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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCHE	Schedule No.: 2030 Page 1 of 5 DULE
Agency: l	Iniversity of Maryland College Park	Division/Unit: Department of Campus Parking
Item No.	Description	Retention
1	General Files - alpha, subject, administrative, and c correspondence containing original incoming and c outgoing correspondence, reports, memoranda, sta surveys, work schedules, proposed programs, mine George's County District Court Parking Violation No dockets, logging sheets, policy and procedure state special projects, and substantive data concerning t of the Department of Campus Parking.	opies of tistics, utes, Princewhich no further reference is required. Remaining material with continuing administrative or legal value to be kept in paper by the Department of Campus Parking for 25 years, then destroyed. Material
2	 Human Resource Records A. Timekeeping Records - individual sheets appro supervisor that show leave taken and hours wo student, if and when, contractual, non-exempt, employees. B. Employee Leave Balances - leave balances for non-exempt, and exempt employees. 	ked for requirements are met, then destroy. and exempt
Signature:_ Title: <u></u>		Date: <u>SEP 4 1998</u> <i>Elivard C. Japan free Sep 4</i>
Type Name Title:	<u> </u>	Signature:

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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Schedule No.: 2030 Page 2 of 5
Item No.	Description	Retention
3	Personnel Files - folders prepared upon the commencement of employment for exempt and non-exempt staff, contract staff, if and when staff, and student employees, including any of the following items: application and resume; appointment letter; reference checks; payroll form; position action request; recruitment screening report; personnel transaction form; retirement form; change of address forms; clearance file; W4 forms, commendations; contracts; correspondence; counseling sessions; grievances; disciplinary actions, including charges for removal, probation, or suspension actions; efficiency ratings; health insurance benefits forms; leave forms; orientation and training material; position history; promotions and reclassifications; suggestion file; summer employment material; Performance Review and Development; notice of separation; and letters of resignation, retirement, transfer, and/or dismissal.	Department of Campus Parking to retain for 3 years after termination of employment, then destroy. Office of Record for Performance, Review and Development files is the Department of Campus Parking.
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 Campus Parking to retain listed material for 10 years, then destroy. Other material to be destroyed after 1 year.
5	Position Files - requests for position classification action, lists of eligibles, EOE statistical reports, study numbers, position history cards, and position descriptions.	Retain for 3 years after position is abolished, then destroy.
6	Payroll Records - journals, one pay certification cards, journal vouchers, payroll entry forms, and other internal adjustment forms.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Payroll Services.
7	Purchasing Records - internal account records, including copies of requisitions, small procurement orders, purchase orders, miscellaneous payments, invoices, and packing slips.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record for HM, LM, and SM Small Procurement Orders is the Department of Campus Parking. Office of Record for purchase orders is Procurement and Supply.

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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Schedule No.: 2030 Page 3 of 5
Item No.	Description	Retention
8	Accounting Records - contract items; special payments; internal service requests; miscellaneous payments; Relational State's Accounting and Reporting System (RSTARS) documents; Financial Accounting System accounting sheets; departmental bills (credits/debits); journal voucher transfers; periodic financial reports; credit card receipts, statements, and logs; AMO 90 & 91 ledgers; cash register reports; cashiering items; cashier audits; record of credit card charges; telecommunication service and equipment bills; bill changer; Departmental Sign Requests; work orders; amendments and estimates; Flagging Receipts; transmittal sheets to Student Accounts Receivable (meter debit, tickets, and permits); refunds for gate card; records of vehicle relocation; and other data.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Comptroller, Budget and Fiscal Analysis, or the Department of Communication and Business Services. Office of Record for the Transmittal Sheets is the Bursar.
9	Campus Parking Advisory Committee Meeting Minutes - copies of committee recommendations regarding policy issues and other data relating to the Department of Campus Parking that are historical.	Screen after 2 years, retaining policies with historical value for 15 years. Forward a copy to the University Archives at the University of Maryland for permanent retention. Office of Record is the Office of the Vice President of Student Affairs.
10	Pit Crew Program Reports - Motor Assistance Vehicle and visitor parking contract statistical reports, signed visitor parking (special event) contracts.	Retain for 3 years and until audit requirements are met, then destroy.
11	 Department of Campus Parking completed parking applications and related forms. A. Student Parking Registration Information - student walk-in registration applications; MARS (Maryland Automated Registration System) vendor printout; MARS Campus Parking printouts; MARS on-line student registration forms. 	Department of Campus Parking to retain for 5 years and until audit requirements are met, then destroy.
	B. Faculty and Staff Parking Registration Information - applications by faculty and staff members requesting a parking permit.	Department of Campus Parking to retain for 3 years and until audit requirements are met, then destroy.
	C. Temporary Medical Permits - applications requesting a temporary parking assignment permit with the approval of the University of Maryland Health Center.	Department of Campus Parking to retain for 1 year, then destroy.
	D. Special Projects Permits - applications requesting the registration of visitors, service/technician representatives, faculty, staff, alumni, emeritus, construction workers, etc.	Department of Campus Parking to retain for 3 years and until audit requirements are met, then destroy.

