

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

<p align="center"><b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b></p>		<p>Schedule No.: 1986</p>
<p align="center"><b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b></p>		<p>Page 1 of 6</p>
<p>Agency: University of Maryland College Park</p>		<p>Division/Unit: Department of Communication and Business Services</p>
Item No.	Description	Retention
	<p>Amendment to Schedules 1501 and 1513</p> <p>The name of the department has changed to Department of Communication and Business Services. The following schedule supersedes Schedules 1501 and 1513.</p>	
1	<p><u>General Files</u> 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.</p>	<p>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.</p>
2	<p><u>Human Resource Records</u> 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.</p>	<p>Retain for 3 years and until audit requirements are met, then destroy.</p>
<p>Authorized by Department Head or Designated Representative</p> <p>Signature: <u>Dorothy Chrusmer</u></p> <p>Title: <u>Acting Director</u> Date: <u>3/9/98</u></p> <p>Authorized by Vice President of Administrative Affairs</p> <p>Date: <u>3/23/98</u></p> <p>Signature: <u>Sylvia S. Stewart</u> <i>[Signature]</i></p> <p>Type Name: <u>Dr. Sylvia S. Stewart</u></p> <p>Title: <u>Associate Vice President</u></p>		<p align="center">Schedule Authorized by State Archivist</p> <p>Date: <u>APR 27 1998</u></p> <p>Signature: <u>Edward C. Pappas</u> <i>[Signature]</i></p>

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION**

**Schedule No.:** 1986

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

**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.

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION**

**Schedule No.: 1986**

**Page 3 of 6**

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

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.

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION**

**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.
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.

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION**

**Schedule No.:** 1986

**Page 5 of 6**

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

Item No.	Description	Retention
24	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.

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b>	Schedule No.: 1986
<b>RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)</b>	Page 6 of 6

Item No.	Description	Retention
	<p><b>If University Archives at the University of Maryland are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available at the University of Maryland, material having limited retention (i.e. 25 years) will be transferred to the State Records Center in Jessup.</b></p>	<p><b>Until audit requirements are met means 3 years for state-related documents, 3 years for non-monetary federal-related documents, 3 years for monetary federal-related documents under \$25,000, and 6 years, 3 months for monetary federal-related documents over \$25,000.</b></p>

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 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 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  
1984 TO 1998

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

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, department employee list, and call costing reports.

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)  
By Unit

9. VOLUME

7 1/2  
NUMBER

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

10. ANNUAL ACCUMULATION

1 1/2  
NUMBER

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

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 010, Ground, First, and Second Floors, Rooms 0108, 0118, 1193, and 2110

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 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.

19. NAME AND TITLE OF PREPARER  
Samantha Hayden  
Records Management Specialist

20. TELEPHONE NUMBER  
(301) 405-8280

21. DATE  
January 5, 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 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 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  
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.)

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.

B. Employee Leave Balances - leave balances for contractual, exempt, and non-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)  
 MICROFILM(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
5  
NUMBER    and 2 boxes of microfilm

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
3  
NUMBER    and 1/2 box of microfilm

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 010, First Floor, Room 1106B

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  
A. Retain for 3 years and until audit requirements are met, then destroy.  
B. Retain final leave balance for 3 years after termination of employment, then destroy. During the time the employee is active, ongoing balances must be kept for 3 years for audit purposes.

19. NAME AND TITLE OF PREPARER  
Maria Goodlatte  
Department Payroll Specialist

20. TELEPHONE NUMBER  
(301) 405-4415

21. DATE  
January 5, 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.



1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affairs	3. UNIT Communication and Business Services
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DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE Performance Review and Development Files	5. EARLIEST YEAR/LATEST YEAR <u>1997</u> TO <u>1998</u>
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6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)

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.

