DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE Agency: University of Maryland College Park			Schedule No.: 1986 Page 1 of 6 Division/Unit: Department of Communication and
Item No.	Description		Business Services Retention
'	Amendment to Schedules 1501 and 15 The name of the department has changed to Depa Communication and Business Services. The follow schedule supersedes Schedules 1501 and 1513.	Amendment to Schedules 1501 and 1513 name of the department has changed to Department of munication and Business Services. The following	
	General Files Incoming and outgoing correspondence (paper and electronic), department policies and procedures, training and development manuals, brochures, campus departmental course packets, working files, original art work for departmental brochures, clip art files, reports, department employee list, and call costing reports.		Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value to be kept in paper by the Department of Communication and Business Services 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	<ul> <li><u>Human Resource Records</u></li> <li>A. Timekeeping Records - individual sheets approved by the supervisor that show leave taken and hours worked for student, if and when, contractual, exempt, and non-exempt employees.</li> </ul>		Retain for 3 years and until audit requirements are met, then destroy.
Signature: Title: Authorized Date: Signature: _	by Department Head or Designated Representative Dorothy Christian Understanding Director Date: 3/9/98 by Vice President of Administrative Affairs 3/23/98 Sylvia S. Stewart Dr. Sylvia S. Stewart Associate Vice President	Sch Date: Signature:	edule Authorized by State Archivist APR 2 7 1998 Schward C. Japanfur f

DGS 550-1 (Rev. 10/92)

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RECO	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)	Schedule No.: 1986 Page 2 of 6
Item No.	Description	Retention
	B. Employee Leave Balances - leave balances for contractual, exempt, and non-exempt employees.	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.
3	Performance Review and Development Files - evaluations of exempt and non-exempt staff members, which indicate employee performance factors, performance ratings given by the employee's supervisor, and employee development plans.	Retain for 3 years after termination of employee, then destroy. Office of Record is the Department of Communication and Business Services.
4	Search Committee Files - search committee materials for 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.	Department of Communication and Business Services 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, W2 forms, 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 Records - internal account records, including copies of requisitions, purchase orders, HMs, LMs, invoices, and packing slips.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record for HM and LM Small Procurement Orders is the Department of Communication and Business Services. Office of Record for purchase orders is Procurement and Supply.
7	Accounting Records - student tape of telephone bills, computer tape of AT&T network bill, student account adjustments, Photo Services sales records, telephone system chargeback summary, end-of-month telephone bill summary, account ledgers, journal voucher batch sheets, batch control sheets, reconciliations, centrex equipment report, telex charges, copy center tickets, telephone bill adjustments, vendor phone bills, telecommunication pricing sheets billed to departments, honoraria payments, contract items, revolving fund, special payments, periodic financial statements, budget items including amendments and estimates, meter postage statements, and other data.	Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record for telephone system billing material is the Department of Communication and Business Services. Office of Record for remaining material is Comptroller or Budget and Fiscal Analysis.

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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Schedule No.: 1986 Page 3 of 6
Item No.	Description	Retention
8	Departmental Mail Service Charge Cards - cards used by departments to authorize charges for mail services to be billed to a Financial Accounting System number.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Department of Communication and Business Services.
9	Telecommunication System Management System Files - material includes chargeback system implementation records. (1989 - 1990)	Destroy upon approval of schedule.
10 .	Telecommunication Trouble Tickets - requests for telephone repair service.	Retain for 3 years in paper form, then retain in microfiche form until current telephone system is no longer in use, then destroy. Destroy paper records after microfiched records are received. Office of Record is Telecommunication Services, Department of Communication and Business Services.
11	Ethernet Orders - requests for ethernet installations, moves, or deletions.	Retain for 3 years in paper form, then retain in microfiche form until current telephone system is no longer in use, then destroy. Destroy paper records after microfiched records are received.
12	Calling Card Orders - requests for calling cards.	Retain in paper form for 3 years after card becomes inactive, then destroy. Office of Record is Telecommunication Services, Department of Communication and Business Services.
13	Telecommunication Work Orders - requests to add, move, install, or disconnect telecommunication equipment.	Retain for 3 years in paper form, then retain in microfiche form until current telephone system is no longer in use, then destroy. Destroy paper records after microfiched records are received. Office of Record is Telecommunication Services, Department of Communication and Business Services.
14	Approved Travel Requests and Processed Expense Statements - documents evidencing appropriate approval to undertake travel on behalf of the University of Maryland on official business; and summarized expenses and associated receipts supporting expenses for which personal funds have been advanced by the traveler on behalf of the University of Maryland.	Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record is Corporate Services, Department of Communication and Business Services.

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#### DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

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Schedule No.: 1986

Page 4 of 6

### RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Item No.	Description	Retention
15	Travel Agency Reports - documentation of revenue-sharing checks issued in accordance with travel agency contracts.	Retain for 3 years and until audit requirements are met, then destroy.
<sup>.,</sup> 16	Travel Approval Signature Cards - records of name and signature of the individual with Unit Approving Authority and those other individuals officially designated by the Approving Authority to endorse Travel Requests.	Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record is Corporate Services, Department of Communication and Business Services.
17	Travel Logs - Travel-On and Omega ticket pick-up logs. (1990- 1993)	Destroy upon approval of schedule.
18	Diner's Club Bills - invoices from credit card vendor for airline tickets purchased through University of Maryland, College Park contract travel agents.	Retain for 6 years, 3 months and until audit requirements are met, then destroy.
19	American Express Material - American Express applications from University of Maryland employees, correspondence, and reports to and from American Express, including cancellation reports.	Retain for 3 years and until audit requirements are met, then destroy.
20	Vending Material - documentation related to commission payments.	Retain for 3 years and until audit requirements are met, then destroy.
21	Risk Management Surveys - response to request for required periodic surveys from the Injured Workers' Insurance Fund (IWIF)/State of Maryland Workers' Compensation Fund. (1990 and 1993).	Destroy upon approval of schedule.
22	US Airways Material - monthly productivity reports from travel agencies detailing tickets issued on USAir, monthly reports to USAir to "claim" productivity tickets in accordance with the University agreement, and documentation of use of productivity tickets and return of unused tickets.	Retain for 6 years, 3 months, and until audit requirements are met, then destroy.
23	Records Management Material - original records retention and disposal schedules for the University of Maryland, College Park; original certificates of records disposal, agency records inventory forms, records retention standards guide, copy of state-wide records inventory reports submitted by the University of Maryland, College Park, and other pertinent supporting material.	Retain records retention standards guide until superseded, then destroy. Retain other listed material for 10 years, then destroy. Office of Record is the Department of Communication and Business Services.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No.: 1986
RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Page 5 of 6
Item No.	Description	Retention
<b>24</b>	Forms Management Material - annual forms management activities report (including supporting documentation), most recent copy of forms, form information sheets, and other pertinent supporting documentation.	Retain copy of form and form information sheet until superseded, then destroy. Retain all other listed material for 10 years, then destroy. Office of Record is the Department of Communication and Business Services.
25	Copy Program Material - incoming and outgoing correspondence (paper and electronic) related to various copy equipment, service call histories on copiers, documents citing individual machine status and location, and purchasing records on copier equipment.	Retain for 5 years and until audit requirements are met, then destroy. Offices of Record are Reprographic Services and the Business Office, Department of Communication and Business Services.
26	Copyright Clearance Material - incoming and outgoing correspondence (paper and electronic) on various copyright requests, responses to copyright clearance requests (paper and electronic), course packet master lists, policies and procedures, and purchase and billing documents related to payment of royalties.	Retain for 3 years and until audit requirements are met, then destroy.
27	Vehicle Mileage Reports – sheets indicating distance driven and dates of vehicle usage.	Destroy upon disposal of vehicle.
28	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.
29	Departmental Telecommunication Bills - allocation details for departmental telecommunication services and equipment. These telecommunication bills are signed by the staff member responsible for the telephone extension and indicate if calls were personal or business. Material also includes a record of reimbursement for personal calls.	Retain for 3 years and until audit requirements are met, then destroy.
30	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.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Schedule No.: 1986 Page 6 of 6
Item No.	Description	Retention
¥**	If University Archives at the University of Maryland are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available at the University of Maryland, material having limited retention (i.e. 25 years) will be transferred to the State Records Center in Jessup.	Until audit requirements are met means 3 years for state-related documents, 3 years for non- monetary federal-related documents, 3 years for monetary federal-related documents under \$25,000, and 6 years, 3 months for monetary federal-related documents over \$25,000.
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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE1OF30
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affa	irs	3. UNIT Communication and Business Services
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		ED AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE General Files			5. EARLIEST YEAR/LATEST YEAR 
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Incoming and outgoing correspondence ( development manuals, brochures, campu brochures, clip art files, department emplo	SERIES, INCLUDING THE paper and electronic), is departmental course	PURPOSE OR FUNCTION department policies packets, working file	OF THE SERIES.) and procedures, training and
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	BETICAL	9. VOLUME FILE DRAWER(S) 7 1/2 COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
BOUND BOOK       FLOPPY DISK         AUDIO TAPE       VIDEO TAPE         OTHER (SPECIFY)	CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY) By Unit		10. ANNUAL ACCUMULATION         11/2         NUMBER         Computer tape(s)         OTHER (SPECIFY)
13. CURRENT LOCATION(S) (BUILDING.FLOOR. RC Building 010, Ground, First, and Second		(IF YES, SPECIFY AGENC	MONTH(S) YEAR(S) ES DUPLICATED ELSEWHERE? Y OR OFFICE)
0118, 1193, and 2110 15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS) Please see statement b	□ NO elow.	YES       YO         16. AUDIT REQUIREMENTS         YONE       STATE         FEDERAL       INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES Y NO		18. RECOMMENDED RETENTION Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value to be kept in paper by the Dept. of Communication and Business Servs. for 25 years, then destroyed Material deemed to have historical value should be sent to Univ. Archives at the Univ. of Maryland for permanent retention.	
<ul> <li>19. NAME AND TITLE OF PREPARER</li> <li>Samantha Hayden</li> <li>Records Management Specialist</li> <li>* Access to records is subject to, and may be r</li> </ul>		05-8280	21. DATE January 5, 1998 and regulations. Access to any specific document

