### UNIVERSITY OF MARYLAND COLLEGE PARK

#### DEPARTMENT OF GENERAL SERVICES Schedule No.: 2045 RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE Page 1 DGS 550-1 (Rev. 10/92) Division/Unit: College of Health and Agency: University of Maryland College Park Human Performance, Dean's Office Item No. Description Retention Screen annually and destroy that material for 1 General Files - alpha, subject, administrative, and chronological correspondence containing original incoming and copies of which no further reference is required. 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 College of Health and Human Performance, Dean's Office for 25 years, then of the College of Health and Human Performance, Dean's destroyed. Material deemed to have historical value should be sent to University Archives at the University of Maryland for permanent retention. 2 **Human Resource Records** A. Timekeeping Records - individual sheets approved by the Retain for 3 years and until audit supervisor that show leave taken and hours worked for requirements are met, then destroy. student, if and when, contractual, non-exempt, and exempt employees. B. Faculty Time Reports - monthly reports showing days Retain individual monthly reports for 5 years worked and leave taken by faculty members. and until audit requirements are met, then destroy. Retain summary records of monthly time reports until the faculty member leaves employment, then destroy. C. Employee Leave Balances - leave balances for faculty Retain final leave balance for 3 years after members, and contractual, non-exempt, and exempt termination of employment, then destroy. During the time the employee is active, retain employees. ongoing balances for 3 years for audit purposes. Authorized by Department Head of Designated Representative Schedule Authorized by State Archivist Authorized by Vice President of Administrative Affairs DCT 2 0 1998 Date: Date: Signature: Signature: Shoul C. Squeper Dr. Sylvia S. Stewart Type Name: \_ VP for Admin. Affairs

### UNIVERSITY OF MARYLAND COLLEGE PARK

# DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

Schedule No.:

2045

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

Page 2 of 3

(CO	NTINUATION SHEET) DGS 550-1A (REV. 10/92)	
Item No.	Description	Retention
3	Personnel Files - folders prepared upon the commencement of employment, including any of the following items: application and resume; appointment letter; reference checks; payroll form; position action request; recruitment screening report; personnel transaction form; retirement form; transcripts; change of address forms; clearance file; commendations; contracts; correspondence; counseling sessions; grievances; disciplinary actions, including charges for removal, probation, or suspension; efficiency ratings; EOE statistical reports; health insurance benefits forms; leave forms; orientation and training material; position history; promotions and reclassifications; suggestion file; summer employment material; Performance Review and Development files; applications for merit increases and notice of increase; requests for position classification action, study numbers, and position descriptions; appointment, promotion, and tenure (APT) material, including appointment letters; and leave without pay and sabbatical requests; and letters of resignation, retirement, transfer, and/or dismissal.	College of Health and Human Performance, Dean's Office to 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.
4	Search Committee Files - search committee materials for faculty, administrators, and exempt staff. Consists of advertisements, final recommendation of the committee, 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.	College of Health and Human Performance, Dean's Office to retain listed material for 10 years, then destroy. Other material to be destroyed after 1 year.
5	Payroll Records - journals, one pay certification cards, check register, W2 forms, journal vouchers, payroll entry forms, and other internal adjustment forms.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Payroll Services.
6	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 College of Health and Human Performance, Dean's Office. Office of Record for purchase orders is Procurement and Supply.
7	Accounting Records - honoraria payments, contract items, revolving fund, checkbook data, special payments, periodic financial reports, telecommunication service and equipment bills, 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.