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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No.: 2030
RECO	ORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)	
Item No.	Description	Retention
	E. Vehicle Information Record - completed vehicle information record; backup material; registered owner detail.	Department of Campus Parking to retain for 5 years and until audit requirements are met, then destroy.
	F. Parking Registration Exception - information to students ineligible to register for parking and request for an exception to the policy.	Department of Campus Parking to retain for 1 year, then destroy.
	G. Monthly Parking Agreement - agreement signed by customer to arrange for monthly parking in the Stadium Drive Garage.	Department of Campus Parking to retain for 3 years and until audit requirements are met, then destroy.
	H. Carpool/HOVP-3 (High Occupancy Vehicle Permit) Program Application - request by students to obtain a carpool permit, which allows students to park in closer lots when three or more people are carpooling.	Department of Campus Parking to retain for 1 year, then destroy.
	I. Payroll Deduction Authorization Form - application of a faculty or staff member authorizing the Central Payroll Bureau to deduct the parking fee from paycheck or to terminate deduction.	Department of Campus Parking to retain for 3 years after the termination of deduction or employment (whichever is first), then destroy.
	J. Record of Impoundment - record of towing and release of vehicles.	Department of Campus Parking to retain for 5 years and until audit requirements are met, then destroy.
12	K. Scratch-off Permit(s) Request - application by customer requesting single-use scratch-off-type parking permits for surface lot parking.	Department of Campus Parking to retain for 3 years and until audit requirements are met, then destroy.
13	Parking Violation Notices - original, paid, and voided tickets.	Department of Campus Parking to retain for 10 years and until audit requirements are met, then destroy.
14	Ticket Appeals - parking ticket review material, including incoming correspondence pertaining to high-fine violations and archival printouts reflecting adjudicated tickets.	Department of Campus Parking to retain for 3 years and until audit requirements are met, then destroy. Destroy correspondence relating to voided tickets and general violations (low-fine tickets) after resolution.
	Ticket Abatement - list of uncollectable tickets that are 3 years or older.	Department of Campus Parking to retain for 3 years and until audit requirements are met, then destroy.

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RECO	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)	Schedule No.: 2030 Page 5 of 5
Item No.	Description	Retention
15	Archival Summaries - summaries of Parking Violation Notices; tickets and subsequent resolution; relevant information stemming from applications for parking permits; Department of Campus Parking address file of people not in the University of Maryland System; and statistical reports of information collected in the central computer.	Department of Campus Parking to retain for 5 years and until audit requirements are met, then destroy.
16	Departmental Publications - newsletters, parking regulations, technical reports, brochures, handbooks, annual reports, campus maps, reference material, and other material published by the Department of Campus Parking.	Forward a copy of publication to the University Archives at the University of Maryland at the time of publication for permanent retention. Screen annually and destroy remaining material for which no further reference is required.
17	Annual Budget - annual asking, working, and detail budget data and related documents, correspondence, and backup material.	Department of Campus Parking to retain for 3 years and until audit requirements are met, then destroy.
18	Capital Inventory Material - records identifying capital equipment and related material including: manual sheets, inventory adjustment forms, replacement of inventory tag forms, equipment loan forms, and disposal of surplus property/Terrapin Trader forms.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Inventory Control, Office of the Comptroller.
19	Meter Collection Forms, Card Transaction System Reports, and Key Sign-out Sheets - reports, collection schedules, sign- out sheets, and coin deposit receipts for campus and garage meter collection; Card Transaction System (CTS) reports; and meter key sign-out sheets.	Department of Campus Parking to retain for 3 years and until audit requirements are met, then destroy.
	If University Archives at the University of Maryland are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available at the University of Maryland, material having limited retention (i.e. 25 years) will be transferred to the State Records Center in Jessup.	Until audit requirements are met means 3 years for state-related documents, 3 years for non- monetary federal-related documents, 3 years for monetary federal-related documents under \$25,000, and 6 years, 3 months for monetary federal-related documents over \$25,000.

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, <u>INSTRUCTIONS</u> : 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		PAGE 1 OF 19	
1. AGENCY University of Maryland, College Park	2. DIVISION Student Affairs		3. UNIT Department of Campus Parking	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		D AND USED AS A UNIT FOR REFERENCE USES.	
4. RECORD SERIES TITLE General Files			5. EARLIEST YEAR/LATEST YEAR <u>1982</u> TO <u>1998</u>	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES (SERIES, INCLUDING THE I			
Alpha, subject, administrative, and chrono correspondence, reports, memoranda, sta County District Court Parking Violation No projects, and substantive data concerning	atistics, surveys, work otice appeal dockets, lo	schedules, proposed ogging sheets, policy a	programs, minutes, Prince George's and procedure statements, special	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
🗹 LETTER SIZE 🗌 MICROFILM	🗹 ALPHAE	BETICAL	$\frac{20}{10000000000000000000000000000000000$	
LEGAL SIZE COMPUTER TAPE			NUMBER OTHER (SPECIFY)	
🔲 BOUND BOOK 🛛 FLOPPY DISK	CHRONO	DLOGICAL	10. ANNUAL ACCUMULATION	
AUDIO TAPE VIDEO TAPE OTHER (SPECIFY)	GEOGRA		3 Image: File drawer(s) NUMBER Image: File drawer(s) COMPUTER TAPE(s)	
· · · · · · · · · · · · · · · · · · ·			OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	JACTIVE AFTER	
	MONTHLY	NUMBER	MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO Building 202, Ground Floor, Rooms 0100 and 0123A-E		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) UP YES VO		
15. ACCESS RESTRICTIONS* YES (IF YES. CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		VINONE STATE FEDERAL INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) USE INO	N	18. RECOMMENDED RETENTION Screen annually and destroy that material for which no further reference is required. Remaining material with continuing administrative or legal value to be kept in paper by the Department of Campus Parking for 25 years, then destroyed. Material deemed to have historical value should be sent to University Archives at the University of Maryland for permanent retention.		
19. NAME AND TITLE OF PREPARER Ruth Spellerberg	20. TELEPHONE NUMBER	ξ.	21. DATE	
Assistant Director	301/31	4-7177	March 24, 1998	