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	FMARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE2_OF30	
1. AGENCY University of Maryland, College Park	2. DIVISION		3. UNIT	
DEFINITION - RECORD SERIES:		CORDS NORMALLY FIL	Communication and Business Services ED AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE	AS WELL AS RETENTION	AND DISPOSITION PURP	OSES. 5. EARLIEST YEAR/LATEST YEAR	
4. RECORD SERIES ITTLE Human Resource Records			<u>1987</u> TO <u>1998</u>	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES ( SERIES, INCLUDING THE			
A. Timekeeping Records - individual she if and when, contractual, exempt, and not		pervisor that show l	eave taken and hours worked for student,	
B. Employee Leave Balances - leave bal	ances for contractual,	exempt, and non-exe	empt employees.	
·	<u> </u>	···		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
🗹 LETTER SIZE 🗹 MICROFILM	🗹 ALPHAE	BETICAL	$\frac{5}{100000000000000000000000000000000000$	
🗋 LEGAL SIZE 🛛 COMPUTER TAPE		ICAL	NUMBER OTHER (SPECIFY) and 2 boxes of microfilm	
🗌 BOUND BOOK 🛛 FLOPPY DISK	CHRONO	OLOGICAL	10. ANNUAL ACCUMULATION	
🗌 AUDIO TAPE 🛛 VIDEO TAPE	GEOGR/	APHICAL	FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER	(SPECIFY)	$\begin{array}{c c} 3 \\ \hline NUMBER \end{array} \qquad \square \ MICROFILM \ REEL(S) \\ \Box \ COMPUTER \ TAPE(S) \end{array}$	
			OTHER (SPECIFY)	
			and 1/2 box of microfilm_	
11. FILE IS USED		12. FILE BECOMES	INACTIVE AFTER	
DAILY WEEKLY	MONTHLY	<u> </u>	$\square$ MONTH(S) $\blacksquare$ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC	ЮМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
Building 010, First Floor, Room 1106B		(IF YES. SPECIFY AGENCY OR OFFICE)		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIRE	MENTS	
Please see statement b	elow.	□ NONE I STATE □ FEDERAL □ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLA	IN	18. RECOMMENDED RETENTION		
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		A. Retain for 3 years and until audit requirements are met, then destroy.		
		employment, then d	e balance for 3 years after termination of estroy. During the time the employee is active, ust be kept for 3 years for audit purposes.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE	
Maria Goodlatte Department Payroll Specialist	(301) 4	05-4415	January 5, 1998	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD		FMARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 3 OF 30	
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affairs		3. UNIT Communication and Business Services	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		ED AND USED AS A UNIT FOR REFERENCE OSES.	
4. RECORD SERIES TITLE Performance Review and Development F	iles		5. EARLIEST YEAR/LATEST YEAR 1997 <sub>TO</sub> 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Evaluations of exempt and non-exempt st given by the employee's supervisor, and o	SERIES, INCLUDING THE I	PURPOSE OR FUNCTION dicate employee per	OF THE SERIES.)	
7. RECORD SERIES FORMAT(S)       8. RECORD SERIES SE         Image: Computer size       MICROFILM         Image: Legal size       Computer size		BETICAL	9. VOLUME 1/5 NUMBER FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)	
BOUND BOOK       FLOPPY DISK         AUDIO TAPE       VIDEO TAPE         OTHER (SPECIFY)	CHRONOLOGICAL  GEOGRAPHICAL  OTHER (SPECIFY)  By Unit		10. ANNUAL ACCUMULATION 1/5 NUMBER I/5 I microfilm reel(s) Computer tape(s) OTHER (SPECIFY)	
11. FILE IS USED YEARLY	MONTHLY	12. FILE BECOMES 3 NUMBER	INACTIVE AFTER AFTER EMPLOYEE MONTH(S) YEAR(S) TERMINATION	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC Building 010, First Floor, Room 1110	ЮМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) YES YON		
15. ACCESS RESTRICTIONS*       □ YES         (IF YES, CITE LAW(S) & REGULATIONS)         Please See Statement Below.		16. AUDIT REQUIREMENTS		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES Y NO		18. RECOMMENDED RETENTION Retain for 3 years after termination of employee, then destroy. Office of Record is the Department of Communication and Busin Services.		
<ul> <li>19. NAME AND TITLE OF PREPARER</li> <li>Michelle Solter Evers</li> <li>Assistant to the Director</li> <li>* Access to records is subject to, and may be r must be determined by the specific facts of the specific</li></ul>	estricted by, applicable F	05-4554 Vederal and State laws	21. DATE March 4, 1998 and regulations. Access to any specific document	

INSTRUCTIONS: TYPE OR PRINT A SEPARÀTE 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)			PAGE4OF30	
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affairs		3. UNIT Communication and Business Services	
DEFINITION - RECORD SERIES:			D AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Search Committee Files			5. EARLIEST YEAR/LATEST YEAR 1990 <sub>TO</sub> 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES O SERIES, INCLUDING THE P		MENTS/FORMS FOUND	
Search committee materials for administr committee, meeting minutes containing fi depending on size of search), and all info	nal recommendation da	ita, voting results, top		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME I/5 FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)	
BOUND BOOK FLOPPY DISK			and 2 boxes, 2 folders	
AUDIO TAPE VIDEO TAPE	GEOGRA		10. ANNUAL ACCUMULATION	
	Souther (SPECIFY) By Unit		NONE MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)	
11. FILE IS USED RARELY	l	12. FILE BECOMES I		
	] MONTHLY	10	$\square$ MONTH(S) $\blacksquare$ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING.FLOOR. RC Building 010, First and Second Floors, R and 2110		14. IS RECORD SERIE (IF YES, SPECIFY AGENCY YES YES NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREN	MENTS	
Please see statement below.		🗌 NONE 🗹 STATE 🗌 FEDERAL 🗋 INDEPENDEN		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☑ NO			nunication and Business Services to retain years, then destroy. Other material to be	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE	
Samantha Hayden Records Management Specialist 301/40		5-8280	March 4, 1998	

