UNIVERSITY OF MARYLAND COLLEGE PARK

2043 DEPARTMENT OF GENERAL SERVICES Schedule No.: RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE Page 1 of 3 DGS 550-1 (Rev. 10/92) Agency: University of Maryland Division/Unit: Department of College Park **Health Education** Item No. Retention Description 1 General Files - alpha, subject, administrative, and chronological Screen annually and destroy that material for which no further reference is required. correspondence containing original incoming and copies of outgoing correspondence, reports, memoranda, statistics, Remaining material with continuing proposed programs, minutes, policy and procedure statements, administrative or legal value to be kept in special projects, and substantive data concerning the operation paper by the Department of Health Education for 25 years, then destroyed. Material of the Department of Health Education. deemed to have historical value should be sent to University Archives at the University of Maryland for permanent retention. Department of Health Education to retain for 3 2 Personnel Files - folders prepared upon the commencement of employment, including any of the following items: application years after termination of employment, then and resume; appointment letter; reference checks; payroll form; destrov. 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; Performance Review and Development files; and letters of resignation, retirement, transfer, and/or dismissal. Search Committee Files - search committee materials for Department of Health Education to retain 3 listed material for 10 years, then destroy. faculty, administrators, and exempt staff. Consists of advertisements, final recommendation of the committee, Other material to be destroyed after 1 year. meeting minutes containing final recommendation data, voting results, top candidate resumes (top 5 or 2 only - depending on size of search), and all information on appointed candidate. Authorized by Department Head or Designated Representative Signature: Schedule Authorized by State Archivist Date:_ Authorized by Vice President of Administrative Affairs OCT 2 0 1998 Date: Date: Signature: dward C. Paperpurp Type Name: <u>Dr. Sylvia Stewart</u> Associate VP for Administrative Affairs Title:

UNIVERSITY OF MARYLAND COLLEGE PARK

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

Schedule No.: 2043

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

Item No.	Description	Retention
4	Position Files - requests for position classification action, lists of eligibles, study numbers, and position descriptions.	Retain for 3 years after position is abolished, then destroy.
5	Purchasing Records - internal account records, including copies of requisitions, invoices, and packing slips.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record for HM, LM, and SM Small Procurement Orders is the Department of Health Education. Office of Record for purchase orders is Procurement and Supply.
6	Accounting Records - honoraria payments, contract items, revolving fund, special payments, periodic financial reports, budget items including amendments and estimates, and other data.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Comptroller, Budget and Fiscal Analysis, or Communication and Business Services.
	Departmental Meeting Minutes - policy issues and other data relating to the Department of Health Education that are historical.	Department of Health Education to retain for 5 years, then send to University Archives at the University of Maryland for permanent retention.
8	Departmental Publications - newsletters, technical reports, brochures, annual reports, and other material published by the Department of Health Education.	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.
9	Academic Files for Undergraduate and Graduate Students – advising records and correspondence related to academic activity.	Retain academic files for 4 years after student leaves program (usually graduation), then destroy.
10	Application Material of Prospective Graduate Students - student application form, transcripts, letters of recommendation, standardized test scores, statements of purpose, and merit-based award forms.	Transfer material of accepted applicants to student's academic file upon matriculation. Retain material of rejected applicants for 2 years after receipt, then destroy.
11	Comprehensive Examinations - qualifying examinations to advance to candidacy to complete Ph.D.	Retain for 20 years, then destroy.
12	Textbook Orders - list of textbooks ordered by faculty members for departmental courses.	Retain for 1 year, then destroy.

UNIVERSITY OF MARYLAND COLLEGE PARK

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

Schedule No.:

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2043

RECORDS RETENTION AND DISPOSAL SCHEDULE

Item No.

13

14

15

16

(CONTINUATION SHEET) DGS 550-1A (REV. 10/92)

Retention

Retain for 10 years after termination of

Faculty Files – resumes; appointment, promotion, and tenure (APT) material, including appointment letters; faculty review files; faculty evaluations; and leave without pay and sabbatical requests.