, <u>INSTRUCTIONS</u> : 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 2A OF 19	
1. AGENCY University of Magyland, College Burk	2. DIVISION		3. UNIT	
University of Maryland, College Park	Student Affairs		Department of Campus Parking	
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 Human Resource Records - Timekeeping	Records		5. EARLIEST YEAR/LATEST YEAR <u>1982</u> TO <u>1998</u>	
6. RECORD SERIES DESCRIPTION (BRIEF	TLY DESCRIBE THE TYPES (SERIES, INCLUDING THE			
Individual sheets approved by the superv non-exempt, and exempt employees.	isor that show leave ta	ken and hours worke	d for student, if and when, contractual,	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
🗹 LETTER SIZE 🔲 MICROFILM		SETICAL		
LEGAL SIZE COMPUTER TAPE	ALPHABETICAL		IO 1/2 COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)	
			10. ANNUAL ACCUMULATION	
AUDIO TAPE VIDEO TAPE		GRAPHICAL	FILE DRAWER(S)	
✓ OTHER (SPECIFY) Time cards-3 1/4" x 9", 4 1/8" x 8"			NUMBER COMPUTER TAPE(S)	
	By Pay Pe		OTHER (SPECIFY)	
11. FILE IS USED	l	12. FILE BECOMES I	NACTIVE AFTER	
] MONTHLY			
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC		14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
		(IF YES, SPECIFY AGENCY	OR OFFICE)	
Building 202, Ground Floor, Rooms 0100	-			
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREN	1ENTS	
Please See Statement Below.		🗆 NONE 🗹 STATE 🗌 FEDERAL 🗌 INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	IN	18. RECOMMENDED RETENTION		
		Retain for 3 years and destroy.	d until audit requirements are met, then	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Ruth Spellerberg Assistant Director	301/31	4-7177	March 24, 1998	
* Access to records is subject to and may be r	<u> </u>			

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 2B OF 19	
1. AGENCY University of Maryland, College Park	2. DIVISION Student Affairs		3. UNIT Department of Campus Parking	
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 Human Resource Records - Employee Le	eave Balances		5. EARLIEST YEAR/LATEST YEAR <u>1991</u> TO <u>1998</u>	
6. RECORD SERIES DESCRIPTION (BRIED IN THE	LY DESCRIBE THE TYPES SERIES, INCLUDING THE			
Leave balances for contractual, non-exer	npt, and exempt emplo	oyees.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)	
🖌 LETTER SIZE 🔲 MICROFILM	🗹 ALPHAI	BETICAL	7 II COMPUTER TAPE(S)	
🗌 LEGAL SIZE 🛛 COMPUTER TAPE	NUMERICAL		NUMBER OTHER (SPECIFY) Binders	
📋 BOUND BOOK 🛛 FLOPPY DISK		OLOGICAL	10. ANNUAL ACCUMULATION	
🗌 AUDIO TAPE 🛛 VIDEO TAPE	GEOGR.	APHICAL	1 FILE DRAWER(S)	
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11. FILE IS USED	<u> </u>	12. FILE BECOMES	Binder INACTIVE AFTER AFTER	
] MONTHLY	3	TERMINATION OF MONTH(S) YEAR(S) EMPLOYMENT	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC	ЮМ)	NUMBER 14. IS RECORD SER	IES DUPLICATED ELSEWHERE?	
Building 202, Ground Floor, Room 0123	3	(IF YES, SPECIFY AGENCY OR OFFICE)		
15. ACCESS RESTRICTIONS* YES		16. AUDIT REQUIREMENTS		
(IF YES. CITE LAW(S) & REGULATIONS)				
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		
TYES IN NO		Retain final leave balance for 3 years after termination of employment, then destroy. During the time the employee is ac retain ongoing balances for 3 years for audit purposes.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE	
Ruth Spellerberg Assistant Director 301/3 ⁻		14-7177	March 24, 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	

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.