7. RECORD SERIES FORMAT(S)  <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____	8. RECORD SERIES SEQUENCE  <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER (SPECIFY) By Unit _____	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) _____ 10. ANNUAL ACCUMULATION  <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____
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11. FILE IS USED <u>YEARLY</u> <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER    AFTER <u>3</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) EMPLOYEE NUMBER    TERMINATION
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13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 010, First Floor, Room 1110	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)  Please See Statement Below.	16. AUDIT REQUIREMENTS  <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
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17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION  Retain for 3 years after termination of employee, then destroy. Office of Record is the Department of Communication and Business Services.
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19. NAME AND TITLE OF PREPARER Michelle Solter Evers Assistant to the Director	20. TELEPHONE NUMBER  301/405-4554	21. DATE  March 4, 1998
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\* Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.  
**Please contact the President's Legal Office at (301) 405-4945 with inquiries.**

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

UNIVERSITY OF MARYLAND  
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 4 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 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  
1990 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 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)  
By Unit

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
and 2 boxes, 2 folders

1/5  
NUMBER

10. ANNUAL ACCUMULATION

- None  
NUMBER
- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
\_\_\_\_\_

11. FILE IS USED RARELY

- DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER

10  
NUMBER     MONTH(S)     YEAR(S)

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

Building 010, First and Second Floors, Rooms 1116, 1118, and 2110

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES     NO

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

Please see statement below.

16. AUDIT REQUIREMENTS

- NONE     STATE     FEDERAL     INDEPENDENT

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

- YES     NO

18. RECOMMENDED RETENTION

Department of Communication and Business Services to retain listed material for 10 years, then destroy. Other material to be destroyed after 1 year.

19. NAME AND TITLE OF PREPARER  
Samantha Hayden  
Records Management Specialist

20. TELEPHONE NUMBER  
301/405-8280

21. DATE  
March 4, 1998

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

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

UNIVERSITY OF MARYLAND  
COLLEGE PARK

1. AGENCY  
University of Maryland, College Park

2. DIVISION  
Administrative Affairs

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  
Payroll 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.)  
Journals, one pay certification cards, W2 forms, journal vouchers, and other internal adjustment forms.

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 1 box of microfiche  
18  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
3  
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 010, First Floor, Room 1106B

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

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. Office of Record is Payroll Services.

19. NAME AND TITLE OF PREPARER  
Maria Goodlatte  
Department Payroll Specialist

20. TELEPHONE NUMBER  
(301) 405-4415

21. DATE  
January 5, 1998

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

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

**UNIVERSITY OF MARYLAND**  
**COLLEGE PARK**

**AGENCY RECORDS INVENTORY**

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1. AGENCY  
University of Maryland, College Park

2. DIVISION  
Administrative Affairs

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  
Purchasing Records

5. EARLIEST YEAR/LATEST YEAR  
1993 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.)

Internal account records, including copies of requisitions, purchase orders, HMs, LMs, invoices, and packing slips.

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  
15  
NUMBER

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

10. ANNUAL ACCUMULATION

4  
NUMBER

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

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 010, First Floor, Room 1106

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)

YES     NO Procurement and Supply

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

Records are sorted numerically by requisition number. A computerized list of requisitions is kept in a Microsoft Access database.

18. RECOMMENDED RETENTION

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.

19. NAME AND TITLE OF PREPARER  
Margie Walsh  
Manager, Business Operations

20. TELEPHONE NUMBER  
(301) 405-4413

21. DATE  
January 5, 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**

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1. AGENCY  
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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  
Accounting Records

5. EARLIEST YEAR/LATEST YEAR  
1992 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 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.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER (SPECIFY)

9. VOLUME  FILE DRAWER(S)  
 MICROFILM(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
15  
NUMBER 12 comp. tapes, 60 boxes

10. ANNUAL ACCUMULATION

FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
5  
NUMBER 9 comp. tapes, 11 boxes

11. FILE IS USED

DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER

6.25     MONTH(S)     YEAR(S)  
NUMBER

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

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES     NO    Comptroller, Budget & Fiscal Analysis

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 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.