Description

employment, then destroy. Office of Record for APT material is the Office of the Vice President for Academic Affairs.

Course Syllabi - list of course assignments and required reading.

Department of Health Education to retain for 10 years, then destroy.

Supplemental Grade Reports - grade change reports.

Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the College of Health and Human Performance, Dean's Office.

Contract and Grant Files - records that document contracts and grants received by the Department of Health Education from state sources, including applications, proposals, agreements, research reports, publicity notices, acknowledgments and transfer of funds records, controlling rules and regulations, copies of periodic reports, correspondence, and memoranda.

Retain state contract and grant files for 3 years after the close of the contract, 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.

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 1 OF 16	
AGENCY University of Maryland, College Park	DIVISIONAcademic Affairs/He	alth & Human Porf	UNIT Department of Health Education	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE	·	O AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE General Files			5. EARLIEST YEAR/LATEST YEAR 1992 _{TO} 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	SQUENCE	9. VOLUME FILE DRAWER(S)	
☑ LETTER SIZE ☐ MICROFILM	✓ ALPHABETICAL		MICROFILM(S) COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		NUMBER	
☐ BOUND BOOK	CHRON	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	☐ FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER (SPECIFY)		1 ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY) floppy disk	
11. FILE IS USED		12. FILE BECOMES IN	VACTIVE AFTER	
☑ DAILY ☐ WEEKLY ☐	MONTHLY	1 NUMBER	☐ MONTH(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	ОМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 255, Second Floor, Room 23870		YES YO		
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, EXPLA- BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	IN	18. RECOMMENDED		
YES NO		reference is required. administrative or legal of Health Education to to have historical valu	destroy that material for which no further Remaining material with continuing I value to be kept in paper by the Department or 25 years, then destroyed. Material deemed e should be sent to University Archives at the d for permanent retention.	
19. NAME AND TITLE OF PREPARER Gail Jacobs	20. TELEPHONE NUMBE	R	21. DATE	
		05-2467	July 15, 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	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 2 OF 16	
AGENCY University of Maryland, College Park	DIVISION Academic Affairs, He	ealth & Human Perf.	UNIT Department of Health Education	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE ISES.	
4. RECORD SERIES TITLE Personnel Files	-		5. EARLIEST YEAR/LATEST YEAR 	
Folders prepared upon the commenceme appointment letter; reference checks; pay form; retirement form; transcripts; change counseling sessions; grievances; discipling	series, including the ent of employment, including form; position action of address forms; clearly actions, including surance benefits forms ion file; summer employments	PURPOSE OR FUNCTION Of uding any of the follow on request; recruitment arance file; commenda charges for removal, it is leave forms; orientat byment material; Perfo	or the series.) wing items: application and resume; nt screening report; personnel transaction ations; contracts; correspondence; probation, or suspension; efficiency ion and training material; position history;	
7. RECORD SERIES FORMAT(S) I LETTER SIZE	8. RECORD SERIES SEQUENCE Alphabetical Numerical		9. VOLUME FILE DRAWER(S) 4	
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRON	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY) ————————————————————————————————————	☐ GEOGRAPHICAL ☐ OTHER (SPECIFY)		1/4 FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN		
☐ DAILY ☑ WEEKLY	MONTHLY	3 NUMBER	TERMINATION OF ☐ MONTH(S) ☐ YEAR(S) EMPLOYMENT	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RC	OOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 255, Second Floor, Room 2387	Ē	☐ YES 🗹 NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□NO	16. AUDIT REQUIREM	MENTS	
Please See Statement Below.		☐ NONE ☑ STATE ☐ FEDERAL ☐ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		18. RECOMMENDED Department of Health termination of employ	Education to retain for 3 years after	
19. NAME AND TITLE OF PREPARER Gail Jacobs Administrative Assistant II	20. TELEPHONE NUMBE	r 05-2467	21. DATE July 15, 1998	
Administrative Assistant II	301/40	JU 2701	July 10, 1000	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF	FMARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE3OF16