### UNIVERSITY OF MARYLAND COLLEGE PARK

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

Schedule No.: 2

2045

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

Page 3 of 3

Town No.		D
Item No.	Description	Retention
8	College of Health and Human Performance Meeting Minutes - policy issues and other data relating to the College of Health and Human Performance, Dean's Office that are historical.	College of Health and Human Performance, Dean's Office to retain for 5 years, then send to University Archives at the University of Maryland for permanent retention.
9	College of Health and Human Performance Publications - newsletters, technical reports, brochures, annual reports, and other material published by the College of Health and Human Performance, Dean's Office.	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.
10	Supplemental Grade Reports - grade change reports.	Retain for 3 years and until audit requirements are met, then destroy.
11	Academic Files for Undergraduate Students – advising records and correspondence related to academic activity.	Retain academic files for 4 years after student leaves program (usually graduation), then destroy.
12	Textbook Orders - list of textbooks ordered by faculty members for departmental courses.	Retain for 1 year, then destroy.
13	Inventory Material – records identifying non-capital and capital equipment and related material including: manual sheets, inventory adjustment forms, replacement of inventory tag forms, equipment loan forms, and disposal of surplus property forms.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Inventory Control, Office of the Comptroller.
14	Theses and Dissertations.	Retain for 10 years, then destroy. Office of Record is the University of Maryland Libraries.
	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		F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)  COLLEG		E PARK	PAGE 1 OF 14	
1. AGENCY University of Maryland, College Park	2. DIVISION		3. UNIT	
DEFINITION - RECORD SERIES:	Academic Affairs  A GROUP OF RELATED RE AS WELL AS RETENTION		Health & Human Performance, Dean's Office O AND USED AS A UNIT FOR REFERENCE SES.	
4. RECORD SERIES TITLE General Files	·		5. EARLIEST YEAR/LATEST YEAR 1995 <sub>TO</sub> 1998	
6. RECORD SERIES DESCRIPTION (BRIEF			IENTS/FORMS FOUND	
Alpha, subject, administrative, and chrono correspondence, reports, memoranda, sta projects, and substantive data concerning	atistics, proposed prog	ce containing original i rams, minutes, policy	ncoming and copies of outgoing and procedure statements, special	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
✓ LETTER SIZE	✓ ALPHABETICAL  □ NUMERICAL		MICROFILM(S)  COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK	CHRONOLOGICAL		and 2 Boxes  10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER (SPECIFY)		1	
11. FILE IS USED		12. FILE BECOMES IN	ACTIVE AFTER	
☑ DAILY ☐ WEEKLY ☐	MONTHLY	1 NUMBER	☐ MONTH(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	14. IS RECORD SERIE	S DUPLICATED ELSEWHERE?	
Building 255, Third Floor, Room 3310		(IF YES, SPECIFY AGENCY)  YES NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	ENTS	
Please see statement below.		☑ NONE ☐ S	TATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
YES NO		reference is required. administrative or legal Health and Human Pe destroyed. Material d	Remaining material for which no further Remaining material having continuing value to be kept in paper by the College of efformance, Dean's Office for 25 years, then seemed to have historical value should be sent e Univ. of Maryland for permanent retention.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	₹	21. DATE	
Helen O'Ferrall Executive Administrative Assistant 301.4		5.1362	September 9, 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.

<u> </u>			
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD  UNIVERSITY OF		F MARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	SE PARK	PAGE 2A OF 14
AGENCY     University of Maryland, College Park	2. DIVISION Academic Affairs		3. UNIT Health & Human Performance, Dean's Office
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE SES.
4. RECORD SERIES TITLE Human Resource Records - Timekeeping	Records		5. EARLIEST YEAR/LATEST YEAR  1995 TO 1998
6. RECORD SERIES DESCRIPTION (BRIEF IN THE		OF INFORMATION/DOCUM PURPOSE OR FUNCTION (	
Individual sheets approved by the superv non-exempt, and exempt employees.	d for student, if and when, contractual,		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)  MICROFILM(S)
☑ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL ☐ NUMERICAL		3/4 COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	CHRON	OLOGICAL	10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	FILE DRAWER(S)  1/4
OTHER (SPECIFY)	☐ OTHER	(SPECIFY)	NUMBER   MICROFILM REEL(S)   COMPUTER TAPE(S)   OTHER (SPECIFY)
11. FILE IS USED BI-WEEKLY		12. FILE BECOMES IN	NACTIVE AFTER
☐ DAILY ☐ WEEKLY ☐	MONTHLY	3 NUMBER	☐ MONTH(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	ОМ)		S DUPLICATED ELSEWHERE?
Building 255, Second Floor, Room 2326		☐ 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, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION	
☐ YES ☑ NO		Retain for 3 years and destroy.	until audit requirements are met, then
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE
Rebecca A. Frey Budget Officer	301.40	05.2443	September 9, 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		F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 2B OF 14	
AGENCY     University of Maryland, College Park	2. DIVISION		3. UNIT	
DEFINITION - RECORD SERIES:			Health & Human Performance, Dean's Office D AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE	AS WELL AS RETENTION	AND DISPOSITION PURPO	5. EARLIEST YEAR/LATEST YEAR	
Human Resource Records - Faculty Time	Reports		1988 <sub>TO</sub> 1998	
6. RECORD SERIES DESCRIPTION (BRIEF				
	SERIES, INCLUDING THE		of the series.)	
Monthly reports showing days worked an	d leave taken by facult	y members.		
			•	
A DECORD GENER FORMATION	9 DECORD SERVES ST	COLLENCE	9. VOLUME FOR AWER(S)	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		☐ MICROFILM(S)	
✓ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL ☐ NUMERICAL		NUMBER COMPUTER TAPE(S)  NUMBER OTHER (SPECIFY)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			and 1 Banker's Box	
☐ BOUND BOOK ☐ FLOPPY DISK	<b>☑</b> CHRON	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	1/4 FILE DRAWER(S)  MICROFILM REEL(S)  COMPUTER TAPE(S)	
OTHER (SPECIFY)	☐ OTHER	(SPECIFY)		
<u>-</u>			OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	JACTIVE APTED	
	MONTHLY	5	☐ MONTH(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO		NUMBER	S DUPLICATED ELSEWHERE?	
		(IF YES, SPECIFY AGENCY	OR OFFICE)	
Building 255, First and Third Floors, Roo		☐ YES 🗹 NO	·	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	1ENTS	
Please see statement below.		□ NONE 🗹 S	STATE	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	IN .	18. RECOMMENDED	RETENTION	
☐ YES ☑ NO		requirements are met	thly reports for 5 years and until audit , then destroy. Retain summary records of until the faculty member leaves employment,	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	<u>L</u>	21. DATE	
M. Gay Mays Administrative Assistant II		05.2437	September 9, 1998	
	1		L	