19. NAME AND TITLE OF PREPARER  
Samantha Hayden  
Records Management Specialist

20. TELEPHONE NUMBER  
(301) 405-8280

21. DATE  
January 5, 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

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1. AGENCY  
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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  
Departmental Mail Service Charge Cards

5. EARLIEST YEAR/LATEST YEAR  
1990 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.)

Cards used by departments to authorize charges for mail services to be billed to a Financial Accounting System number.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE     MICROFILM  
 LEGAL SIZE     COMPUTER TAPE  
 BOUND BOOK     FLOPPY DISK  
 AUDIO TAPE     VIDEO TAPE  
 OTHER (SPECIFY)  
Meter Card (3 1/2" x 7 1/2")

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER (SPECIFY)  
\_\_\_\_\_

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

10. ANNUAL ACCUMULATION

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

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 231, Ground Floor, Room 0114; Building 805, First Floor, Room 1122F; Building 010, First Floor, Room 1106.

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. Office of Record is the Department of Communication and Business Services.

19. NAME AND TITLE OF PREPARER  
Cynthia Hoffman  
Supervisor, Automated Billing

20. TELEPHONE NUMBER  
(301) 405-4414

21. DATE  
January 5, 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  
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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  
Telecommunication System Management System Files

5. EARLIEST YEAR/LATEST YEAR  
1989 TO 1990

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

Material includes chargeback system implementation records.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

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

10. ANNUAL ACCUMULATION

None  
NUMBER  FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
\_\_\_\_\_

11. FILE IS USED  
 DAILY     WEEKLY     MONTHLY

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

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  
Building 010, Second Floor, Room 2106

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  
Destroy upon approval of schedule.

19. NAME AND TITLE OF PREPARER  
Daniel T. Burns  
Manager, Automation Services

20. TELEPHONE NUMBER  
(301) 405-4416

21. DATE  
February 25, 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  
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**AGENCY RECORDS INVENTORY**

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1. AGENCY  
University of Maryland, College Park

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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  
Ethernet Orders

5. EARLIEST YEAR/LATEST YEAR  
1990 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.)

Requests for ethernet installations, moves, or deletions.

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)

2  
NUMBER

10. ANNUAL ACCUMULATION

1083  
NUMBER

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

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 010, Second Floor, Rooms 2112 and 2194

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 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.

19. NAME AND TITLE OF PREPARER  
Cheryl Nicholas  
Telecommunication Servs. Administrator

20. TELEPHONE NUMBER  
(301) 405-4412

21. DATE  
January 5, 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

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1. AGENCY  
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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  
Calling Card Orders

5. EARLIEST YEAR/LATEST YEAR  
1992 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.)

Requests for calling cards.

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

1  
NUMBER

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

10. ANNUAL ACCUMULATION

135  
NUMBER

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

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 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

- 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 in paper form for 3 years after card becomes inactive, then 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) 405-4428

21. DATE

January 5, 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)

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AGENCY RECORDS INVENTORY

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DEFINITION - RECORD SERIES:

A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE  
Telecommunication Work Orders

5. EARLIEST YEAR/LATEST YEAR  
1990 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.)

Requests to add, move, install, or disconnect telecommunication equipment.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER (SPECIFY)

9. VOLUME  
15  
NUMBER

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

10. ANNUAL ACCUMULATION

7  
NUMBER

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

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 010, Second Floor, Room 2112

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 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.

19. NAME AND TITLE OF PREPARER  
Cheryl Nicholas  
Telecommunication Servs. Administrator

20. TELEPHONE NUMBER  
301/405-4412

21. DATE  
March 4, 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)

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1. AGENCY  
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DEFINITION - RECORD SERIES:

A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE  
Approved Travel Requests and Processed Expense Statements

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.)

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.

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  
53  
NUMBER

- FILE DRAWER(S)  
 MICROFILM(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
and 7 Banker's boxes

10. ANNUAL ACCUMULATION

8  
NUMBER

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

11. FILE IS USED

- DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER

6.25  
NUMBER     MONTH(S)     YEAR(S)

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

Building 805, Ground Floor, Room 1102

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 6 years, 3 months and until audit requirements are met, then destroy. Office of Record is Corporate Services, Department of Communication and Business Services.