NINSTRUCTIONS: 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 3 OF 19	
1. AGENCY University of Maryland, College Park	2. DIVISION Student Affairs		3. UNIT Department of Campus Parking	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE ISES.	
4. RECORD SERIES TITLE Personnel Files			5. EARLIEST YEAR/LATEST YEAR 19591998	
IN THE Folders prepared upon the commenceme and student employees, including any of t payroll form; position action request; recru address forms; clearance file; W4 forms, disciplinary actions, including charges for benefits forms; leave forms; orientation ar file; summer employment material; Perfor retirement, transfer, and/or dismissal.	the following items: ap uitment screening report commendations; contr removal, probation, or nd training material; po	exempt and non-exemplication and resume opt; personnel transact acts; correspondence r suspension actions; osition history; promoti	pt staff, contract staff, if and when staff, ; appointment letter; reference checks; ion form; retirement form; change of ; counseling sessions; grievances; efficiency ratings; health insurance ions and reclassifications; suggestion	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)	
🗹 LETTER SIZE 🗌 MICROFILM	ALPHABETICAL		$\frac{91/2}{1} \square COMPUTER TAPE(S)$	
LEGAL SIZE COMPUTER TAPE			NUMBER OTHER (SPECIFY)	
BOUND BOOK FLOPPY DISK		OLOGICAL	10. ANNUAL ACCUMULATION	
AUDIO TAPE 🗌 VIDEO TAPE	GEOGR.	APHICAL	2 1/2 FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER (SPECIFY) By Employee Status		2 1/2 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)	
11. FILE IS USED	L	12. FILE BECOMES IN	ACTIVE AFTER AFTER	
🗹 DAILY 🗌 WEEKLY] MONTHLY	3	TERMINATION OF MONTH(S) YEAR(S) EMPLOYMENT	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO Building 202, Ground Floor, Rooms 0100 0107, 0107A, 0116, and 0123 A-E		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) UYES MO		
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, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
☐ YES II NO		Department of Campus Parking to retain for 3 years after termination of employment, then destroy. Office of Record for Performance, Review and Development files is the Department Campus Parking.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Ruth Spellerberg Assistant Director		4-7177	March 24, 1998	

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NINSTRUCTIONS: 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 4 OF 19
1. AGENCY University of Maryland, College Park	2. DIVISION Student Affairs		3. UNIT Department of Campus Parking
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 Search Committee Files			5. EARLIEST YEAR/LATEST YEAR <u>1992</u> TO <u>1998</u>
Search committee materials for administr committee, meeting minutes containing fi depending on size of search), and all info	nal recommendation d	. Consists of adverti ata, voting results, to	sements, final recommendation of the
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	BETICAL	9. VOLUME FILE DRAWER(S) MICROFILM(S) 1 1/2 NUMBER OTHER (SPECIFY)
BOUND BOOK FLOPPY DISK	CHRONOLOGICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY) By Employee Search		10. ANNUAL ACCUMULATION 1 □ FILE DRAWER(S) 1 □ MICROFILM REEL(S) NUMBER □ COMPUTER TAPE(S) I I OTHER (SPECIFY) File File
11. FILE IS USED RARELY] MONTHLY	12. FILE BECOMES	INACTIVE AFTER \Box MONTH(S) \blacksquare YEAR(S)
13. CURRENT LOCATION(S) (BUILDING.FLOOR. RC Building 202, Ground Floor, Rooms 0123		NUMBER 14. IS RECORD SERI (IF YES, SPECIFY AGENCE U YES	ES DUPLICATED ELSEWHERE?
15. ACCESS RESTRICTIONS* YES (IF YES. CITE LAW(S) & REGULATIONS) Please See Statement Below.	□ NO	16. AUDIT REQUIREMENTS	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES			D RETENTION ous Parking to retain listed material for 10 Other material to be destroyed after 1 year.
19. NAME AND TITLE OF PREPARER Ruth Spellerberg Assistant Director		4-7177	21. DATE March 24, 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.

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)			PAGE5OF19	
1. AGENCY University of Maryland, College Park	2. DIVISION Student Affairs		3. UNIT Department of Campus Parking	
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 Position Files		· ·	5. EARLIEST YEAR/LATEST YEAR <u>1976</u> <u>1998</u>	
	series, including the l		tudy numbers, position history cards, and	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	-	9. VOLUME FILE DRAWER(S) MICROFILM(S) 1/2 COMPUTER TAPE(S)	
🗋 LEGAL SIZE 🛛 COMPUTER TAPE	M NUMERICAL		NUMBER OTHER (SPECIFY)	
🗌 BOUND BOOK 🔄 FLOPPY DISK		DLOGICAL	10. ANNUAL ACCUMULATION	
 ☐ AUDIO TAPE ☐ VIDEO TAPE ☑ OTHER (SPECIFY) 3 1/4" x 7 1/2", 5" x 8" Sheets 	GEOGRA		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 OCCASIONALLY	A	12. FILE BECOMES I		
] MONTHLY	3 NUMBER □ MONTH(S) ☑ YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC	ЮМ)	14. IS RECORD SERI	ES DUPLICATED ELSEWHERE? Y OR OFFICE)	
Building 202, Ground Floor, Rooms 0123	B and 0123E			
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) ☐ YES ☑ NO		18. RECOMMENDED Retain for 3 years af	RETENTION ter position is abolished, then destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Ruth Spellerberg Assistant Director		4-7177	March 24, 1998	