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	H NEW OR UNIVERSITY OF MARYLAND FORWARD		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE5OF30	
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affa	irs	3. UNIT Communication and Business Services	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		D AND USED AS A UNIT FOR REFERENCE DSES.	
4. RECORD SERIES TITLE Payroll Records			5. EARLIEST YEAR/LATEST YEAR <u>1987</u> TO <u>1998</u>	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES ( SERIES, INCLUDING THE			
Journals, one pay certification cards, W2	forms, journal voucher	rs, and other internal	adjustment forms.	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME IFILE DRAWER(S)	
🗹 LETTER SIZE 🗹 MICROFILM		BETICAL	$\frac{18}{10000000000000000000000000000000000$	
🗌 LEGAL SIZE 🔹 COMPUTER TAPE			NUMBER OTHER (SPECIFY) and 1 box of microfiche	
🔲 BOUND BOOK 🛛 🗌 FLOPPY DISK	CHRON	OLOGICAL	10. ANNUAL ACCUMULATION	
AUDIO TAPE 🗌 VIDEO TAPE	GEOGR.	APHICAL	<b>3</b> FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER	(SPECIFY)	NUMBER COMPUTER TAPE(S)	
······		<u></u>	OTHER (SPECIFY)	
11. FILE IS USED	L	12. FILE BECOMES I	NACTIVE AFTER	
🗹 DAILY 🗌 WEEKLY	] MONTHLY	3	$\square$ MONTH(S) $\blacksquare$ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC	ООМ)	NUMBER     INNUMBER       14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
Building 010, First Floor, Room 1106B		(IF YES. SPECIFY AGENCY OR OFFICE)		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREMENTS		
Please see statement b	elow.		STATE 🗍 FEDERAL 🗌 INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLA BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	IN	18. RECOMMENDED	RETENTION	
YES IN NO		Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Payroll Services.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE	
Maria Goodlatte Department Payroll Specialist	(301) 4	05-4415	January 5, 1998	
	estricted by applicable F	aderal and State laws a	nd regulations. Access to any specific document	

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	PAGE60F30		
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affa	irs	3. UNIT Communication and Business Services		
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		ED AND USED AS A UNIT FOR REFERENCE		
4. RECORD SERIES TITLE Purchasing Records			5. EARLIEST YEAR/LATEST YEAR 1993 TO 1998		
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Internal account records, including copies	SERIES, INCLUDING THE I	PURPOSE OR FUNCTION	JMENTS/FORMS FOUND OF THE SERIES.)		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	BETICAL	9. VOLUME FILE DRAWER(S) 15 COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)		
BOUND BOOK       FLOPPY DISK         AUDIO TAPE       VIDEO TAPE         OTHER (SPECIFY)	VUMERICAL		10. ANNUAL ACCUMULATION          4       Image: File drawer(s)         NUMBER       Image: Computer tape(s)         OTHER (SPECIFY)		
<ul> <li>11. FILE IS USED</li> <li>☑ DAILY</li> <li>☑ WEEKLY</li> <li>I3. CURRENT LOCATION(S) (BUILDING,FLOOR, RC</li> </ul>	] MONTHLY		MONTH(S) YEAR(S)		
Building 010, First Floor, Room 1106		(IF YES, SPECIFY AGENCY OR OFFICE)			
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS			
Please see statement b	elow.		STATE 🗹 FEDERAL 🗹 INDEPENDENT		
<ul> <li>17. IS AN INDEX SYSTEM USED? (IF YES. EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)</li> <li>✓ YES □ NO</li> <li>Records are sorted numerically by requisition number. A computerized list of requisitions is kept in a Microsoft Access database.</li> </ul>		destroy. Office of R Orders is the Depar	D RETENTION nd until audit requirements are met, then ecord for HM and LM Small Procurement tment of Communication and Business Record for purchase orders is Procurement and		
		05-4413	21. DATE January 5, 1998 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	FMARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE7OF30	
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affa	irs	3. UNIT Communication and Business Services	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		D AND USED AS A UNIT FOR REFERENCE DSES.	
4. RECORD SERIES TITLE Accounting Records			5. EARLIEST YEAR/LATEST YEAR 1992 <sub>TO</sub> 1998	
6. RECORD SERIES DESCRIPTION (BRIEF	TLY DESCRIBE THE TYPES ( SERIES, INCLUDING THE		MENTS/FORMS FOUND	
	ummary, end-of-month ciliations, centrex equi munication pricing she	telephone bill summ ipment report, telex c ets billed to departme	ary, account ledgers, journal voucher harges, copy center tickets, telephone bill ents, honoraria payments, contract items,	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)	
LETTER SIZE MICROFILM	🗹 ALPHAB	BETICAL	$\frac{15}{10000000000000000000000000000000000$	
LEGAL SIZE COMPUTER TAPE	MUMERICAL		NUMBER OTHER (SPECIFY) 12 comp. tapes, 60 boxes	
BOUND BOOK 🗍 FLOPPY DISK	CHRONOLOGICAL		10. ANNUAL ACCUMULATION	
AUDIO TAPE VIDEO TAPE		APHICAL	5 FILE DRAWER(S)	
Microfiche			NUMBER COMPUTER TAPE(S)	
			<u>9 comp. tapes, 11 boxes</u>	
11. FILE IS USED	MONTHLY	12. FILE BECOMES I	NACTIVE AFTER $\square MONTH(S)  \blacksquare YEAR(S)$	
Bldg. 010, First Floor, Room 1106; Bldg.	13. CURRENT LOCATION(S) (BUILDING.FLOOR. ROOM) Bldg. 010, First Floor, Room 1106; Bldg. 010, Ground Floor, Room B0105; and, Bldg 231, Ground Floor, Room 0114		NUMBER       Information       Information         14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES. SPECIFY AGENCY OR OFFICE)         If YES       NO Comptroller, Budget & Fiscal Analysis	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIRE	MENTS	
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 I NO		then destroy. Office is the Department of	months and until audit requirements are met, of Record for telephone system billing material Communication and Business Services. remaining material is Comptroller or Budget	
19. NAME AND TITLE OF PREPARER Samantha Hayden	20. TELEPHONE NUMBE	R	21. DATE	
Records Management Specialist	. ,	05-8280 Federal and State Jaws a	January 5, 1998 nd regulations. Access to any specific document	

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 30
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affa	irs	3. UNIT Communication and Business Services
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		ED AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE Departmental Mail Service Charge Cards			5. EARLIEST YEAR/LATEST YEAR <u>1990</u> TO <u>1998</u>
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Cards used by departments to authorize of	SERIES, INCLUDING THE	PURPOSE OR FUNCTION	OF THE SERIES.)
7. RECORD SERIES FORMAT(S)   LETTER SIZE  KICROFILM  LEGAL SIZE  COMPUTER TAPE	8. RECORD SERIES SEQUENCE		9. VOLUME FILE DRAWER(S) MICROFILM(S) 30 NUMBER OTHER (SPECIFY)
<ul> <li>☐ BOUND BOOK</li> <li>☐ FLOPPY DISK</li> <li>☐ AUDIO TAPE</li> <li>☐ VIDEO TAPE</li> <li>☑ OTHER (SPECIFY)</li> <li>Meter Card (3 1/2" x 7 1/2")</li> </ul>	CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY)		Boxes         10. ANNUAL ACCUMULATION         12       FILE DRAWER(S)         NUMBER       MICROFILM REEL(S)         COMPUTER TAPE(S)       OTHER (SPECIFY)         Boxes       Boxes
11. FILE IS USED		12. FILE BECOMES	
	] MONTHLY	NUMBER	$\square MONTH(S) \qquad \blacksquare YEAR(S)$
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO Building 231, Ground Floor, Room 0114; Floor, Room 1122F; Building 010, First F	Building 805, First	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) YES YES NO	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREMENTS	
Please see statement below.		INONE I STATE I FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☑ NO		<ol> <li>RECOMMENDED RETENTION</li> <li>Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Department of Communication a Business Services.</li> </ol>	
19. NAME AND TITLE OF PREPARER Cynthia Hoffman	20. TELEPHONE NUMBER	R	21. DATE
Supervisor, Automated Billing		05-4414	January 5, 1998 and regulations. Access to any specific document