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, He	ealth & Human Perf.	3. UNIT Department of Health Education
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILE	O AND USED AS A UNIT FOR REFERENCE
RECORD SERIES TITLE Search Committee Files			5. EARLIEST YEAR/LATEST YEAR 1988 TO 1998
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES (SERIES, INCLUDING THE I		
Search committee materials for faculty, and of the committee, meeting minutes contain only - depending on size of search), and a	ning final recommenda	ation data, voting resu	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)
☑ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL		3 ☐ MICROFILM(S) ☐ COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		NUMBER OTHER (SPECIFY) Boxes
☐ BOUND BOOK ☐ FLOPPY DISK	CHRONG	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) Box
11. FILE IS USED OCCASIONALLY		12. FILE BECOMES IN	NACTIVE AFTER
☐ DAILY ☐ WEEKLY ☐] MONTHLY	1 or 10 NUMBER	☐ MONTH(S)
13. CURRENT LOCATION(S) (BUILDING.FLOOR. RO Building 255, First and Second Floors, Ro 2387C		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) YES YOUNGER (IF YES, SPECIFY AGENCY OR OFFICE)	
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)	IN	18. RECOMMENDED RETENTION	
☐ YES 🗹 NO			Education to retain listed material for 10 Other material to be destroyed after 1 year.
19. NAME AND TITLE OF PREPARER Gail Jacobs	20. TELEPHONE NUMBER	R	21. DATE
Administrative Assistant II	301/40	05-2467	July 15, 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 16	
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, He		UNIT Department of Health Education	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE		O AND USED AS A UNIT FOR REFERENCE SES.	
4. RECORD SERIES TITLE Position Files			5. EARLIEST YEAR/LATEST YEAR 1986 _{TO} 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Requests for position classification action	SERIES, INCLUDING THE	PURPOSE OR FUNCTION O	F THE SERIES.)	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S) MICROFILM(S)	
✓ LETTER SIZE ☐ MICROFILM	✓ ALPHABETICAL		1 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	_	APHICAL	1/4 FILE DRAWER(S) MICROFILM REEL(S)	
OTHER (SPECIFY)	OTHER	(SPECIFY)	NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)	
11. FILE IS USED OCCASIONALLY		12. FILE BECOMES IN		
☐ DAILY ☐ WEEKLY ☐	MONTHLY	3 NUMBER	IS ABOLISHED MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RC	OOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 255, Second Floor, Room 23878	=	☐ YES 🗹 NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□NO	16. AUDIT REQUIREM	ENTS	
Please See Statement Below.	_	☐ NONE ☑ STATE ☐ FEDERAL ☐ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLA BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	IN	18. RECOMMENDED RETENTION		
☐ YES ☑ NO		Retain for 3 years after position is abolished, then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE	
Gail Jacobs Administrative Assistant II	301/40	05-2467	July 15, 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 5 OF 16
AGENCY University of Maryland, College Park	2. DIVISION		3. UNIT
	Academic Affairs, He		Department of Health Education D AND USED AS A UNIT FOR REFERENCE
DEFINITION - RECORD SERIES:		AND DISPOSITION PURPO	
RECORD SERIES TITLE Purchasing Records			5. EARLIEST YEAR/LATEST YEAR
6. RECORD SERIES DESCRIPTION (BRIEF	LY DESCRIBE THE TYPES (ESERIES, INCLUDING THE		
Internal account records, including copies	·		,
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)
✓ LETTER SIZE	☐ ALPHAI	BETICAL	☐ MICROFILM(S) — 4 ☐ COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	■ NUMERICAL		NUMBER OTHER (SPECIFY) and 1 Box
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRON	OLOGICAL	10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	☑ FILE DRAWER(S)
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY)
11. FILE IS USED	<u> </u>	12. FILE BECOMES IN	NACTIVE AFTER
☑ DAILY ☐ WEEKLY ☐] MONTHLY	3 NUMBER	☐ MONTH(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RG	DOM)	14. IS RECORD SERIE	S DUPLICATED ELSEWHERE?
Building 255, Second Floor, Room 2387	C	(IF YES, SPECIFY AGENCY YES NO	PROCUREMENT AND SUPPLY
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	MENTS
Please See Statement Below.		□ NONE 🗹	STATE
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLA BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	IN	18. RECOMMENDED RETENTION	
☐ YES ☑ NO		destroy. Office of Re Orders is the Departn	d until audit requirements are met, then cord for HM, LM, and SM Small Procurement nent of Health Education. Office of Record for rocurement and Supply.
19. NAME AND TITLE OF PREPARER Gail Jacobs	20. TELEPHONE NUMBE	R	21. DATE