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)			PAGE60F19
1. AGENCY University of Maryland, College Park	2. DIVISION Student Affairs		3. UNIT Department of Campus Parking
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION A		D AND USED AS A UNIT FOR REFERENCE SES.
4. RECORD SERIES TITLE Payroll Records			5. EARLIEST YEAR/LATEST YEAR <u>1991</u> TO <u>1998</u>
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Journals, one pay certification cards, journ	SERIES, INCLUDING THE F	PURPOSE OR FUNCTION C	OF THE SERIES.)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME J 1/2 FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)
 ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☑ OTHER (SPECIFY) 11" x 17" Sheets 	CHRONOLOGICAL		10. ANNUAL ACCUMULATION 1/2 NUMBER I/2 I
] MONTHLY	NUMBER	MONTH(S) YEAR(S)
13. CURRENT LOCATION(S) (BUILDING.FLOOR. RO Building 202, Ground Floor, Rooms 0100 and 0123E		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) YES NO PAYROLL SERVICES	
15. ACCESS RESTRICTIONS* YES (IF YES. CITE LAW(S) & REGULATIONS) Please See Statement Below.	□ NO	16. AUDIT REQUIREMENTS	
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19. NAME AND TITLE OF PREPARER Ruth Spellerberg Assistant Director	20. TELEPHONE NUMBER 301/31	4-7177	21. DATE March 24, 1998

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1. AGENCY University of Maryland, College Park	2. DIVISION Student Affairs		3. UNIT Department of Campus Parking	
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19. NAME AND TITLE OF PREPARER Ruth Spellerberg Assistant Director	20. TELEPHONE NUMBE	4-7177	21. DATE April 15, 1998	

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19. NAME AND TITLE Ruth Spellerberg Assistant Director	OF PREPARER	20. TELEPHONE NUMBE	IR R I4-7177	21. DATE	April	15, 1998

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	UNIVERSITY O	FMARYLAND	AGENCY RECORDS INVENTORY	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Ruth Spellerberg Assistant Director		4-7177	March 24, 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.**

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AUDIO TAPE VIDEO TAPE GEOGRAPHICAL II. ANNOAL ACCOMUNATION If other (specify) other (specify) III. FILE IS USED III. FILE IS UNDER (specify) 2 III. FILE IS USED III. IS RECOAD SERIES DUPLICATED ELSEWHERE?				
Image: Contract of the contract	BOUND BOOK 🗍 FLOPPY DISK		OLOGICAL	10. ANNUAL ACCUMULATION
Image: Construction of the construc	OTHER (SPECIFY)	_		NUMBER Image: Microfilm Reel(s) COMPUTER TAPE(s) Image: Microfilm Reel(s) Image: Microfilm Reel(s)
13. CURRENT LOCATION(\$) (BUILDING.FLOOR. ROOM) Building 202, Ground Floor, Rooms 0100A, 0107, 0107A, and 0108 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES. SPECIFY AGENCY OR OPFICE) 15. ACCESS RESTRICTIONS* YES 16. AUDIT REQUIREMENTS Please See Statement Below. 17. IS AN INDEX SYSTEM USED? (IF YES. EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) 18. RECOMMENDED RETENTION 19. NAME AND TITLE OF PREPARER Ruth Spellerberg Assistant Director 20. TELEPHONE NUMBER 301/314-7177 21. DATE	11. FILE IS USED	h	12. FILE BECOMES	INACTIVE AFTER
Building 202, Ground Floor, Rooms 0100A, 0107, 0107A, and 0108 If YES. SPECIFY AGENCY OR OFFICE) YES YES IS. ACCESS RESTRICTIONS* YES IS. ACCESS RESTRICTIONS* YES Please See Statement Below. 16. AUDIT REQUIREMENTS 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) 18. RECOMMENDED RETENTION PLEASE INDEX 19. NAME AND TITLE OF PREPARER Ruth Spellerberg Assistant Director 20. TELEPHONE NUMBER 301/314-7177 21. DATE] MONTHLY	5 NUMBER	MONTH(S) YEAR(S)
(IF YES. CITE LAW(S) & REGULATIONS) Please See Statement Below. 17. IS AN INDEX SYSTEM USED? (IF YES. EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) □ YES Image: Comparison of the second seco	Building 202, Ground Floor, Rooms 0100		(IF YES, SPECIFY AGENO	Y OR OFFICE)
Please See Statement Below. 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) 18. RECOMMENDED RETENTION PYES Provide Any Hardware/Software) 19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE 19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE Assistant Director 301/314-7177 April 15, 1998	_	□ NO	16. AUDIT REQUIRE	MENTS
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) Department of Campus Parking to retain for 5 years and until audit requirements are met, then destroy. 19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE Ruth Spellerberg 301/314-7177 April 15, 1998			□ NONE I STATE □ FEDERAL □ INDEPENDENT	
Ruth Spellerberg301/314-7177April 15, 1998	BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		Department of Camp	ous Parking to retain for 5 years and until audit
	Ruth Spellerberg Assistant Director	301/31	14-7177	April 15, 1998

