

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE DGS 550-1 (Rev. 10/92)		Schedule No.: 2052 Page 1 of 3
Agency: University of Maryland College Park		Division/Unit: Undergraduate Admissions
Item No.	Description	Retention
1	General Files - alpha, subject, administrative, and chronological correspondence containing original incoming and copies of outgoing correspondence, reports, memoranda, statistics, proposed programs, minutes, policy and procedure statements, special projects, and substantive data concerning the operation of Undergraduate Admissions.	Screen annually and destroy that material for which no further reference is required. Remaining material with continuing administrative or legal value to be kept in paper by the Undergraduate Admissions for 25 years, then destroyed. Material deemed to have historical value should be sent to University Archives at the University of Maryland for permanent retention.
2	<u>Human Resource Records</u> A. Student Timekeeping Records - individual sheets approved by the supervisor that show leave taken and hours worked for student employees. B. Employee Leave Balances - leave balances for contractual, non-exempt, and exempt employees.	Retain for 3 years and until audit requirements are met, then destroy. Retain final leave balance for 3 years after termination of employment, then destroy. During the time the employee is active, retain ongoing balances for 3 years for audit purposes.

Authorized by Department Head or Designated Representative
 Signature: Jackie Zloch
 Title: Asst. Clerk III Date: 9/16/98

Authorized by Vice President of Administrative Affairs
 Date: 10/1/98
 Signature: Sylvia S. Stewart
 Type Name: Dr. Sylvia S. Stewart
 Title: Associate VP for Administrative Affairs

Schedule Authorized by State Archivist

Date: DEC 7 1998

Signature: Edward C. Papenfuss Jr.

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No.: 2052
RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET) DGS 550-1A (REV. 10/92)		Page 2 of 3
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; timekeeping records approved by the supervisor that show leave taken and hours worked; requests for position classification action, allocation cards, study numbers, and position descriptions; W2 forms; payroll entry forms, and letters of resignation, retirement, transfer, and/or dismissal.	Retain timekeeping records for 3 years and until audit requirements are met, then destroy. Undergraduate Admissions to retain other material for 3 years after termination of employment, then destroy.
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.	Undergraduate Admissions 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, journal vouchers, and other internal adjustment forms.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Payroll Services.
6	Purchasing and Accounting Records - internal account records, copies of requisitions, invoices, packing slips, honoraria payments, contract items, revolving fund, checkbook data, special payments, periodic financial reports, travel expense statements, 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 for HM, LM, and SM Small Procurement Orders is Undergraduate Admissions. Office of Record for purchase orders is Procurement and Supply. Office of Record for accounting material is Comptroller, Budget and Fiscal Analysis, or Communication and Business Services.
7	Departmental Publications - newsletters, technical reports, brochures, annual reports, and other material published by Undergraduate Admissions.	Forward a copy of publication to the University Archives at the University of Maryland at the time of publication for permanent retention. Screen annually and destroy remaining material for which no further reference is required.

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION**

Schedule No.: 2052

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

Item No.	Description	Retention
8	Application Material of Prospective Students - student application form, transcripts, letters of recommendation, standardized test scores, statements of purpose, enrollment planner, residency information, athletic material, and merit-based award forms.	Retain for 1 year in paper form, then microfilm application of accepted students. Destroy paper records after receipt of microfilm. Transfer microfilmed material of accepted applicants to students' academic file at Records and Registration 1 year after receipt. Retain material of rejected applicants for 1 year after receipt, then destroy.
9	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.
10	Student Re-enrollment Records - application, statement of purpose, University of Maryland transcripts, letters of recommendation, appeal and decision letters, and other documentation.	Retain for 1 year in paper form, then microfilm application of accepted students. Destroy paper records after receipt of microfilm. Transfer microfilmed material of accepted applicants to students' academic file at Records and Registration 1 year after receipt. Records and Registration to retain for 20 years, then destroy. Retain material of rejected applicants for 1 year after receipt, 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 WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

AGENCY RECORDS INVENTORY

PAGE 1 OF 10

1. AGENCY
University of Maryland, College Park

2. DIVISION
Academic Affairs

3. UNIT
Undergraduate Admissions

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
General Files

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.)