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 2C OF 14
AGENCY     University of Maryland, College Park	DIVISION     Academic Affairs		3. UNIT Health & Human Performance, Dean's Office
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE ISES.
4. RECORD SERIES TITLE Human Resource Records - Employee Le	eave Balances		5. EARLIEST YEAR/LATEST YEAR 1993 <sub>TO</sub> 1998
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES ( SERIES, INCLUDING THE		
Leave balances for faculty members, and			
<b>,</b> ,	, , , , , , , , , , , , , , , , , , , ,		-,
			0.110111111111
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)  MICROFILM(S)
☑ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL ☐ NUMERICAL		COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	CHRON	DLOGICAL	10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	FILE DRAWER(S)  1/2   MICROEU M PEEL (S)
OTHER (SPECIFY)	OTHER	(SPECIFY)	NUMBER   MICROFILM REEL(S)   COMPUTER TAPE(S)
			☐ OTHER (SPECIFY)
11. FILE IS USED		12. FILE BECOMES IN	IACTIVE AFTER
☐ DAILY 🗹 WEEKLY 🗆	MONTHLY	3 NUMBER	□ MONTH(S) <b>☑</b> YEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	14. IS RECORD SERIE	S DUPLICATED ELSEWHERE?
Building 255, Third Floor, Room 3310		(IF YES, SPECIFY AGENCY  YES YOUNG	•
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS
Please see statement below.		□ NONE 🗹 S	TATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED	RETENTION
☐ YES 🗹 NO		employment, then des	ance for 3 years after termination of stroy. During the time the employee is active, es for 3 years for audit purposes.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE		21. DATE
M. Gay Mays			
Administrative Assistant II	301.40	5.2437 	September 9, 1998