Administrative Assistant II	301/40	05-2467	July 15, 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	PAGE6OF16	
AGENCY University of Maryland, College Park	DIVISION Academic Affairs, He	aalth & Human Parf	3. UNIT Department of Health Education	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE		O AND USED AS A UNIT FOR REFERENCE	
RECORD SERIES TITLE Accounting Records			5. EARLIEST YEAR/LATEST YEAR 1990 _{TO} 1998	
Honoraria payments, contract items, revo	SERIES, INCLUDING THE I	PURPOSE OR FUNCTION C	OF THE SERIES.)	
amendments and estimates, and other da	ila.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
☑ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL		MICROFILM(S) 4 □ 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		
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	ACTIVE AFTER	
☑ DAILY ☐ WEEKLY ☐	MONTHLY	3 NUMBER	☐ MONTH(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	ОМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
Building 255, Second Floor, Room 23870		(IF YES, SPECIFY AGENCY OR OFFICE) YES NO COMPTROLLER, BFA, or DCBS		
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, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
☐ YES ☑ NO		destroy. Office of Red	d until audit requirements are met, then cord is Comptroller, Budget and Fiscal ication and Business Services.	
19. NAME AND TITLE OF PREPARER Gail Jacobs	20. TELEPHONE NUMBE	R	21. DATE	
Administrative Assistant II	301/40	05-2467	July 15, 1998	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	RATE FORM FOR EACH NEW OR UNIVERSITY OF MA		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 7 OF 16	
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, He	ealth & Human Perf.	UNIT Department of Health Education	
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILED AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.	
RECORD SERIES TITLE Departmental Meeting Minutes			5. EARLIEST YEAR/LATEST YEAR	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES (SERIES, INCLUDING THE			
Policy issues and other data relating to th	e Department of Healt	h Education that are h	istorical.	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
✓ LETTER SIZE	☐ ALPHABETICAL		3 MICROFILM(S) COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		NUMBER OTHER (SPECIFY) Binders	
☐ 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	ACTIVE AFTER	
☐ DAILY ☐ WEEKLY 🗹	MONTHLY	5 NUMBER	☐ MONTH(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 255, Second Floor, Room 23870)	☐ 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, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	IN .	18. RECOMMENDED RETENTION		
☐ YES 🗹 NO		Department of Health University Archives at retention.	Education to retain for 5 years, then send to the University of Maryland for permanent	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	<u> </u>	21. DATE	
Gail Jacobs Administrative Assistant II	_	05-2467	July 15, 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 8 OF 16	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland, College Park	Academic Affairs, He	ealth & Human Perf.	Department of Health Education	
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILED AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.	
RECORD SERIES TITLE Departmental Publications			5. EARLIEST YEAR/LATEST YEAR 1980TO1998	
6. RECORD SERIES DESCRIPTION (BRIEF				
IN THE	SERIES, INCLUDING THE I	PURPOSE OR FUNCTION O	OF THE SERIES.)	
Newsletters, technical reports, brochures,	annual reports, and o	ther material publishe	d by the Department of Health	
Education.				
				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
✓ LETTER SIZE	П агриан	RETICAL	MICROFILM(S) 2 COMPUTED TABLES	
	☐ ALPHABETICAL		NUMBER	
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		Binders	
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	☐ FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER ((SPECIFY)	1/2 ☐ MICROFILM REEL(S) NUMBER ☐ COMPUTER TAPE(S)	
			COMPUTER TAPE(S) OTHER (SPECIFY)	
			File Box	
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER	
☐ DAILY ☐ WEEKLY 🗹	MONTHLY	$\frac{1}{\text{NUMBER}} \qquad \Box \text{MONTH(S)} \qquad \mathbf{V} \text{YEAR(S)}$		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	ОМ)	14. IS RECORD SERIE	S DUPLICATED ELSEWHERE?	
Building 255, Second Floor, Room 2387A	\	(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 □ STATE □ FEDERAL □ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
□ YES 🗹 NO		University of Maryland	olication to the University Archives at the dat the time of publication for permanent nually and destroy remaining material for ence is required.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Gail Jacobs Administrative Assistant II	301/40	05-2467	July 15, 1998	
Authinistrative Assistant II	301/40	J-2401	July 15, 1990	