19. NAME AND TITLE OF PREPARER  
Sue Kernan  
Corporate Services Administrator

20. TELEPHONE NUMBER  
(301) 405-1116

21. DATE  
January 2, 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 15 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 RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE  
Travel Agency Reports

5. EARLIEST YEAR/LATEST YEAR  
1992 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.)

Documentation of revenue-sharing checks issued in accordance with travel agency contracts.

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)  
5  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
2  
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 805, Ground Floor, Room 1102

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES     NO    Omega and Travel-On Travel Agencies

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  
Sue Kernan  
Corporate Services Administrator

20. TELEPHONE NUMBER  
(301) 405-1116

21. DATE  
January 2, 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 16 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 RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE  
Travel Approval Signature Cards

5. EARLIEST YEAR/LATEST YEAR  
1991 TO 1998

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

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE     MICROFILM  
 LEGAL SIZE     COMPUTER TAPE  
 BOUND BOOK     FLOPPY DISK  
 AUDIO TAPE     VIDEO TAPE  
 OTHER (SPECIFY)  
5 1/4" x 8 1/4" cards

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER (SPECIFY)

9. VOLUME  
NUMBER \_\_\_\_\_  
 FILE DRAWER(S)  
 MICROFILM(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
1 File bx & 1 Looseleaf bk

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

11. FILE IS USED  
 DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER  
NUMBER 6.25     MONTH(S)     YEAR(S)

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  
Building 805, Ground Floor, Room 1102

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 6 years, 3 months and until audit requirements are met, then destroy. Office of Record is Corporate Services, Department of Communication and Business Services.

19. NAME AND TITLE OF PREPARER  
Sue Kernan  
Corporate Services Administrator

20. TELEPHONE NUMBER  
(301) 405-1116

21. DATE  
January 2, 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**

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1. AGENCY  
University of Maryland, College Park

2. DIVISION  
Administrative Affairs

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  
Travel Logs

5. EARLIEST YEAR/LATEST YEAR  
1990 TO 1993

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

Travel-On and Omega ticket pick-up logs.

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  
3  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
Banker's Boxes

10. ANNUAL ACCUMULATION

None  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
\_\_\_\_\_

11. FILE IS USED NEVER  
 DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER \_\_\_\_\_ UPON APPROVAL OF SCHEDULE  
NUMBER     MONTH(S)     YEAR(S)

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  
Building 805, Ground Floor, Room 1102

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  
Destroy upon approval of schedule.

19. NAME AND TITLE OF PREPARER  
Sue Kernan  
Corporate Services Administrator

20. TELEPHONE NUMBER  
301/405-1116

21. DATE  
March 4, 1998

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UNIVERSITY OF MARYLAND  
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 18 OF 30

1. AGENCY  
University of Maryland, College Park

2. DIVISION  
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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  
Diner's Club Bills

5. EARLIEST YEAR/LATEST YEAR  
1984 TO 1998

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

Invoices from credit card vendor for airline tickets purchased through University of Maryland, College Park contract travel agents.

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  
3  
NUMBER

- FILE DRAWER(S)  
 MICROFILM(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
and 15 Banker's Boxes

10. ANNUAL ACCUMULATION

4  
NUMBER

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

11. FILE IS USED

- DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER

6.25  
NUMBER     MONTH(S)     YEAR(S)

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

Building 805, Ground Floor, Room 1102

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

19. NAME AND TITLE OF PREPARER  
Sue Kernan  
Corporate Services Administrator

20. TELEPHONE NUMBER  
(301) 405-1116

21. DATE  
January 2, 1998

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UNIVERSITY OF MARYLAND  
COLLEGE PARK

AGENCY RECORDS INVENTORY

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1. AGENCY  
University of Maryland, College Park

2. DIVISION  
Administrative Affairs

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  
American Express Material

5. EARLIEST YEAR/LATEST YEAR  
1995 TO 1998

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)  
  
American Express applications from University of Maryland employees, correspondence, and reports to and from American Express, including cancellation reports.