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	UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY			
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE 11B OF 19			
1. AGENCY University of Maryland, College Park	2. DIVISION Student Affairs		3. UNIT Department of Campus Parking			
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE ISES.			
4. RECORD SERIES TITLE Department of Campus Parking Application	ons and Related Form	s	5. EARLIEST YEAR/LATEST YEAR <u>1993</u> TO <u>1998</u>			
6. RECORD SERIES DESCRIPTION (BRIEF	LY DESCRIBE THE TYPES (SERIES, INCLUDING THE					
Faculty and Staff Parking Registration Inf	Faculty and Staff Parking Registration Information - applications by faculty and staff members requesting a parking permit.					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)			
LETTER SIZE	🗹 ALPHAE	BETICAL	20 MICROFILM(S)			
LEGAL SIZE COMPUTER TAPE			NUMBER OTHER (SPECIFY)			
🗌 BOUND BOOK 🛛 FLOPPY DISK	CHRONOLOGICAL		10. ANNUAL ACCUMULATION			
🗌 AUDIO TAPE 🛛 VIDEO TAPE	GEOGRA	APHICAL	. File Drawer(S)			
	OTHER (SPECIFY)		4			
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER			
🗹 DAILY 🗌 WEEKLY] MONTHLY	3 NUMBER	MONTH(S) YEAR(S)			
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)				
Building 202, Ground Floor, Rooms 0100	A and 0107					
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREMENTS				
Please See Statement Below.		□ NONE				
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES Y NO		18. RECOMMENDED Department of Campu requirements are met	us Parking to retain for 3 years and until audit			
	1					
19. NAME AND TITLE OF PREPARER Ruth Spellerberg	20. TELEPHONE NUMBER		21. DATE			
Assistant Director		4-7177	April 15, 1998 ad regulations. Access to any specific document			

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 11C OF 19	
1. AGENCY University of Maryland, College Park	2. DIVISION Student Affairs		3. UNIT Department of Campus Parking	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE ISES.	
4. RECORD SERIES TITLE Department of Campus Parking Application	ons and Related Form		5. EARLIEST YEAR/LATEST YEAR 19931998	
 RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Temporary Medical Permits - applications requesting a temporary parking assignment permit with the approval of the University of Maryland Health Center. 				
7. RECORD SERIES FORMAT(S) LETTER SIZE MICROFILM LEGAL SIZE COMPUTER TAPE	8. RECORD SERIES SEQUENCE		9. VOLUME I 1/4 FILE DRAWER(S) MICROFILM(S) I 1/4 COMPUTER TAPE(S) OTHER (SPECIFY) 4" x 6" File Boxes	
 □ BOUND BOOK □ FLOPPY DISK □ AUDIO TAPE □ VIDEO TAPE ☑ OTHER (SPECIFY) 4" x 6" Sheets 	CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY)		10. ANNUAL ACCUMULATION 1/4 NUMBER I/4 NUMBER I/4	
13. CURRENT LOCATION(S) (BUILDING.FLOOR, RC Building 202, Ground Floor, Rooms 0100		14. IS RECORD SERIE (IF YES, SPECIFY AGENCY	MONTH(S) YEAR(S) S DUPLICATED ELSEWHERE? or office)	
0108 15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS) Please See Statement Below.		16. AUDIT REQUIREM		
17. IS AN INDEX SYSTEM USED? (IF YES. EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES Y NO		18. RECOMMENDED	RETENTION us Parking to retain for 1 year, then destroy.	
19. NAME AND TITLE OF PREPARER Ruth Spellerberg Assistant Director	20. TELEPHONE NUMBE	R 4-7177	21. DATE April 15, 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	PAGE11DOF19			
1. AGENCY	2. DIVISION		3. UNIT			
University of Maryland, College Park	Student Affairs		Department of Campus Parking			
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 Department of Campus Parking Application	ons and Related Form	S	5. EARLIEST YEAR/LATEST YEAR <u>1993</u> TO <u>1998</u>			
6. RECORD SERIES DESCRIPTION (BRIEF						
Special Projects Permits - applications re	IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Special Projects Permits - applications requesting the registration of visitors, service/technician representatives, faculty, staff, alumni, emeritus, construction workers, etc.					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)			
LETTER SIZE MICROFILM	🗌 ALPHAR					
			NUMBER COMPUTER TAPE(S)			
LEGAL SIZE COMPUTER TAPE	W NUMERICAL		4" x 6" File Boxes			
BOUND BOOK FLOPPY DISK			10. ANNUAL ACCUMULATION			
AUDIO TAPE VIDEO TAPE	GEOGRAPHICAL		4 FILE DRAWER(S) MICROFILM REEL(S)			
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER COMPUTER TAPE(S)			
4" x 6" Sheets			✓ OTHER (SPECIFY) 4" x 6" File Boxes			
11. FILE IS USED	I	12. FILE BECOMES I				
] MONTHLY	$\frac{12. \text{ FILE BECOMES I}}{3}$				
		NUMBER MONTH(S) YEAR(S)				
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC	ЮМ)	14. IS RECORD SERI	ES DUPLICATED ELSEWHERE? y or office)			
Building 202, Ground Floor, Rooms 0100	A, 0107, and 0108					
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		18. RECOMMENDED RETENTION				
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		Department of Camp requirements are me	us Parking to retain for 3 years and until audit t, then destroy.			
19. NAME AND TITLE OF PREPARER Ruth Spellerberg	20. TELEPHONE NUMBE	R	21. DATE			
Assistant Director	301/31	4-7177	April 15, 1998			
* Access to records is subject to and may be re	estricted by applicable F	ederal and State Jaws a	nd 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)	COLLEGE PARK		PAGE 11E OF 19	
1. AGENCY University of Maryland, College Park	2. DIVISION Student Affairs		3. UNIT Department of Campus Parking	
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE SES.	
4. RECORD SERIES TITLE Department of Campus Parking Application	ons and Related Form		5. EARLIEST YEAR/LATEST YEAR <u>1988</u> TO <u>1998</u>	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES			
Vehicle Information Record - completed v	whicle information reco	ord; backup material; ı	registered owner detail.	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
LETTER SIZE	ALPHABETICAL		MICROFILM(S)	
LEGAL SIZE COMPUTER TAPE			NUMBER OTHER (SPECIFY) 30 Boxes, 48-3 1/4" Disks	
BOUND BOOK 🗹 FLOPPY DISK	CHRON	OLOGICAL	10. ANNUAL ACCUMULATION	
AUDIO TAPE VIDEO TAPE	GEOGRAPHICAL		File Drawer(s) 7	
✓ OTHER (SPECIFY) 4" x 6" and 3 1/2" x 5" Sheets	OTHER (SPECIFY)		NUMBER MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY) 48 - 3 1/4" Disks	
11. FILE IS USED		12. FILE BECOMES IN	ACTIVE AFTER	
🗹 DAILY 🗌 WEEKLY] MONTHLY		\square MONTH(S) \blacksquare YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 202, Ground Floor, Rooms 0100	A and 0101			
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		🗆 NONE 🗹 STATE 🗌 FEDERAL 🗌 INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) UYES INO		18. RECOMMENDED I Department of Campu requirements are met,	is Parking to retain for 5 years and until audit	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Ruth Spellerberg Assistant Director	301/31	4-7177	April 15, 1998	