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	SE PARK	PAGE3OF14	
AGENCY     University of Maryland, College Park	DIVISION     Academic Affairs		3. UNIT  Health & Human Performance, Dean's Office	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE	ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Personnel Files			5. EARLIEST YEAR/LATEST YEAR 1949 <sub>TO</sub> 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Folders prepared upon the commenceme appointment letter; reference checks; pay form; retirement form; transcripts; change counseling sessions; grievances; disciplir ratings; EOE statistical reports; health inspromotions and reclassifications; suggest and notice of increase; requests for positile leave without pay and sabbatical requests.	series, including the ent of employment, including form; position action of address forms; clearly actions, including surance benefits forms tion file; summer employ on classification action	PURPOSE OR FUNCTION Of Juding any of the follow on request; recruitment arance file; commenda charges for removal, ; leave forms; orientat byment material; PRD n, study numbers, and	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;  files; applications for merit increases  position descriptions; APT material; and	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
☑ LETTER SIZE ☐ MICROFILM	✓ ALPHABETICAL		MICROFILM(S)  COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		NUMBER	
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	☑ FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER (SPECIFY)		1/4 ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN		
☑ DAILY ☐ WEEKLY ☐	MONTHLY	10 NUMBER	TERMINATION OF MONTH(S) YEAR(S) EMPLOYMENT	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OOM)	14. IS RECORD SERIE	S DUPLICATED ELSEWHERE?	
Building 255, First and Third Floors, Roo	ms 1234D and 3310	YES YO	•	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ №	16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		□ NONE 🗹 S	STATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI	IN .	18. RECOMMENDED	RETENTION	
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES NO		for 10 years after term	Human Performance, Dean's Office to retain nination of employment, then destroy. Office terial is the Office of the Vice President for	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Rebecca A. Frey Budget Officer 301.4		05.2443	September 9, 1998	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	SE PARK	PAGE 4 OF 14	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland, College Park  DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	Health & Human Performance, Dean's Office D AND USED AS A UNIT FOR REFERENCE USES.	
4. RECORD SERIES TITLE Search Committee Files			5. EARLIEST YEAR/LATEST YEAR 1997	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE  Search committee materials for faculty, as of the committee, meeting minutes contain only - depending on size of search), and a	series, including the dministrators, and exening final recommendations.	PURPOSE OR FUNCTION Of mpt staff. Consists of ation data, voting resu	AENTS/FORMS FOUND OF THE SERIES.)  advertisements, final recommendation	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	OUENCE	9. VOLUME FILE DRAWER(S)	
			☐ MICROFILM(S)	
☐ LETTER SIZE ☐ MICROFILM	✓ ALPHABETICAL  □ NUMERICAL		NUMBER COMPUTER TAPE(S)  OTHER (SPECIFY)	
☐ LEGAL SIZE ☐ COMPUTER TAPE				
☐ BOUND BOOK ☐ FLOPPY DISK	<u> </u>	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE		APHICAL	1/2 FILE DRAWER(S)  MICROFILM REEL(S)	
OTHER (SPECIFY)	U OTHER	(SPECIFY)	NUMBER	
11. FILE IS USED		12. FILE BECOMES IN	IACTIVE AFTER	
☑ DAILY ☐ WEEKLY ☐	MONTHLY	1 or 10 NUMBER	☐ MONTH(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	14. IS RECORD SERIE	S DUPLICATED ELSEWHERE?	
Building 255, Third Floor, Room 3310		☐ YES 🗹 NO	·	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□NO	16. AUDIT REQUIREM	IENTS	
Please see statement below.		□ NONE 🗹 S	STATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED	RETENTION	
YES MO			Human Performance, Dean's Office to retain rears, then destroy. Other material to be	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Helen O'Ferrall Executive Administrative Assistant	301.40	5.1362	September 9, 1998	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE5OF14
AGENCY     University of Maryland, College Park	2. DIVISION		3. UNIT
DEFINITION - RECORD SERIES:	Academic Affairs  A GROUP OF RELATED RE AS WELL AS RETENTION		Health & Human Performance, Dean's Office D AND USED AS A UNIT FOR REFERENCE
RECORD SERIES TITLE     Payroll Records	THE WELLT IN RELIGION.	AND DISTOSPRISH ONLO	5. EARLIEST YEAR/LATEST YEAR 1949 <sub>TO</sub> 1998
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES SERIES, INCLUDING THE		MENTS/FORMS FOUND
Journals, one pay certification cards, checadjustment forms.		•	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)
	✓ ALPHABETICAL □ NUMERICAL		NUMBER  NUMBE
☐ LEGAL SIZE ☐ COMPUTER TAPE			
☑ BOUND BOOK ☐ FLOPPY DISK	<b>₽</b> CHRON	OLOGICAL	10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	FILE DRAWER(S)
OTHER (SPECIFY)  11 x 17 sheets	☐ OTHER	(SPECIFY)	NUMBER ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY) and 1 book
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER
☑ DAILY ☐ WEEKLY ☐	MONTHLY	3 NUMBER	☐ MONTH(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO Building 255, First and Second Floors, Ro 2326		14. IS RECORD SERIE (IF YES, SPECIFY AGENCY	S DUPLICATED ELSEWHERE? OR OFFICE) PAYROLL SERVICES
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)	IN .	18. RECOMMENDED	RETENTION
□ YES 🗹 NO			d until audit requirements are met, then cord is Payroll Services.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Rebecca A. Frey Budget Officer 301.4		05.2443	September 9, 1998