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 9 OF 30	
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affa	irs	3. UNIT Communication and Business Services	
<b>DEFINITION - RECORD SERIES</b> :	A GROUP OF RELATED RE AS WELL AS RETENTION		D AND USED AS A UNIT FOR REFERENCE DSES.	
4. RECORD SERIES TITLE Telecommunication System Management	System Files		5. EARLIEST YEAR/LATEST YEAR <u>1989</u> TO <u>1990</u>	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Material includes chargeback system imp	SERIES, INCLUDING THE			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
🗹 LETTER SIZE 🗌 MICROFILM	ALPHABETICAL     NUMERICAL		$\frac{1}{1} \square COMPUTER TAPE(S)$	
🗋 LEGAL SIZE 🔄 COMPUTER TAPE			NUMBER OTHER (SPECIFY)	
BOUND BOOK 🔲 FLOPPY DISK	CHRONOLOGICAL		10. ANNUAL ACCUMULATION	
🗌 AUDIO TAPE 🗌 VIDEO TAPE	GEOGRAPHICAL		File DRAWER(S)	
	Topic		NONE MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)	
11. FILE IS USED	L	12. FILE BECOMES I	NACTIVE AFTER	
		approval NUMBER	$\square$ MONTH(S) $\square$ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 010, Second Floor, Room 2106				
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREMENTS		
Please see statement below.		🗹 NONE 🔲 STATE 🗌 FEDERAL 🗌 INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN		18. RECOMMENDED RETENTION		
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		Destroy upon approv	al of schedule.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	IR	21. DATE	
Daniel T. Burns Manager, Automation Services	(301) 405-4416		February 25, 1998	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	FMARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEGE PARK		PAGE0F30
1. AGENCY	2. DIVISION		3. UNIT
University of Maryland, College Park	Administrative Affa		Communication and Business Services
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		D AND USED AS A UNIT FOR REFERENCE DSES.
4. RECORD SERIES TITLE Telecommunication Trouble Tickets			5. EARLIEST YEAR/LATEST YEAR 
6. RECORD SERIES DESCRIPTION (BRIEF	LY DESCRIBE THE TYPES SERIES, INCLUDING THE		
Requests for telephone repair service.	SERIES, INCLUDING THE	I UKFUSE OK FUNCTION	, me series.)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	OUENCE	9. VOLUME FILE DRAWER(S)
🗹 LETTER SIZE 🗌 MICROFILM	_		MICROFILM(S)
			NUMBER OTHER (SPECIFY)
1			bin and 9 binders
			10. ANNUAL ACCUMULATION
AUDIO TAPE VIDEO TAPE	GEOGRAPHICAL		Image: File drawer(s)       Image: Microfilm reel(s)
OTHER (SPECIFY) Microfiche	OTHER (SPECIFY)		NUMBER  COMPUTER TAPE(S)
			OTHER (SPECIFY)
11. FILE IS USED	12. FILE BECOMES I		
	] MONTHLY	3	$\square$ MONTH(S) $\square$ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC		NUMBER	
	om)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES. SPECIFY AGENCY OR OFFICE)	
Building 010, Second Floor, Room 2108			
15. ACCESS RESTRICTIONS* YES (IF YES. CITE LAW(S) & REGULATIONS)	□ NO	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 INO		current telephone sys	paper form, then retain in microfiche form until tem is no longer in use, then destroy. Destroy hicrofiched records are received. Office of unication Services, Department of Business Services.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Linda Hosey Quality Service Administrator		05-4428	January 5, 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 11 OF 30
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affa		3. UNIT Communication and Business Services
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILED	O AND USED AS A UNIT FOR REFERENCE SES.
4. RECORD SERIES TITLE Ethernet Orders			5. EARLIEST YEAR/LATEST YEAR <u>1990</u> <u>TO</u> <u>1998</u>
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Requests for ethernet installations, moves	SERIES, INCLUDING THE I		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME FILE DRAWER(S) MICROFILM(S) 2 COMPUTER TAPE(S) NUMBER OTHER (SPECIEV)
BOUND BOOK     FLOPPY DISK       AUDIO TAPE     VIDEO TAPE	GEOGRAPHICAL		10. ANNUAL ACCUMULATION
	OTHER (SPECIFY)		1083       Image: MicroFilm Reel(s)         NUMBER       COMPUTER TAPE(s)         Image: Computer Tape(s)       Image: Computer Tape(s)         Image: Computer Tape
11. FILE IS USED	· · · · · · · · · · · · · · · · · · ·	12. FILE BECOMES IN	ACTIVE AFTER
	MONTHLY <u>3</u> NUMBER		MONTH(S) VEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC	DOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
Building 010, Second Floor, Rooms 2112	2 and 2194		
15. ACCESS RESTRICTIONS* YES (IF YES. CITE LAW(S) & REGULATIONS)	□ NO	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 I NO			aper form, then retain in microfiche form until tem is no longer in use, then destroy. Destroy icrofiched records are received.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	۱ <u>ــــــــــــــــــــــــــــــــــــ</u>	21. DATE .
Cheryl Nicholas Telecommunication Servs. Administrator	(301) 4	05-4412	January 5, 1998

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTOR
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 12 OF 30
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affai	rs	3. UNIT Communication and Business Services
DEFINITION - RECORD SERIES:	A GROUP OF RELATED REAS WELL AS RETENTION A		ED AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE Calling Card Orders	- <u></u>		5. EARLIEST YEAR/LATEST YEAR 1992 <sub>TO</sub> 1998
6. RECORD SERIES DESCRIPTION (BRIED IN THE Requests for calling cards.	FLY DESCRIBE THE TYPES ( E SERIES, INCLUDING THE F		
7. RECORD SERIES FORMAT(S)  I LETTER SIZE  LEGAL SIZE  COMPUTER TAPE	8. RECORD SERIES SE ALPHAB NUMERI	ETICAL	9. VOLUME FILE DRAWER(S) I MICROFILM(S) I COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
BOUND BOOK       FLOPPY DISK         AUDIO TAPE       VIDEO TAPE         OTHER (SPECIFY)	CHRONOLOGICAL  GEOGRAPHICAL  OTHER (SPECIFY)		10. ANNUAL ACCUMULATION 135 NUMBER COMPUTER TAPE(S) COMPUTER (SPECIFY) Sheets
	] MONTHLY	12. FILE BECOMES 3 NUMBER	MONTH(S) YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO Building 010, Second Floor, Room 2108		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES. SPECIFY AGENCY OR OFFICE) YES NO AT&T	
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below.		16. AUDIT REQUIREMENTS	
17. IS AN INDEX SYSTEM USED? (IF YES. EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☑ NO		18. RECOMMENDED RETENTION Retain in paper form for 3 years after card becomes inactive, th destroy. Office of Record is Telecommunication Services, Department of Communication and Business Services.	
19. NAME AND TITLE OF PREPARER Linda Hosey, Manager Quality Service Administrator	20. TELEPHONE NUMBER (301) 4(	05-4428	21. DATE January 5, 1998

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 13 OF 30
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affairs	8	3. UNIT Communication and Business Services
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		D AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE Telecommunication Work Orders			5. EARLIEST YEAR/LATEST YEAR <u>1990</u> TO <u>1998</u>
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Requests to add, move, install, or disconr	SERIES, INCLUDING THE	PURPOSE OR FUNCTION	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME FILE DRAWER(S)
LETTER SIZE MICROFILM	ALPHABETICAL		15     COMPUTER TAPE(S)       NUMBER     OTHER (SPECIFY)
LEGAL SIZE COMPUTER TAPE			and 1 Microfiche
BOUND BOOK FLOPPY DISK			10. ANNUAL ACCUMULATION
□ AUDIO TAPE □ VIDEO TAPE ✓ OTHER (SPECIFY) Microfiche	GEOGRAPHICAL		7       Image: File Drawer(S)         NUMBER       Image: Microfilm Reel(S)         Image: Computer Tape(S)       Image: Computer Tape(S)         Image: Other (Specify)       Image: Computer Tape(S)
11. FILE IS USED	L	12. FILE BECOMES I	NACTIVE AFTER
	] MONTHLY	$\frac{3}{\text{NUMBER}} \qquad \square \text{ MONTH}(S) \qquad \blacksquare \text{ YEAR}(S)$	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC	ЮМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
Building 010, Second Floor, Room 2112			
15. ACCESS RESTRICTIONS* YES (IF YES. CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREMENTS	
Please See Statement Below.		□ NONE I STATE □ FEDERAL □ INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES INO		<ol> <li>RECOMMENDED RETENTION</li> <li>Retain for 3 years in paper form, then retain in microfiche form un current telephone system is no longer in use, then destroy. Destr paper records after microfiched records are received. Office of Record is Telecommunication Services, Department of Communication and Business Services.</li> </ol>	
19. NAME AND TITLE OF PREPARER Cheryl Nicholas	20. TELEPHONE NUMBER	R	21. DATE
Telecommunication Servs. Administrator		05-4412	March 4, 1998