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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	UNIVERSITY OF MARYLANI		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 9 OF 16	
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, He	ealth & Human Perf.	UNIT Department of Health Education	
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.	
4. RECORD SERIES TITLE Academic Files for Undergraduate and Gr	aduate Students		5. EARLIEST YEAR/LATEST YEAR 1988	
6. RECORD SERIES DESCRIPTION (BRIEFI IN THE		OF INFORMATION/DOCUM PURPOSE OR FUNCTION C		
Advising records and correspondence rela	ated to academic activ	ity.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
✓ LETTER SIZE ☐ MICROFILM			MICROFILM(S) COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		NUMBER OTHER (SPECIFY) and 4 File Boxes	
☐ 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		
☑ DAILY ☐ WEEKLY ☐	MONTHLY	4 NUMBER ☐ MONTH(S) ✓ YEAR(S) PROGRAM		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO Building 255, First and Second Floors, Ro		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
2387D	Joins 1240 and	☐ 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			for 4 years after student leaves program	
		(usually graduation), t	nen destroy.	
19. NAME AND TITLE OF PREPARER Gail Jacobs	20. TELEPHONE NUMBE	R	21. DATE	
Administrative Assistant II	301/40	05-2467	July 15, 1998	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	FOR EACH NEW OR UNIVERSITY OF		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 10 OF 16	
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, He	ealth & Human Perf.	UNIT Department of Health Education	
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILEI AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.	
4. RECORD SERIES TITLE Application Material of Prospective Gradu	ate Students		5. EARLIEST YEAR/LATEST YEAR 1995 _{TO} 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES (SERIES, INCLUDING THE			
Student application form, transcripts, lette merit-based award forms.	rs of recommendation	, standardized test sco	ores, statements of purpose, and	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME	
LETTER SIZE MICROFILM	✓ ALPHABETICAL		1 COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		OTHER (SPECIFT)	
☐ BOUND BOOK ☐ FLOPPY DISK	CHRON	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)	☐ GEOGRAPHICAL ☐ OTHER (SPECIFY)		1/2 FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY)	
11. FILE IS USED	<u> </u>	12. FILE BECOMES IN	JACTIVE AFTER AFTER RECEIPT	
☐ DAILY ☐ WEEKLY 🗹	MONTHLY	9	☐ MONTH(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 255, Second Floor, Room 23870)	☐ YES 🗹 NO	•	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ №	16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		■ NONE		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	IN	18. RECOMMENDED	RETENTION	
□ YES 🗹 NO			ccepted applicants to student's academic file letain material of rejected applicants for 2 en destroy.	
19. NAME AND TITLE OF PREPARER Gail Jacobs	20. TELEPHONE NUMBE	R	21. DATE	
l I		05-2467	July 15, 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 11 OF 16
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, He	ealth & Human Perf.	UNIT Department of Health Education
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILED AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.
RECORD SERIES TITLE Comprehensive Examinations			5. EARLIEST YEAR/LATEST YEAR 1990 _{TO} 1998
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Qualifying examinations to advance to car	SERIES, INCLUDING THE	PURPOSE OR FUNCTION O	
7. RECORD SERIES FORMAT(S) LETTER SIZE	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY)		9. VOLUME 1 NUMBER FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)			10. ANNUAL ACCUMULATION I File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)
11. FILE IS USED DAILY WEEKLY	MONTHLY	12. FILE BECOMES IN 20 NUMBER	IACTIVE AFTER ☐ MONTH(S) ☑ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO Building 255, Second Floor, Room 2387)	·		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS) Please See Statement Below.	□ NO	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 I	
19. NAME AND TITLE OF PREPARER Gail Jacobs Administrative Assistant II	20. TELEPHONE NUMBE 301/40	r 05-2467	21. DATE July 15, 1998