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)			PAGE11FOF19			
1. AGENCY University of Maryland, College Park	2. DIVISION Student Affairs		3. UNIT Department of Campus Parking			
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 Department of Campus Parking Applicati	ons and Related Forms	6	5. EARLIEST YEAR/LATEST YEAR <u>1993</u> TO <u>1998</u>			
6. RECORD SERIES DESCRIPTION (BRIE IN TH	FLY DESCRIBE THE TYPES SERIES, INCLUDING THE					
Parking Registration Exception - informat policy.	Parking Registration Exception - information to students ineligible to register for parking and request for an exception to the					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)			
LETTER SIZE MICROFILM			2 COMPUTER TAPE(S) NUMBER □ OTHER (SPECIFY)			
LEGAL SIZE COMPUTER TAPE						
BOUND BOOK FLOPPY DISK		DLOGICAL	10. ANNUAL ACCUMULATION			
AUDIO TAPE VIDEO TAPE OTHER (SPECIFY)	GEOGRAPHICAL		1/2 File DRAWER(S) NUMBER □ MICROFILM REEL(S) □ COMPUTER TAPE(S) □ COMPUTER TAPE(S)			
		<u></u>				
11. FILE IS USED OCCASIONALLY		12. FILE BECOMES I	NACTIVE AFTER			
	MONTHLY	1 NUMBER	$\square MONTH(S) \textcircled{P} YEAR(S)$			
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO	DOM)	14. IS RECORD SERIE (IF YES, SPECIFY AGENCY	ES DUPLICATED ELSEWHERE?			
Building 202, Ground Floor, Rooms 0100	0A, 0107, and 0108					
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	AENTS			
Please See Statement Below.			STATE 🗌 FEDERAL 🗌 INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES Y NO		18. RECOMMENDED RETENTION Department of Campus Parking to retain for 1 year, then destroy.				
19. NAME AND TITLE OF PREPARER Ruth Spellerberg	20. TELEPHONE NUMBER	R	21. DATE			
Assistant Director		4-7177	April 15, 1998 nd 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 11G OF 19			
1. AGENCY	2. DIVISION		3. UNIT			
University of Maryland, College Park	Student Affairs		Department of Campus Parking			
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 Department of Campus Parking Application	ons and Related Form	S	5. EARLIEST YEAR/LATEST YEAR <u>1997</u> TO <u>1998</u>			
6. RECORD SERIES DESCRIPTION (BRIEF	LY DESCRIBE THE TYPES					
Monthly Parking Agreement - agreement	Monthly Parking Agreement - agreement signed by customer to arrange for monthly parking in the Stadium Drive Garage.					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)			
LETTER SIZE MICROFILM	П АГРНАТ	SETICAL				
LEGAL SIZE COMPUTER TAPE			NUMBER COMPUTER TAPE(S)			
			10. ANNUAL ACCUMULATION			
AUDIO TAPE VIDEO TAPE	GEOGR		1/8 Image: Microfilm Reel(s) NUMBER COMPUTER TAPE(S)			
OTHER (SPECIFY)	OTHER					
· · · · · · · · · · · · · · · · · · ·	Expiration Date		OTHER (SPECIFY)			
11. FILE IS USED	<u> </u>	12. FILE BECOMES I				
	MONTHLY	3	$\square MONTH(S) $			
		NUMBER				
13. CURRENT LOCATION(S) (BUILDING.FLOOR, RC	ЮМ)	14. IS RECORD SERI	ES DUPLICATED ELSEWHERE? y or office)			
Building 202, Ground Floor, Room 0107E	3					
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, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	IN	18. RECOMMENDED	RETENTION			
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		Department of Camp	ous Parking to retain for 3 years and until audit			
		requirements are me				
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE			
Ruth Spellerberg Assistant Director	301/31	4-7177	April 15, 1998			
	I applicable F	ederal 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 WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	UNIVERSITY OI COLLEG	FMARYLAND	AGENCY RECORDS INVENTORY PAGE 11H OF 19	
1. AGENCY University of Maryland, College Park	2. DIVISION Student Affairs		3. UNIT Department of Campus Parking	