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 30
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affa	urs	3. UNIT Communication and Business Services
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		ED AND USED AS A UNIT FOR REFERENCE POSES.
4. RECORD SERIES TITLE Approved Travel Requests and Processe	d Expense Statements	5	5. EARLIEST YEAR/LATEST YEAR 
6. RECORD SERIES DESCRIPTION (BRIED IN THE	FLY DESCRIBE THE TYPES E SERIES, INCLUDING THE		
Documents evidencing appropriate appro and summarized expenses and associate the traveler on behalf of the University of	ed receipts supporting		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)
🗹 LETTER SIZE 🗌 MICROFILM	ALPHABETICAL		
LEGAL SIZE COMPUTER TAPE	<b>M</b> NUMERICAL		NUMBER OTHER (SPECIFY) and 7 Banker's boxes
🔲 BOUND BOOK 🛛 FLOPPY DISK	CHRONOLOGICAL		10. ANNUAL ACCUMULATION
🗖 AUDIO TAPE 🔤 VIDEO TAPE	GEOGRAPHICAL		FILE DRAWER(S)
	OTHER (SPECIFY)		8     MICROFILM REEL(S)       NUMBER     COMPUTER TAPE(S)       OCTUER (SDECIEN)
			OTHER (SPECIFY)
11. FILE IS USED		12. FILE BECOMES	INACTIVE AFTER
🗹 DAILY 🗌 WEEKLY	MONTHLY	6.25 NUMBER	$\square$ MONTH(S) $\checkmark$ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO	DOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
Building 805, Ground Floor, Room 1102			
15. ACCESS RESTRICTIONS* YES (IF YES. CITE LAW(S) & REGULATIONS)			EMENTS
Please see statement below.			STATE 🗹 FEDERAL 🗌 INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION	
□ YES I NO			B months and until audit requirements are met, of Record is Corporate Services, Department and Business Services.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE
Sue Kernan Corporate Services Administrator	(301) 4	05-1116	January 2, 1998
,			and regulations. Access to any specific document

INSTRUCTIONS: TYPE OR PRINT A , SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	FMARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 15 OF 30
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affa	irs	3. UNIT Communication and Business Services
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		ED AND USED AS A UNIT FOR REFERENCE POSES.
4. RECORD SERIES TITLE Travel Agency Reports			5. EARLIEST YEAR/LATEST YEAR <u>1992</u> TO <u>1998</u>
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Documentation of revenue-sharing check	SERIES, INCLUDING THE I	PURPOSE OR FUNCTION	NOF THE SERIES.)
7. RECORD SERIES FORMAT(S) ✓ LETTER SIZE  ☐ MICROFILM ☐ LEGAL SIZE  ☐ COMPUTER TAPE	8. RECORD SERIES SEQUENCE		9. VOLUME FILE DRAWER(S) MICROFILM(S) 5 COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
BOUND BOOK   FLOPPY DISK AUDIO TAPE   VIDEO TAPE OTHER (SPECIFY)	CHRONOLOGICAL		10. ANNUAL ACCUMULATION          2       Image: File drawer(s)         NUMBER       Image: Computer tape(s)         Image: Computer tape(s)       Image: Computer tape(s)         Image: Computer tape(s)       Image: Computer tape(s)
11. FILE IS USED	1	12. FILE BECOMES	INACTIVE AFTER
	MONTHLY	<u> </u>	$\square$ MONTH(S) $\blacksquare$ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING.FLOOR, RC	DOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
Building 805, Ground Floor, Room 1102		YES NO Omega and Travel-On Travel Agencies	
15. ACCESS RESTRICTIONS* YES (IF YES. CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREMENTS	
Please see statement below.		🗌 NONE 🛛 🕨	STATE 🗌 FEDERAL 🗌 INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLA BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES INO	IN	18. RECOMMENDE Retain for 3 years a destroy.	D RETENTION
19. NAME AND TITLE OF PREPARER Sue Kernan Corporate Services Administrator * Access to records is subject to, and may be r	20. TELEPHONE NUMBER (301) 405-1116		21. DATE January 2, 1998 and regulations. Access to any specific document

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	FMARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 16 OF 30	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland, College Park	Administrative Affa	irs	Communication and Business Services	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		ED AND USED AS A UNIT FOR REFERENCE POSES.	
4. RECORD SERIES TITLE Travel Approval Signature Cards			5. EARLIEST YEAR/LATEST YEAR 	
	SERIES, INCLUDING THE	PURPOSE OR FUNCTION		
ι	r			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S) MICROFILM(S)	
🗹 LETTER SIZE 🔲 MICROFILM	ALPHABETICAL		COMPUTER TAPE(S)	
🗌 LEGAL SIZE 🔹 🗌 COMPUTER TAPE	U NUMERICAL		NUMBER OTHER (SPECIFY)	
🗌 BOUND BOOK 📋 FLOPPY DISK	CHRONOLOGICAL		1 File bx & 1 Looseleaf bk	
□ □ AUDIO TAPE □ VIDEO TAPE			10. ANNUAL ACCUMULATION	
OTHER (SPECIFY) 5 1/4" x 8 1/4" cards	OTHER (SPECIFY)		1       FILE DRAWER(S)         NUMBER       MICROFILM REEL(S)         COMPUTER TAPE(S)       OTHER (SPECIFY)         Looseleaf book	
11. FILE IS USED	L	12. FILE BECOMES		
🗹 DAILY 🗌 WEEKLY	] MONTHLY	6.25 NUMBER	$\square$ MONTH(S) $\checkmark$ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC	ООМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 805, Ground Floor, Room 1102		YES YON		
15. ACCESS RESTRICTIONS* YES (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 I NO		then destroy. Office	B months and until audit requirements are met, of Record is Corporate Services, Department and Business Services.	
	······	<u> </u>	, t	
19. NAME AND TITLE OF PREPARER Sue Kernan	20. TELEPHONE NUMBE	R	21. DATE	
Corporate Services Administrator	(301) 4	05-1116	January 2, 1998	
* Access to records is subject to, and may be r	estricted by applicable F	ederal and State laws	and regulations. Access to any specific document	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	FMARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 17 OF 30
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affairs	3	3. UNIT Communication and Business Services
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		ED AND USED AS A UNIT FOR REFERENCE POSES.
4. RECORD SERIES TITLE Travel Logs			5. EARLIEST YEAR/LATEST YEAR <u>1990</u> TO <u>1993</u>
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Travel-On and Omega ticket pick-up logs	SERIES, INCLUDING THE		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S) MICROFILM(S)
LETTER SIZE IMICROFILM	ALPHABETICAL		3     COMPUTER TAPE(S)       NUMBER     Image: Computer tape(S)       Image: Computer tape(S)
BOUND BOOK       FLOPPY DISK         AUDIO TAPE       VIDEO TAPE         OTHER (SPECIFY)	CHRONOLOGICAL		10. ANNUAL ACCUMULATION None NUMBER
11. FILE IS USED NEVER	MONTHLY	12. FILE BECOMES	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC Building 805, Ground Floor, Room 1102		NUMBER         14. IS RECORD SER         (IF YES. SPECIFY AGEN         UYES	IES DUPLICATED ELSEWHERE? CY OR OFFICE)
15. ACCESS RESTRICTIONS* YES (IF YES. CITE LAW(S) & REGULATIONS) Please See Statement Below.	□ NO	16. AUDIT REQUIRE	EMENTS
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLA       BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)       □ YES	IN	18. RECOMMENDE	
19. NAME AND TITLE OF PREPARER Sue Kernan Corporate Services Administrator		05-1116	21. DATE March 4, 1998 and regulations. Access to any specific document