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  
1  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
and 1 Banker's Box

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

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 805, Ground Floor, Room 1102

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  
Sue Kernan  
Corporate Services Administrator

20. TELEPHONE NUMBER  
  
(301) 405-1116

21. DATE  
  
January 2, 1998

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UNIVERSITY OF MARYLAND  
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 20 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 RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE  
Vending Material

5. EARLIEST YEAR/LATEST YEAR  
1992 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.)

Documentation related to commission payments.

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

3  
NUMBER

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

10. ANNUAL ACCUMULATION

1  
NUMBER

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

11. FILE IS USED

- DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER

3  
NUMBER     MONTH(S)     YEAR(S)

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

Building 805, Ground Floor, Room 1102

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  
Sue Kernan  
Corporate Services Administrator

20. TELEPHONE NUMBER  
(301) 405-1116

21. DATE  
January 2, 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 21 OF 30

1. AGENCY  
University of Maryland, College Park

2. DIVISION  
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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  
Risk Management Surveys

5. EARLIEST YEAR/LATEST YEAR  
1990 TO 1993

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

Response to request for required periodic surveys from the Injured Workers' Insurance Fund (IWIF)/State of Maryland Workers' Compensation Fund. (1990 and 1993).

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  
3  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
Banker's Boxes

10. ANNUAL ACCUMULATION  
1  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
Banker's Box

11. FILE IS USED  
 DAILY     WEEKLY     MONTHLY

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

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  
Building 805, Ground Floor, Room 1102

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES     NO    IWIF/State of MD Worker's Comp. Fund

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  
Destroy upon approval of schedule.

19. NAME AND TITLE OF PREPARER  
Sue Kernan  
Corporate Services Administrator

20. TELEPHONE NUMBER  
(301) 405-1116

21. DATE  
January 2, 1998

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**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

1. AGENCY  
University of Maryland, College Park

2. DIVISION  
Administrative Affairs

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  
US Airways Material

5. EARLIEST YEAR/LATEST YEAR  
1994 TO 1998

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

11. FILE IS USED  
 DAILY     WEEKLY     MONTHLY

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

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  
Building 805, Ground Floor, Room 1102

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

19. NAME AND TITLE OF PREPARER  
Sue Kernan  
Corporate Services Administrator

20. TELEPHONE NUMBER  
  
(301) 405-1116

21. DATE  
  
January 2, 1998

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<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		<b>UNIVERSITY OF MARYLAND</b>  <b>COLLEGE PARK</b>		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>23</u> OF <u>30</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Administrative Affairs		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 Records Management Material				5. EARLIEST YEAR/LATEST YEAR <u>1956</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.)  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)  <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE  <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input 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  <u>1/10</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____			
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>10</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 010, First Floor, Room 1110			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)  Please see statement below.			16. AUDIT REQUIREMENTS  <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION  Retain 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.		
19. NAME AND TITLE OF PREPARER Michelle Solter Evers Assistant to the Director		20. TELEPHONE NUMBER  (301) 405-4554		21. DATE  January 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**  
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1. AGENCY  
University of Maryland, College Park

2. DIVISION  
Administrative Affairs

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  
Forms Management Material

5. EARLIEST YEAR/LATEST YEAR  
1990 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.)  
  
Annual forms management activities report (including supporting documentation), most recent copy of forms, form information sheets, and other pertinent supporting 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  
1  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
\_\_\_\_\_

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

11. FILE IS USED  
 DAILY     WEEKLY     MONTHLY

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

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  
Building 010, First Floor, Room 1110

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 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.

