="" type="checkbox"/> FILE DRAWER(S) NUMBER <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____			
11. FILE IS USED    OCCASIONALLY <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 047, Second Floor, 2101T			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)  Please See Statement Below.			16. AUDIT REQUIREMENTS  <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION  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.		
19. NAME AND TITLE OF PREPARER Cynthia Gaye Administrative Assistant II		20. TELEPHONE NUMBER  301/405-6877		21. DATE  August 20, 1998	

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<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		<b>UNIVERSITY OF MARYLAND</b>  <b>COLLEGE PARK</b>		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>12</u> OF <u>12</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs, Arts & Humanities		3. UNIT 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 Department of Women's Studies Class and Program Evaluations				5. EARLIEST YEAR/LATEST YEAR <u>1973</u> TO <u>1998</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)  Surveys given to students to evaluate teaching of faculty members.					
7. RECORD SERIES FORMAT(S)  <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE  <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Class</u>		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <u>15</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>File Boxes</u>	
		10. ANNUAL ACCUMULATION  <u>5</u> <input type="checkbox"/> FILE DRAWER(S) NUMBER <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>File Boxes</u>			
11. FILE IS USED    SEMESTER <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>10</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 047, Second Floor, 2101T			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)  Please See Statement Below.			16. AUDIT REQUIREMENTS  <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION  Retain for 10 years, then destroy.		
19. NAME AND TITLE OF PREPARER Cynthia Gaye Administrative Assistant II		20. TELEPHONE NUMBER  301/405-6877		21. DATE  August 20, 1998	

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