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 18 OF 30
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affai	irs	3. UNIT Communication and Business Services
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION A		D AND USED AS A UNIT FOR REFERENCE DSES.
4. RECORD SERIES TITLE Diner's Club Bills			5. EARLIEST YEAR/LATEST YEAR 1984TO1998
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Invoices from credit card vendor for airline agents.	SERIES, INCLUDING THE F	PURPOSE OR FUNCTION	OF THE SERIES.)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME 3 NUMBER 9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)
LEGAL SIZE     COMPUTER TAPE     BOUND BOOK     FLOPPY DISK     AUDIO TAPE     VIDEO TAPE     OTHER (SPECIFY)	<ul> <li>□ NUMERICAL</li> <li>☑ CHRONOLOGICAL</li> <li>□ GEOGRAPHICAL</li> <li>□ OTHER (SPECIFY)</li> </ul>		and 15 Banker's Boxes         10. ANNUAL ACCUMULATION         Image: A structure         A structure         MICROFILM REEL(S)         COMPUTER TAPE(S)         OTHER (SPECIFY)
11. FILE IS USED		12. FILE BECOMES I	NACTIVE AFTER
🗌 DAILY 🗌 WEEKLY 🗹	MONTHLY	6.25 NUMBER	$\square MONTH(S)  \textcircled{VEAR}(S)$
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO Building 805, Ground Floor, Room 1102	юм)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES. SPECIFY AGENCY OR OFFICE) ☐ YES	
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) U YES INO		18. RECOMMENDED Retain for 6 years, 3 then destroy.	RETENTION months and until audit requirements are met,
19. NAME AND TITLE OF PREPARER Sue Kernan	20. TELEPHONE NUMBER	<u></u>	21. DATE
Corporate Services Administrator		05-1116	January 2, 1998

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	FMARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE19OF30	
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affa	irs	3. UNIT Communication and Business Services	
DEFINITION - RECORD SERIES:		CORDS NORMALLY FIL	ED AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE American Express Material			5. EARLIEST YEAR/LATEST YEAR <u>1995</u> TO <u>1998</u>	
6. RECORD SERIES DESCRIPTION (BRIED IN THE	LY DESCRIBE THE TYPES SERIES, INCLUDING THE			
American Express applications from Univ Express, including cancellation reports.	ersity of Maryland emp	ployees, corresponde	ence, and reports to and from American	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
🗹 LETTER SIZE 🗌 MICROFILM	<ul> <li>□ ALPHABETICAL</li> <li>□ NUMERICAL</li> <li>□ CHRONOLOGICAL</li> <li>□ GEOGRAPHICAL</li> <li>□ OTHER (SPECIFY)</li> </ul>		1       ImicrofiLm(S)         NUMBER       ImicrofiLm(S)         ImicrofiLm(S)       Imi	
LEGAL SIZE COMPUTER TAPE				
📋 BOUND BOOK 🛛 🗌 FLOPPY DISK			10. ANNUAL ACCUMULATION	
🗌 AUDIO TAPE 🛛 VIDEO TAPE			1       Image: File drawer(s)         NUMBER       Image: Microfilm Reel(s)         COMPUTER TAPE(S)	
OTHER (SPECIFY)				
		,	OTHER (SPECIFY)	
11. FILE IS USED	I	12. FILE BECOMES	INACTIVE AFTER	
🗹 DAILY 🗌 WEEKLY	MONTHLY	<u> </u>	$\square$ MONTH(S) $\blacksquare$ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING.FLOOR. RC	DOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
Building 805, Ground Floor, Room 1102		(IF YES, SPECIFY AGENCY OR OFFICE)		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIRE	MENTS	
Please see statement below.		□ NONE I STATE □ FEDERAL □ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION		
□ yes II no		Retain for 3 years an destroy.	nd until audit requirements are met, then	
19. NAME AND TITLE OF PREPARER Sue Kernan	20. TELEPHONE NUMBE	R	21. DATE	
Corporate Services Administrator	(301) 4	05-1116	January 2, 1998	

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 20 OF 30
1. AGENCY	2. DIVISION	·	3. UNIT
University of Maryland, College Park	Administrative Affa		Communication and Business Services
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		ED AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE Vending Material			5. EARLIEST YEAR/LATEST YEAR <u>1992</u> TO <u>1998</u>
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Documentation related to commission pa	SERIES, INCLUDING THE		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	-	9. VOLUME FILE DRAWER(S)
			S     COMPUTER TAPE(S)       NUMBER     OTHER (SPECIFY)
LEGAL SIZE COMPUTER TAPE			
BOUND BOOK FLOPPY DISK	CHRONOLOGICAL		10. ANNUAL ACCUMULATION
AUDIO TAPE VIDEO TAPE OTHER (SPECIFY)	GEOGRAPHICAL		1       Image: File drawer(s)         NUMBER       Image: Microfilm reel(s)         Image: Computer tape(s)       Image: Computer tape(s)         Image: Other (specify)       Image: Computer tape(s)
11. FILE IS USED	l	12. FILE BECOMES	INACTIVE AFTER
DAILY WEEKLY	MONTHLY	<u>3</u> NUMBER	$\square$ Month(s) $\blacksquare$ Year(s)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RG	DOM)		ES DUPLICATED ELSEWHERE?
Building 805, Ground Floor, Room 1102		(IF YES, SPECIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREMENTS	
Please see statement b	elow.	🗆 NONE 🛛	STATE 🔲 FEDERAL 🗌 INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLA BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES INO	IN	18. RECOMMENDEI Retain for 3 years an destroy.	D RETENTION
19. NAME AND TITLE OF PREPARER Sue Kernan	20. TELEPHONE NUMBE	R	21. DATE
Corporate Services Administrator	(301) 4	05-1116	January 2, 1998
* Access to records is subject to, and may be r	estricted by, applicable F	ederal and State laws	and regulations. Access to any specific document

INSTRUCTIONS: TYPE OR PRINT A SEPARÂTE 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	PAGE21OF30	
1. AGENCY University of Maryland, College Park	2. DIVISION		3. UNIT	
Chiversity of Maryland, Conege Park	Administrative Affa		Communication and Business Services	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		D AND USED AS A UNIT FOR REFERENCE SES	
4. RECORD SERIES TITLE Risk Management Surveys	· ·		5. EARLIEST YEAR/LATEST YEAR 	
6. RECORD SERIES DESCRIPTION (BRIEF	LY DESCRIBE THE TYPES			
Response to request for required periodic Workers' Compensation Fund. (1990 and		red Workers' Insuranc	e Fund (IWIF)/State of Maryland	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	OUENCE	9. VOLUME FILE DRAWER(S)	
LETTER SIZE	ALPHABETICAL		NUMBER COMPUTER TAPE(S)	
LEGAL SIZE COMPUTER TAPE			Banker's Boxes	
📋 BOUND BOOK 🛛 FLOPPY DISK			10. ANNUAL ACCUMULATION	
AUDIO TAPE 🗌 VIDEO TAPE	GEOGR.	APHICAL	FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER (SPECIFY)		Image: state stat	
			Banker's Box	
11. FILE IS USED	_	12. FILE BECOMES IN approval	NACTIVE AFTER	
	MONTHLY	NUMBER	MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC	XOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 805, Ground Floor, Room 1102		YES INO IWIF/State of MD Worker's Comp. Fund		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREMENTS		
Please see statement below.		🗆 NONE 🗹 STATE 🗌 FEDERAL 🗌 INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN		18. RECOMMENDED RETENTION		
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		Destroy upon approva	al of schedule	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	L R	21. DATE	
Sue Kernan Corporate Services Administrator	(201) 4	05-1116	January 2, 1998	
			danuary 2, 1990	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	FMARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 22 OF 30
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affa	irs	3. UNIT Communication and Business Services
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		ED AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE US Airways Material	···· · · · · · · · · · · · · · · ·		5. EARLIEST YEAR/LATEST YEAR 1994 TO 1998
6. RECORD SERIES DESCRIPTION (BRIED			MENTS/FORMS FOUND
IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Monthly productivity reports from travel agencies detailing tickets issued on USAir, monthly reports to USAir to "claim" productivity tickets in accordance with the University agreement, and documentation of use of productivity tickets and return of unused tickets.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)
🗹 LETTER SIZE 🗌 MICROFILM	ALPHABETICAL		$\frac{3}{100000000000000000000000000000000000$
LEGAL SIZE COMPUTER TAPE			NUMBER OTHER (SPECIFY)
BOUND BOOK FLOPPY DISK	CHRONOLOGICAL		10. ANNUAL ACCUMULATION
AUDIO TAPE VIDEO TAPE OTHER (SPECIFY)	GEOGR.	APHICAL (SPECIFY)	1       Image: File Drawer(S)         NUMBER       Image: File Drawer(S)         Image: Organization of the state of the stat
11. FILE IS USED $\Box$ DAILY $\Box$ WEEKLY	MONTHLY	12. FILE BECOMES I 6.25	NACTIVE AFTER $\Box$ MONTH(S) $\overleftarrow{\mathbf{U}}$ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING.FLOOR. R	ООМ)	NUMBER 14. IS RECORD SERI	ES DUPLICATED ELSEWHERE?
Building 805, Ground Floor, Room 1102		(IF YES, SPECIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS* YES	□ NO	16. AUDIT REQUIREMENTS	
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 I NO		Retain for 6 years, 3 then destroy.	months, and until audit requirements are met,
19. NAME AND TITLE OF PREPARER Sue Kernan Corporate Services Administrator	20. TELEPHONE NUMBE (301) 4	R 05-1116	21. DATE January 2, 1998