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 6 OF 14	
AGENCY     University of Maryland, College Park	2. DIVISION Academic Affairs		3. UNIT Health & Human Performance, Dean's Office	
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.	
RECORD SERIES TITLE     Purchasing Records			5. EARLIEST YEAR/LATEST YEAR 1990 <sub>TO</sub> 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES ( SERIES, INCLUDING THE			
Internal account records, including copies	of requisitions, invoice	es, and packing slips.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
☑ LETTER SIZE	☐ ALPHABETICAL ☐ NUMERICAL		NUMBER	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY) and 50 boxes	
☐ BOUND BOOK ☐ FLOPPY DISK	CHRONG	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	I/3 FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER	(SPECIFY)	NUMBER    MICROFILM REEL(S)   COMPUTER TAPE(S)   OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	JACTIVE AFTER	
☑ DAILY ☐ WEEKLY ☐	MONTHLY	3 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 2326		¥YES □ NO	Procurement and Supply	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
Please see statement below.		□ NONE <b>☑</b> S	TATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED	RETENTION	
□ YES ☑ NO		destroy. Office of Red Orders is the College	I until audit requirements are met, then cord for HM, LM, and SM Small Procurement of Health and Human Performance, Dean's ord for purchase orders is Procurement and	
19. NAME AND TITLE OF PREPARER Rebecca A. Frey	20. TELEPHONE NUMBER	R	21. DATE	
		5.2443	September 9, 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.

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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 14	
	a Dividion	-		
AGENCY     University of Maryland, College Park	DIVISION     Academic Affairs		3. UNIT Health & Human Performance, Dean's Office	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE	ECORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE	
RECORD SERIES TITLE     Accounting Records			5. EARLIEST YEAR/LATEST YEAR 1995 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEF	LY DESCRIBE THE TYPES	OF INFORMATION/DOCUM	MENTS/FORMS FOUND	
Honoraria payments, contract items, revo telecommunication service and equipmen		data, special paymen	ts, periodic financial reports,	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
			☐ MICROFILM(S)	
✓ LETTER SIZE	☐ ALPHABETICAL ☐ NUMERICAL		NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)	
LEGAL SIZE COMPUTER TAPE			Corner (Specifi)	
☐ BOUND BOOK ☐ FLOPPY DISK	CHRON	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	FILE DRAWER(S)	
OTHER (SPECIFY)	☐ OTHER	(SPECIFY)	NUMBER	
			OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	IACTIVE AFTER	
☐ DAILY ☐ WEEKLY 🗹	MONTHLY	3 NUMBER	$\square$ MONTH(S) $\square$ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO	OM)	14. IS RECORD SERIE	S DUPLICATED ELSEWHERE?	
Building 255, Second Floor, Room 2326		(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 <b>☑</b> S	TATE	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED	RETENTION	
YES NO		Retain for 3 years and	I until audit requirements are met, then	
		destroy. Office of Red	cord is Comptroller, Budget and Fiscal cation and Business Services.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE	
Rebecca A. Frey Budget Officer 301.4		5.2443	September 9, 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	COLLEG	E DADY		
RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 8 OF 14	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland, College Park	Academic Affairs		Health & Human Performance, Dean's Office	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE ISES.	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
College of Health and Human Performand	ce Meeting Minutes		1995 _ <sub>TO</sub> 1998	
6. RECORD SERIES DESCRIPTION (BRIEF				
IN THE	SERIES, INCLUDING THE	PURPOSE OR FUNCTION (	OF THE SERIES.)	
Policy issues and other data relating to th historical.	e operation of the Coll	lege of Health and Hu	man Performance, Dean's Office that are	
			O VOLUME	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)	
✓ LETTER SIZE	· 🗹 ALPHAI	BETICAL	1/3 ☐ 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	I/8   MICROEU M PEEL (S)	
OTHER (SPECIFY)	☐ OTHER	(SPECIFY)	NILLY (DED.	
_			NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	VACTIVE AFTER	
DAILY <b>☑</b> WEEKLY □	] MONTHLY	5	☐ MONTH(S)	
		NUMBER		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 255, Third Floor, Room 3310		☐ YES 🗹 NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□NO	16. AUDIT REQUIREM	IENTS	
Please see statement below.		■ NONE S	STATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI	N	18. RECOMMENDED	RETENTION	
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)				
YES INO			Human Performance to retain for 5 years,	
		permanent retention.	y Archives at the University of Maryland for	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Helen O'Ferrall	301 40	05.1362	September 9, 1998	
Executive Administrative Assistant	301.40		Jepternoer 9, 1990	

<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.