Alpha, subject, administrative, and chronological correspondence containing original incoming and copies of outgoing correspondence, reports, memoranda, statistics, proposed programs, minutes, policy and procedure statements, special projects, and substantive data concerning the operation of Undergraduate Admissions.

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)

9. VOLUME FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
173
NUMBER

10. ANNUAL ACCUMULATION

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)
Building 052, Ground Floor, Rooms 0101, 0102, 0103, 0104, 0106, 0108, 0110, 0111, 0112, 0117, 0122, 0126, and 0130

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 destroy that material for which no further reference is required. Remaining material with continuing administrative or legal value to be kept in paper by Undergraduate Admissions for 25 years, then destroyed. Material deemed to have historical value should be sent to University Archives at the University of Maryland for permanent retention.

19. NAME AND TITLE OF PREPARER
Jackie Zloch
Accounting Clerk III

20. TELEPHONE NUMBER
301.314.8392

21. DATE
September 14, 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

PAGE 2 A OF 10

1. AGENCY
University of Maryland, College Park

2. DIVISION
Academic Affairs

3. UNIT
Undergraduate Admissions

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
Human Resource Records

5. EARLIEST YEAR/LATEST YEAR
1978 TO 1998

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)

Student Timekeeping Records - individual sheets approved by the supervisor that show leave taken and hours worked for student employees.

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)

9. VOLUME FILE DRAWER(S) 1
 MICROFILM(S) 39
_____ COMPUTER TAPE(S)
NUMBER OTHER (SPECIFY)

10. ANNUAL ACCUMULATION

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

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 052, Ground Floor, Room 0117

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 for 3 years and until audit requirements are met, then destroy.

19. NAME AND TITLE OF PREPARER
Lettie Gaskins
Accounting Clerk III

20. TELEPHONE NUMBER
301.314.8382

21. DATE
September 14, 1998

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**UNIVERSITY OF MARYLAND
COLLEGE PARK**

AGENCY RECORDS INVENTORY

PAGE 2 B OF 10

1. AGENCY
University of Maryland, College Park

2. DIVISION
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3. UNIT
Undergraduate Admissions

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
Human Resource Records

5. EARLIEST YEAR/LATEST YEAR
1978 TO 1998

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)

Employee Leave Balances - leave balances for contractual, non-exempt, and exempt employees.

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)

9. VOLUME. FILE DRAWER(S) 1
 MICROFILM(S) 3
_____ COMPUTER TAPE(S)
NUMBER OTHER (SPECIFY)

10. ANNUAL ACCUMULATION

_____ FILE DRAWER(S) 1/4
NUMBER MICROFILM REEL(S) 2
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

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 052, Ground Floor, Room 0117

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 final leave balance for 3 years after termination of employment, then destroy. During the time the employee is active, retain ongoing balances for 3 years for audit purposes.

19. NAME AND TITLE OF PREPARER

Lettie Gaskins
Accounting Clerk III

20. TELEPHONE NUMBER

301.314.8382

21. DATE

September 15, 1998

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UNIVERSITY OF MARYLAND

AGENCY RECORDS INVENTORY

COLLEGE PARK

PAGE 3 OF 10

1. AGENCY
University of Maryland, College Park

2. DIVISION
Academic Affairs

3. UNIT
Undergraduate Admissions

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
1978 TO 1998

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)
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; PRD files; timekeeping records; requests for position classification action, allocation cards, study numbers, and position descriptions; W2 forms; payroll entry forms, and letters of resignation, retirement, transfer, and/or dismissal.

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)

9. VOLUME
 FILE DRAWER(S) 7
 MICROFILM(S) 16
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
NUMBER _____

10. ANNUAL ACCUMULATION

FILE DRAWER(S) 2
 MICROFILM REEL(S) 3
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
NUMBER _____

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

3
NUMBER MONTH(S) YEAR(S)

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

Building 052, Ground Floor, Room 0117

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 timekeeping records for 3 years and until audit requirements are met, then destroy. Undergraduate Admissions to retain other material for 3 years after termination of employment, then destroy.

19. NAME AND TITLE OF PREPARER

Lettie Gaskins
Accounting Clerk III

20. TELEPHONE NUMBER

301.314.8382

21. DATE

September 15, 1998

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**UNIVERSITY OF MARYLAND
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AGENCY RECORDS INVENTORY

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1. AGENCY
University of Maryland, College Park

2. DIVISION
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3. UNIT
Undergraduate Admissions

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
Search Committee Files

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.)