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	FMARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 23 OF 30
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affa	irs	3. UNIT Communication and Business Services
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		D AND USED AS A UNIT FOR REFERENCE DSES.
4. RECORD SERIES TITLE Records Management Material			5. EARLIEST YEAR/LATEST YEAR 1956 <sub>TO</sub> 1998
6. RECORD SERIES DESCRIPTION (BRIEF	LY DESCRIBE THE TYPES ( SERIES, INCLUDING THE		MENTS/FORMS FOUND
Original records retention and disposal schedules for the University of Maryland, College Park; original certificates of records disposal, agency records inventory forms, records retention standards guide, copy of state-wide records inventory reports submitted by the University of Maryland, College Park, and other pertinent supporting material.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)
🗹 LETTER SIZE 🗌 MICROFILM	ALPHABETICAL		MICROFILM(S)
LEGAL SIZE COMPUTER TAPE			NUMBER OTHER (SPECIFY)
🗌 BOUND BOOK 🔄 FLOPPY DISK	CHRONOLOGICAL		10. ANNUAL ACCUMULATION
AUDIO TAPE VIDEO TAPE	GEOGR	APHICAL	1/10 FILE DRAWER(S)
		(SPECIFY)	NUMBER     Image: Computer Tape(S)       OTHER (SPECIFY)
11. FILE IS USED	] MONTHLY	12. FILE BECOMES I 10	
	······	NUMBER	MONTH(S) YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC	XOM)	(IF YES. SPECIFY AGENC	
Building 010, First Floor, Room 1110			0
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIRE	MENTS
Please see statement b	elow.	🗌 NONE 🗹	STATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLA BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	IN	18. RECOMMENDED RETENTION	
		destroy. Retain othe	tion standards guide until superseded, then er listed material for 10 years, then destroy. he Department of Communication and Business
19. NAME AND TITLE OF PREPARER Michelle Solter Evers Assistant to the Director	20. TELEPHONE NUMBE	R 05-4554	21. DATE January 15, 1998
			and regulations. Access to any specific document

	· · · · · · · · · · · · · · · · · · ·		
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	FMARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 24 OF 30
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affa	irs	3. UNIT Communication and Business Services
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILEE	AND USED AS A UNIT FOR REFERENCE SES.
4. RECORD SERIES TITLE Forms Management Material	······································		5. EARLIEST YEAR/LATEST YEAR 1990 TO 1998
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES ( SERIES, INCLUDING THE )		
Annual forms management activities report (including supporting documentation), most recent copy of forms, form inform sheets, and other pertinent supporting documentation.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)
🗹 LETTER SIZE 🗌 MICROFILM	ALPHABETICAL INUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY)		1       Imicrofilm(s)         NUMBER       Imicrofilm(s)         OTHER (SPECIFY)
LEGAL SIZE COMPUTER TAPE			
🗌 BOUND BOOK 🔤 FLOPPY DISK			10. ANNUAL ACCUMULATION
AUDIO TAPE     VIDEO TAPE     OTHER (SPECIFY)			1/10         NUMBER       □         File DRAWER(S)         □       MICROFILM REEL(S)         □       COMPUTER TAPE(S)         □       OTHER (SPECIFY)
11. FILE IS USED		12. FILE BECOMES IN 10	ACTIVE AFTER
	MONTHLY	NUMBER [	MONTH(S) VEAR(S)
13. CURRENT LOCATION(S) (BUILDING.FLOOR, RC	ЮM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
Building 010, First Floor, Room 1110		🗌 YES 🛛 🗹 NO	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREMENTS	
Please see statement be	elow.	🗆 NONE 🗹 STATE 🗌 FEDERAL 🗌 INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES Y NO		18. RECOMMENDED RETENTION Retain copy of form and form information sheet until superseded, then destroy. Retain all other listed material for 10 years, then	
		destroy. Office of Rec Business Services.	ord is the Department of Communication and
19. NAME AND TITLE OF PREPARER Michelle Solter Evers	20. TELEPHONE NUMBER	R	21. DATE
Assistant to the Director	(301) 4	05-4554	January 15, 1998
* Access to records is subject to, and may be re-	estricted by applicable F	ederal and State laws an	d regulations. Access to any specific document

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	PAGE25OF30
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affa	irs	3. UNIT Communication and Business Services
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		ED AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE Copy Program Material			5. EARLIEST YEAR/LATEST YEAR 19931998
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Incoming and outgoing correspondence ( copiers, documents citing individual mach	series, including the paper and electronic) r	PURPOSE OR FUNCTION	OF THE SERIES.) py equipment, service call histories on
7. RECORD SERIES FORMAT(S)  7. LETTER SIZE  MICROFILM  LEGAL SIZE  COMPUTER TAPE	8. RECORD SERIES SE	BETICAL	9. VOLUME FILE DRAWER(S) 2. COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
BOUND BOOK FLOPPY DISK     AUDIO TAPE VIDEO TAPE     OTHER (SPECIFY)	CHRONOLOGICAL		10. ANNUAL ACCUMULATION          1       Image: File drawer(s)         1       Image: File drawer(s)         NUMBER       Image: Computer tape(s)         Image: Other (specify)       Image: Computer tape(s)
11. FILE IS USED	MONTHLY	12. FILE BECOMES	INACTIVE AFTER
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC Building 010, Ground Floor, Room 0108		(IF YES. SPECIFY AGENO	IES DUPLICATED ELSEWHERE?
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS) Please see statement b	l NO	16. AUDIT REQUIRE	MENTS
17. IS AN INDEX SYSTEM USED? (IF YES. EXPLA BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES YES NO	IN	destroy. Offices of F	D RETENTION nd until audit requirements are met, then Record are Reprographic Services and the partment of Communication and Business
<ul> <li>19. NAME AND TITLE OF PREPARER</li> <li>Matthew Raeder</li> <li>Manager, Reprographic Services</li> <li>* Access to records is subject to, and may be r</li> </ul>		05-4419	21. DATE January 2, 1998 and regulations. Access to any specific document