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INSTRUCTIONS: TYPE OR PRINT A 'SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	FOR EACH NEW OR UNIVERSITY OF MARY		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 12 OF 16
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, He	ealth & Human Perf.	UNIT Department of Health Education
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILED AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.
RECORD SERIES TITLE Textbook Orders			5. EARLIEST YEAR/LATEST YEAR 1988 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.)			
List of textbooks ordered by faculty memb	ers for departmental c	courses.	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY)		9. VOLUME FILE DRAWER(S) MICROFILM(S)
LETTER SIZE MICROFILM			1 COMPUTER TAPE(S) NUMBER OTHER (SPECIFY) 10. ANNUAL ACCUMULATION
☐ LEGAL SIZE ☐ COMPUTER TAPE			
☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE			
OTHER (SPECIFY)			1/4 NUMBER I FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY)
11. FILE IS USED		12. FILE BECOMES IN	ACTIVE AFTER
☐ DAILY ☐ WEEKLY ☑	MONTHLY	1 NUMBER	MONTH(S) YEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
Building 255, Second Floor, Room 2387C		☐ 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 BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION	
☐ YES 🗹 NO		Retain for 1 year, then destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE
Gail Jacobs Administrative Assistant II	301/405-2467		July 15, 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 13 OF 16	
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, He		UNIT Department of Health Education	
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILED	O AND USED AS A UNIT FOR REFERENCE SES.	
4. RECORD SERIES TITLE Faculty Files			5. EARLIEST YEAR/LATEST YEAR 1960 _{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.) Resumes; appointment, promotion, and tenure (APT) material, including appointment letters; faculty review files; faculty evaluations; and leave without pay and sabbatical requests.				
7. RECORD SERIES FORMAT(S) ✓ LETTER SIZE	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY)		9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)	
☐ LEGAL SIZE ☐ COMPUTER TAPE				
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION File DRAWER(S) 1/4 NUMBER COMPUTER TAPE(S)	
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)				
			OTHER (SPECIFY)	
11. FILE IS USED	MONTHLY	12. FILE BECOMES IN 10 NUMBER	ACTIVE AFTER TERMINATION OF MONTH(S) YEAR(S) EMPLOYMENT	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 255, Second Floor, Room 2387E		YES NO VICE PRESIDENT FOR ACADEMIC AFFAIRS		
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, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED I	RETENTION	
□ YES 🗹 NO			er termination of employment, then destroy. PT material is the Office of the Vice President	
19. NAME AND TITLE OF PREPARER Gail Jacobs	20. TELEPHONE NUMBE	R	21. DATE	
Administrative Assistant II	301/405-2467		July 15, 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 14 OF 16
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, He	ealth & Human Perf.	UNIT Department of Health Education
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.
4. RECORD SERIES TITLE Course Syllabi			5. EARLIEST YEAR/LATEST YEAR
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)			
List of course assignments and required r	eading.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE ALPHABETICAL MUMERICAL		9. VOLUME
☑ LETTER SIZE ☐ MICROFILM			1 COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
☐ LEGAL SIZE ☐ COMPUTER TAPE			
☐ BOUND BOOK ☐ FLOPPY DISK	CHRON	OLOGICAL	10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL ☐ OTHER (SPECIFY)		FILE DRAWER(S) 2 MICROEII M PEEL (S)