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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	SE PARK	PAGE 9 OF 14	
AGENCY     University of Maryland, College Park	2. DIVISION		3. UNIT	
DEFINITION - RECORD SERIES. A GROUP OF RELATED RE		ECORDS NORMALLY FILE AND DISPOSITION PURPO	Health & Human Performance, Dean's Office D AND USED AS A UNIT FOR REFERENCE DSES.	
RECORD SERIES TITLE  College of Health and Human Performance Publications			5. EARLIEST YEAR/LATEST YEAR 1996 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES			MENTS/FORMS FOUND	
IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)  Newsletters, technical reports, brochures, annual reports, and other material published by the College of Health and Human Performance, Dean's Office.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL		9. VOLUME    I/8	
✓ LETTER SIZE				
☐ LEGAL SIZE ☐ COMPUTER TAPE				
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		✓ FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER (SPECIFY)		1/8	
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE 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, Third Floor, Room 3310		YES YOUNG		
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS		
Please See Statement Below.		☑ NONE ☐ S	STATE  FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION		
YES YO		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	20. TELEPHONE NUMBE	R	21. DATE	
Helen O'Ferrall Executive Administrative Assistant	301.405.1362		September 9, 1998	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 10 OF 14
1. AGENCY Liniversity of Maryland, College Park	2. DIVISION		3. UNIT
		CORDS NORMALLY FILE AND DISPOSITION PURPO	Health & Human Performance, Dean's Office D AND USED AS A UNIT FOR REFERENCE DSES.
RECORD SERIES TITLE     Supplemental Grade Reports			5. EARLIEST YEAR/LATEST YEAR 1995 TO 1998
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES SERIES, INCLUDING THE		MENTS/FORMS FOUND
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER (SPECIFY)		9. VOLUME FILE DRAWER(S)  1/2 COMPUTER TAPE(S)  NUMBER OTHER (SPECIFY)
☑ LETTER SIZE ☐ MICROFILM			
☐ LEGAL SIZE ☐ COMPUTER TAPE			
☐ BOUND BOOK ☐ FLOPPY DISK			
— — — UIDEO TAPE ☐ VIDEO TAPE			10. ANNUAL ACCUMULATION  1/4 FILE DRAWER(S)  MICROFILM REEL(S)  COMPUTER TAPE(S)  OTHER (SPECIFY)
OTHER (SPECIFY)			
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER
☑ DAILY ☐ WEEKLY ☐	MONTHLY	3 NUMBER	☐ MONTH(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)	
Building 255, Third Floor, Room 3310		☐ 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		Retain for 3 years and destroy.	d until audit requirements are met, then
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	2	21. DATE
Carol Vander Velden Administrative Assistant II	301.405.2442		September 9, 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	SE PARK	PAGE11OF14
AGENCY     University of Maryland, College Park	2. DIVISION Academic Affairs		3. UNIT  Health & Human Performance, Dean's Office
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RI	ECORDS NORMALLY FILES AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.
RECORD SERIES TITLE     Academic Files for Undergraduate Students			5. EARLIEST YEAR/LATEST YEAR 1986 TO 1998
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES		OF INFORMATION/DOCUM PURPOSE OR FUNCTION C	
Advising records and correspondence rel			
		•	
			\$
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER (SPECIFY)		9. VOLUME  23   MICROFILM(S)   COMPUTER TAPE(S)   OTHER (SPECIFY)  10. ANNUAL ACCUMULATION   File DRAWER(S)   MICROFILM REEL(S)   NUMBER   COMPUTER TAPE(S)
✓ LETTER SIZE			
☐ LEGAL SIZE ☐ COMPUTER TAPE			
☐ BOUND BOOK ☐ FLOPPY DISK			
☐ AUDIO TAPE ☐ VIDEO TAPE			
☐ OTHER (SPECIFY)			
			OTHER (SPECIFY)
11. FILE IS USED	<u> </u>	12. FILE BECOMES IN	ACTIVE AFTER AFTER STUDENT LEAVES
☑ DAILY ☐ WEEKLY ☐	MONTHLY	4 NUMBER	MONTH(S) YEAR(S) PROGRAM
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
Building 255, First and Third Floors, Rooms 1234 and 3310		☐ 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		Retain academic files for 4 years after student leaves program (usually graduation), then destroy.	
		(usually graduation), ti	nen destroy.
19. NAME AND TITLE OF PREPARER Carol Vander Velden	20. TELEPHONE NUMBE	R	21. DATE
Administrative Assistant II	301.405.2442		September 9, 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	SE PARK	PAGE 12 OF 14	
AGENCY     University of Maryland, College Park	2. DIVISION Academic Affairs	· <del>-</del>	3. UNIT Health & Human Performance, Dean's Office	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE ISES.	
RECORD SERIES TITLE     Textbook Orders			5. EARLIEST YEAR/LATEST YEAR  1996 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 members for departmental courses.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL		9. VOLUME	
☑ LETTER SIZE ☐ MICROFILM				
☐ LEGAL SIZE ☐ COMPUTER TAPE				
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		☐ FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER  ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY) ☐ Folder	
11. FILE IS USED BI-YEARLY		12. FILE BECOMES IN	VACTIVE AFTER	
☐ DAILY ☐ WEEKLY ☐	MONTHLY	1 NUMBER	☐ MONTH(S) <b>☑</b> YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 255, Third Floor, Room 3310		☐ 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		Retain for 1 year, then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Helen O'Ferrall Executive Administrative Assistant	301.405.1362		September 9, 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.