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.

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)

9. VOLUME FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
3
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
1/2
NUMBER

11. FILE IS USED YEARLY
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 or 10
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)
Building 052, Ground Floor, Room 0130

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
Undergraduate Admissions to retain listed material for 10 years, then destroy. Other material to be destroyed after 1 year.

19. NAME AND TITLE OF PREPARER
D. Britt Reynolds
Assistant Director

20. TELEPHONE NUMBER
301.314.8382

21. DATE
September 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 WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>5</u> OF <u>10</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Undergraduate Admissions	
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 Payroll Records				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.) Journals, one pay certification cards, check register, journal vouchers, and other internal adjustment forms.					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input checked="" type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input checked="" 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 checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input checked="" type="checkbox"/> MICROFILM(S) <u>20</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY) _____	
10. ANNUAL ACCUMULATION <u>3</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input checked="" type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>and 1 Bound Book</u>					
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 052, Ground Floor, Room 0117			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO PAYROLL SERVICES		
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 3 years and until audit requirements are met, then destroy. Office of Record is Payroll Services.		
19. NAME AND TITLE OF PREPARER Lettie Gaskins Accounting Clerk III		20. TELEPHONE NUMBER 301.314.8382		21. DATE September 15, 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 PAGE <u>6</u> OF <u>10</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Undergraduate Admissions	
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 Purchasing and Accounting Records				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.) Internal account records, copies of requisitions, invoices, packing slips, honoraria payments, contract items, revolving fund, checkbook data, special payments, periodic financial reports, travel expense statements, telecommunication service and equipment bills, budget items including amendments and estimates, and other data.					
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 checked="" type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) & 25 notebooks, 9 folders 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) & 6 notebooks, 3 folders	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 052, Ground Floor, Room 0130D			14. IS RECORD SERIES DUPLICATED ELSEWHERE? <small>(IF YES, SPECIFY AGENCY OR OFFICE)</small> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO PROCUREMENT, COMPTROLLER, BFA, DCBS		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO <small>(IF YES, CITE LAW(S) & REGULATIONS)</small> 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 3 years and until audit requirements are met, then destroy. Office of Record for HM, LM, and SM Small Procurement Orders is Undergraduate Admissions. Office of Record for purchase orders is Procurement and Supply. Office of Record for accounting material is Comptroller, Budget and Fiscal Analysis, or Communication and Business Services.		
19. NAME AND TITLE OF PREPARER Jackie Zloch Accounting Clerk III		20. TELEPHONE NUMBER 301.314.8392		21. DATE September 15, 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 PAGE <u>9</u> OF <u>10</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Undergraduate Admissions	
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 Inventory Material				5. EARLIEST YEAR/LATEST YEAR <u>1992</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.) 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) <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 type="checkbox"/> OTHER (SPECIFY) _____		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 type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Sheets</u>			
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 052, Ground Floor, Room 0117			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO INVENTORY CONTROL, COMPTROLLER		
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 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 Loretta Thomas Project Management Specialist		20. TELEPHONE NUMBER 301.314.8389		21. DATE September 15, 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 10 OF 10

1. AGENCY
University of Maryland, College Park

2. DIVISION
Academic Affairs

3. UNIT
Undergraduate Admissions

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 Re-enrollment Records

5. EARLIEST YEAR/LATEST YEAR
1987 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.)

Application, statement of purpose, University of Maryland transcripts, letters of recommendation, appeal and decision letters, and other documentation.

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)

9. VOLUME FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
and 312 microfilm tapes
21
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
10
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)
Building 052, Ground and First Floors, Rooms 0117 and 1101

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 for 1 year in paper form, then microfilm application of accepted students. Destroy paper records after receipt of microfilm. Transfer microfilmed material of accepted applicants to students' academic file at Records and Registration 1 year after receipt. Retain material of rejected applicants for 1 year after receipt, then destroy.

19. NAME AND TITLE OF PREPARER
Judy Isles
Program Management Specialist I

20. TELEPHONE NUMBER
301.314.8382

21. DATE
September 15, 1998

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