INSTRUCTIONS: TYPE OR PRINT A SËPAŘATE 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 26 OF 30	
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affa	irs	3. UNIT Communication and Business Services	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		D AND USED AS A UNIT FOR REFERENCE DSES.	
4. RECORD SERIES TITLE Copyright Clearance Material			5. EARLIEST YEAR/LATEST YEAR 1994 <sub>TO</sub> 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES ( SERIES, INCLUDING THE )		MENTS/FORMS FOUND	
Incoming and outgoing correspondence (paper and electronic) on various copyright requests, responses to copyright clearance requests (paper and electronic), course packet master lists, policies and procedures, and purchase and billing documents related to payment of royalties.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
LETTER SIZE MICROFILM	ALPHABETICAL		MICROFILM(S) 1 COMPUTER TAPE(S) NUMBER OTHER (SPECIEV)	
LEGAL SIZE COMPUTER TAPE	MUMERICAL		NUMBER I OTHER (SPECIFY) and 4 Boxes	
BOUND BOOK FLOPPY DISK	CHRONOLOGICAL		10. ANNUAL ACCUMULATION	
AUDIO TAPE     VIDEO TAPE     OTHER (SPECIFY)	GEOGRAPHICAL		1       Image: File drawer(s)         NUMBER       Image: File drawer(s)         Image: Computer tape(s)       Image: Computer tape(s)         Image: Computer tape(	
11. FILE IS USED	I	12. FILE BECOMES I	NACTIVE AFTER	
🗹 DAILY 🗌 WEEKLY	] MONTHLY	<u>3</u> NUMBER	$\square$ MONTH(S) $\blacksquare$ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC	ЮМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 010, Ground Floor, Room 0108		YES NO DCBS Business Office		
15. ACCESS RESTRICTIONS* YES (IF YES. CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREN	MENTS	
Please see statement b	elow.	🗆 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 Matthew Raeder Manager, Reprographic Services		05-4419	21. DATE January 5, 1998 nd regulations. Access to any specific document	

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 27 OF 30
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affairs	;	3. UNIT Communication and Business Services
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		O AND USED AS A UNIT FOR REFERENCE SES.
4. RECORD SERIES TITLE Vehicle Mileage Reports			5. EARLIEST YEAR/LATEST YEAR 1984 TO 1998
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Sheets indicating distance driven and dat	SERIES, INCLUDING THE F		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	-	9. VOLUME FILE DRAWER(S) MICROFILM(S) 1 COMPUTER TAPE(S)
LEGAL SIZE COMPUTER TAPE	☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER (SPECIFY)		NUMBER OTHER (SPECIFY)
🗌 BOUND BOOK 🔄 FLOPPY DISK			10. ANNUAL ACCUMULATION
AUDIO TAPE     VIDEO TAPE     OTHER (SPECIFY)			1/10       Image: With the second seco
	<u> </u>		
11. FILE IS USED	MONTHLY	12. FILE BECOMES IN	IACTIVE AFTER VEHICLE MONTH(S) VEAR(S) DISPOSAL
13. CURRENT LOCATION(S) (BUILDING.FLOOR. RO Building 010, First Floor, Room 1193	ЮМ)		
15. ACCESS RESTRICTIONS* YES (IF YES. CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREMENTS	
Please See Statement Below.		🗌 NONE 🗹 STATE 🗌 FEDERAL 🗌 INDEPENDEN	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES Y NO		18. RECOMMENDED RETENTION Destroy upon disposal of vehicle.	
19. NAME AND TITLE OF PREPARER Michelle Solter Evers	20. TELEPHONE NUMBER	R	21. DATE
Assistant to the Director		5-4554	March 4, 1998

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	UNIVERSITY OI COLLEG		AGENCY RECORDS INVENTOR
RMGT - 201 (7/92)			
<ol> <li>AGENCY University of Maryland, College Park</li> </ol>	2. DIVISION Administrative Affa	urs	3. UNIT Communication and Business Services
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		ED AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE Inventory Records			5. EARLIEST YEAR/LATEST YEAR 1994 <sub>TO</sub> 1998
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Records identifying non-capital and capita forms; replacement of inventory tag forms	SERIES, INCLUDING THE	PURPOSE OR FUNCTION ed material including:	OF THE SERIES.)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	BETICAL	9. VOLUME I FILE DRAWER(S) I MICROFILM(S) I COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
BOUND BOOK     FLOPPY DISK     AUDIO TAPE     VIDEO TAPE		OLOGICAL APHICAL	10. ANNUAL ACCUMULATION
	D GEOGRA D OTHER By Unit		1/10       Image: File DRAWER(S)         NUMBER       Image: File DRAWER(S)         Image: Computer Tape(S)       Image: Computer Tape(S)         Image: Other Computer Tape(S)       Image: Computer Tape(S)
11. FILE IS USED ☑ DAILY □ WEEKLY □	] MONTHLY	12. FILE BECOMES I <u>3</u> NUMBER	NACTIVE AFTER $\Box$ MONTH(S) $\blacksquare$ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC Building 010, First Floor, Room 1110	IOM)	(IF YES, SPECIFY AGENC	ES DUPLICATED ELSEWHERE? Y OR OFFICE) O Comptroller
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIRE	· · · · · · · · · · · · · · · · · · ·
Please see statement b	elow.	🗌 NONE 🗹	STATE 🗌 FEDERAL 🗌 INDEPENDE
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLA		18. RECOMMENDED	nd until audit requirements are met, then
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)			ecord is Inventory Control, Office of the

must be determined by the specific facts of the case analyzed in the context of t
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 29 OF 30	
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affa	irs	3. UNIT Communication and Business Services	
<b>DEFINITION - RECORD SERIES</b> :	DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FI AS WELL AS RETENTION AND DISPOSITION PUR			
4. RECORD SERIES TITLE Departmental Telecommunication Bills			5. EARLIEST YEAR/LATEST YEAR 1995 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES ( SERIES, INCLUDING THE I			
Allocation details for departmental telecommunication services and equipment. These telecommunication bills are signed by the staff member responsible for the telephone extension and indicate if calls were personal or business. Material also includes a record of reimbursement for personal calls.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
LETTER SIZE I MICROFILM	<ul> <li>ALPHABETICAL</li> <li>NUMERICAL</li> <li>CHRONOLOGICAL</li> <li>GEOGRAPHICAL</li> <li>OTHER (SPECIFY)</li> </ul>		1 1/4     □ COMPUTER TAPE(S)       NUMBER     □ OTHER (SPECIFY)	
BOUND BOOK FLOPPY DISK			10. ANNUAL ACCUMULATION	
🗌 AUDIO TAPE 🛛 VIDEO TAPE			File DRAWER(S)	
OTHER (SPECIFY)			1/3       Image: Microfilm Reel(s)         NUMBER       Image: Computer Tape(s)         Image: Other (specify)	
11. FILE IS USED	l	12. FILE BECOMES I		
	MONTHLY	3	$\square$ MONTH(S) $\square$ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC	DOM)	NUMBER 14. IS RECORD SERIE	ES DUPLICATED ELSEWHERE?	
Building 010, First Floor, Room 1110		(IF YES. SPECIFY AGENCY		
15. ACCESS RESTRICTIONS*	□ NO	16. AUDIT REQUIREN	MENTS	
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 YON		Retain for 3 years an destroy.	d until audit requirements are met, then	
· · · ·				
19. NAME AND TITLE OF PREPARER Michelle Solter Evers	20. TELEPHONE NUMBE	R	21. DATE	
Assistant to the Director	(301) 4	05-4554	January 5, 1998	

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 30 OF 30	
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affairs	6	3. UNIT Communication and Business Services	
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 Position Files			5. EARLIEST YEAR/LATEST YEAR <u>1984</u> TO <u>1998</u>	
<ol> <li>RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)</li> <li>Requests for position classification action, lists of eligibles, study numbers, and position descriptions.</li> </ol>				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER (SPECIFY)  12. FILE BECOMES I		9. VOLUME FILE DRAWER(S)  1 MICROFILM(S)  1 COMPUTER TAPE(S) OTHER (SPECIFY)  10. ANNUAL ACCUMULATION  10. ANNUAL ACCUMULATION  10. ANNUAL COMPUTER TAPE(S)  NUMBER  COMPUTER TAPE(S)  COMPUTER TAPE(S)	
11. FILE IS USED				
			3     → MONTH(S)     ✓ YEAR(S) OF POSITION	
13. CURRENT LOCATION(S) (BUILDING.FLOOR. ROOM) Building 010, Second Floor, Room 2110		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES. SPECIFY AGENCY OR OFFICE)		
15. ACCESS RESTRICTIONS* YES NO (IF YES. CITE LAW(S) & REGULATIONS) Please See Statement Below.		16. AUDIT REQUIREMENTS		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES Y NO		18. RECOMMENDED RETENTION Retain for 3 years after position is abolished, then destroy.		
19. NAME AND TITLE OF PREPARER     20. TELEPHONE NUMBER       Kim Smith     301/40		l R 05-4495	21. DATE March 4, 1998	