19. NAME AND TITLE OF PREPARER  
Michelle Solter Evers  
Assistant to the Director

20. TELEPHONE NUMBER  
  
(301) 405-4554

21. DATE  
  
January 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 25 OF 30

1. AGENCY  
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3. UNIT  
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DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE  
Copy Program Material

5. EARLIEST YEAR/LATEST YEAR  
1993 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.)

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.

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)

2  
NUMBER

10. ANNUAL ACCUMULATION

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

1  
NUMBER

11. FILE IS USED

- DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER

5  
NUMBER     MONTH(S)     YEAR(S)

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

Building 010, Ground Floor, Room 0108

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)

YES     NO DCBS Business Office

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 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.

19. NAME AND TITLE OF PREPARER  
Matthew Raeder  
Manager, Reprographic Services

20. TELEPHONE NUMBER  
(301) 405-4419

21. DATE  
January 2, 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)

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AGENCY RECORDS INVENTORY

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DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE  
Copyright Clearance Material

5. EARLIEST YEAR/LATEST YEAR  
1994 TO 1998

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)  
  
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)  
 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  
1  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
and 4 Boxes

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

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 010, Ground Floor, Room 0108

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

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  
Matthew Raeder  
Manager, Reprographic Services

20. TELEPHONE NUMBER  
(301) 405-4419

21. DATE  
January 5, 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

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1. AGENCY  
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2. DIVISION  
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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  
Vehicle Mileage Reports

5. EARLIEST YEAR/LATEST YEAR  
1984 TO 1998

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

Sheets indicating distance driven and dates of vehicle usage.

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  
1  
NUMBER

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

10. ANNUAL ACCUMULATION

1/10  
NUMBER

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

11. FILE IS USED

- DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER

NUMBER     MONTH(S)     YEAR(S) VEHICLE DISPOSAL

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

Building 010, First Floor, Room 1193

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

Destroy upon disposal of vehicle.

19. NAME AND TITLE OF PREPARER

Michelle Solter Evers  
Assistant to the Director

20. TELEPHONE NUMBER

301/405-4554

21. DATE

March 4, 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**

1. AGENCY  
University of Maryland, College Park

2. DIVISION  
Administrative Affairs

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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  
Inventory Records

5. EARLIEST YEAR/LATEST YEAR  
1994 TO 1998

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

9. VOLUME  
1  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
\_\_\_\_\_

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

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 010, First Floor, Room 1110

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

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. Office of Record is Inventory Control, Office of the Comptroller.

19. NAME AND TITLE OF PREPARER  
Michelle Solter Evers  
Assistant to the Director

20. TELEPHONE NUMBER  
  
(301) 405-4554

21. DATE  
  
January 5, 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  
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AGENCY RECORDS INVENTORY

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1. AGENCY  
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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  
Departmental Telecommunication Bills

5. EARLIEST YEAR/LATEST YEAR  
1995 TO 1998

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

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)

- 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)  
1 1/4  
NUMBER

10. ANNUAL ACCUMULATION

FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
1/3  
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 010, First Floor, Room 1110

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  
Michelle Solter Evers  
Assistant to the Director

20. TELEPHONE NUMBER  
(301) 405-4554

21. DATE  
January 5, 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  
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AGENCY RECORDS INVENTORY

PAGE 30 OF 30

1. AGENCY  
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2. DIVISION  
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DEFINITION - RECORD SERIES:

A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE  
Position Files

5. EARLIEST YEAR/LATEST YEAR  
1984 TO 1998

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

Requests for position classification action, lists of eligibles, study numbers, and position descriptions.

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

1  
NUMBER

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

10. ANNUAL ACCUMULATION

None  
NUMBER

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

11. FILE IS USED

DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER

3  
NUMBER

MONTH(S)     YEAR(S) OF POSITION

AFTER ABOLISHMENT

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)  
 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 after position is abolished, then destroy.

19. NAME AND TITLE OF PREPARER

Kim Smith  
Program Analyst III

20. TELEPHONE NUMBER

301/405-4495

21. DATE

March 4, 1998

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Please contact the President's Legal Office at (301) 405-4945 with inquiries.