OTHER (SPECIFY)			NUMBER
			OTHER (SPECIFY)
11. FILE IS USED		12 FH E DECOMES D	File Boxes
_] MONTHLY	12. FILE BECOMES IN10	
		NUMBER	MONTH(S) YEAR(S)
13. CURRENT LOCATION(S) (BUILDING.FLOOR. ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
Building 255, Second Floor, Room 2387		☐ 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		Department of Health Education to retain for 10 years, then destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	<u>I</u> R	21. DATE
Gail Jacobs Administrative Assistant II	301/405-2467		July 15, 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 15 OF 16	
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, He		UNIT Department of Health Education	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.				
RECORD SERIES TITLE Supplemental Grade Reports			5. EARLIEST YEAR/LATEST YEAR 1988 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.) Grade change reports.				
		_		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL		9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)	
✓ LETTER SIZE ☐ MICROFILM				
☐ LEGAL SIZE ☐ COMPUTER TAPE				
☐ BOUND BOOK ☐ FLOPPY DISK	CHRONG	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)	☐ GEOGRAPHICAL ☐ OTHER (SPECIFY)		1/4 NUMBER FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	ACTIVE AFTER	
☐ DAILY ☐ WEEKLY 🗹	MONTHLY	NUMBER	MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING.FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 255, Second Floor, Room 2387C		YES NO HEALTH & HUMAN PERFORMANCE, DEAN'S OFFICE		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□NO	16. AUDIT REQUIREM	ENTS	
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		Retain for 3 years and destroy. Office of Red Performance, Dean's	l until audit requirements are met, then cord is the College of Health and Human Office.	
19. NAME AND TITLE OF PREPARER Gail Jacobs	20. TELEPHONE NUMBER	R	21. DATE	
Administrative Assistant II	301/405-2467		July 15, 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 16 OF 16
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, He	ealth & Human Perf.	UNIT Department of Health Education
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILEI AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.
RECORD SERIES TITLE Contract and Grant Files			5. EARLIEST YEAR/LATEST YEAR 1968 TO 1998
RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Records that document contracts and grants received by the Department of Health Education from state sources, including			
applications, proposals, agreements, research reports, publicity notices, acknowledgments and transfer of funds records, controlling rules and regulations, copies of periodic reports, correspondence, and memoranda.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL		9. VOLUME
☑ LETTER SIZE ☐ MICROFILM			40 ☐ COMPUTER TAPE(S) NUMBER ☐ OTHER (SPECIFY)
☐ LEGAL SIZE ☐ COMPUTER TAPE —			
☐ BOUND BOOK ☐ FLOPPY DISK	CHRON		10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)	☐ GEOGRAPHICAL ☐ OTHER (SPECIFY) ———————		10
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER
☑ DAILY □ WEEKLY □] MONTHLY	3 NUMBER	☐ MONTH(S)
13. CURRENT LOCATION(S) (BUILDING.FLOOR, ROOM) Building 255, First and Second Floors, Rooms 1240 and 2387C		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) YES YOUNGER (IF YES YOUNGER)	
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		Retain state contract and grant files for 3 years after the close of the contract, then destroy.	
<u>.</u>			
19. NAME AND TITLE OF PREPARER Gail Jacobs	20. TELEPHONE NUMBER		21. DATE
Administrative Assistant II	301/405-2467		July 15, 1998

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