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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	SE PARK	PAGE 13 OF 14	
1. AGENCY University of Maryland, College Park	2. DIVISION		3. UNIT	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	Health & Human Performance, Dean's Office D AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Inventory Material			5. EARLIEST YEAR/LATEST YEAR 1965 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 identifying non-capital and capital equipment and related material including: manual sheets, inventory adjustment forms, replacement of inventory tag forms, equipment loan forms, and disposal of surplus property forms.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  Alphabetical  Numerical		9. VOLUME	
☑ LETTER SIZE ☐ MICROFILM				
☐ LEGAL SIZE ☐ COMPUTER TAPE				
☑ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ OTHER (SPECIFY)		10 ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY) ☐ Sheets	
OTHER (SPECIFY)				
11. FILE IS USED	·	12. FILE BECOMES IN	NACTIVE AFTER	
☐ DAILY ☑ WEEKLY ☐	MONTHLY	3 NUMBER	$\square_{M}$ MONTH(S) $\square$ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
Building 255, Second Floor, Room 2332		(IF YES, SPECIFY AGENCY OR OFFICE)  YES NO INVENTORY CONTROL, COMPTROLLER		
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 for 3 years and until audit requirements are met, then destroy. Office of Record is Inventory Control, Office of the Comptroller.		
19. NAME AND TITLE OF PREPARER Frank C. Fellows Assistant Dean	20. TELEPHONE NUMBER	r 05.2494	21. DATE September 9, 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.

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 14 OF 14
AGENCY     University of Maryland, College Park	2. DIVISION Academic Affairs		3. UNIT Health & Human Performance, Dean's Office
DEFINITION DECORD SERIES. A GROUP OF RELATED RE		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE
RECORD SERIES TITLE     Theses and Dissertations			5. EARLIEST YEAR/LATEST YEAR 1949 <sub>TO</sub> 1998
6. RECORD SERIES DESCRIPTION (BRIEF IN THE IN THE		OF INFORMATION/DOCUMPURPOSE OR FUNCTION (	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL		9. VOLUME
☐ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE			
<b>☑</b> BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE  ✓ OTHER (SPECIFY)  Computer File	☐ GEOGRAPHICAL ☐ OTHER (SPECIFY)		30 ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY) ☐ Computer Files
11. FILE IS USED RARELY		12. FILE BECOMES IN	NACTIVE AFTER
☐ DAILY ☐ WEEKLY ☐	MONTHLY	10 NUMBER	☐ MONTH(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)	
Building 255, First Floor, Room 1234D		YES NO McKELDIN LIBRARY	
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS	
Please See Statement Below.		✓ NONE	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES NO	N	18. RECOMMENDED RETENTION  Retain for 10 years, then destroy. Office of Record is the University of Maryland Libraries.	
19. NAME AND TITLE OF PREPARER Rebecca A. Frey Budget Officer	20. TELEPHONE NUMBER 301.405.2443		21. DATE September 9, 1998

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