DEFINITION - RECORD SERIES :		CORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE SES.	
4. RECORD SERIES TITLE Department of Campus Parking Application	ons and Related Form	S	5. EARLIEST YEAR/LATEST YEAR <u>1996</u> TO <u>1998</u>	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Carpool/HOVP-3 (High Occupancy Vehicl which allows students to park in closer lot	series, including the e Permit) Program Ap	PURPOSE OR FUNCTION C	OF THE SERIES.) students to obtain a carpool permit,	
7. RECORD SERIES FORMAT(S) I LETTER SIZE I MICROFILM I LEGAL SIZE COMPUTER TAPE	8. RECORD SERIES SEQUENCE		9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY) File	
BOUND BOOK FLOPPY DISK AUDIO TAPE VIDEO TAPE	CHRONOLOGICAL GEOGRAPHICAL		10. ANNUAL ACCUMULATION	
OTHER (SPECIFY)	OTHER (SPECIFY)		Imicrofilm Reel(s) NUMBER COMPUTER TAPE(s) Imicrofilm Reel(s) Imicrofilm Reel(s)	
11. FILE IS USED OCCASIONALLY		12. FILE BECOMES IN	INACTIVE AFTER	
	MONTHLY	1 NUMBER	MONTH(S) VEAR(S)	
13. CURRENT LOCATION(S) (BUILDING.FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 202, Ground Floor, Room 0123				
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	🗌 NO	16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		NONE STATE FEDERAL INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES. EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES Y NO		18. RECOMMENDED	RETENTION us Parking to retain for 1 year, then destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Ruth Spellerberg Assistant Director	301/31	4-7177	April 15, 1998	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF	FMARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE11iOF19
1. AGENCY University of Maryland, College Park	2. DIVISION Student Affairs		3. UNIT Department of Campus Parking
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		D AND USED AS A UNIT FOR REFERENCE ISES.
4. RECORD SERIES TITLE Department of Campus Parking Application	ons and Related Forms	6	5. EARLIEST YEAR/LATEST YEAR <u>1990</u> TO <u>1998</u>
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Payroll Deduction Authorization Form - ap	SERIES, INCLUDING THE I	PURPOSE OR FUNCTION (OF THE SERIES.)
deduct the parking fee from paycheck or	to terminate deduction.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)
🗌 LETTER SIZE 🔄 MICROFILM	ALPHABETICAL		$\begin{array}{c} \square \text{ MICROFILM(S)} \\ \hline \square \text{ COMPUTER TAPE(S)} \\ \hline \text{NUMBER} \qquad \hline \square \text{ OTHER (CRECIEN)} \\ \end{array}$
LEGAL SIZE COMPUTER TAPE			NUMBER I OTHER (SPECIFY) File Boxes
	CHRONOLOGICAL		10. ANNUAL ACCUMULATION
 ☐ AUDIO TAPE ☐ VIDEO TAPE ☑ OTHER (SPECIFY) 3 1/4" x 7 1/4" Sheets 	GEOGRAPHICAL		1 FILE DRAWER(S) NUMBER MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY) File Box File Box
11. FILE IS USED	I	12. FILE BECOMES IN	
🗹 DAILY 🗌 WEEKLY] MONTHLY	3 NUMBER	TERMINATION OF MONTH(S) YEAR(S) EMPLOYMENT
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC	ЮМ)	(IF YES, SPECIFY AGENCY	
Building 202, Ground Floor, Room 01004	A, 0107, and 0108	YES NO CENTRAL PAYROLL BUREAU	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS
Please See Statement Below.			STATE 🗍 FEDERAL 🗌 INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLA BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES I'NO	IN		RETENTION us Parking to retain for 3 years after the on or employment (whichever is first), then
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Ruth Spellerberg Assistant Director		4-7177	April 15, 1998
* Access to records is subject to, and may be re	estricted by, applicable F	ederal and State laws ar	d regulations. Access to any specific documer

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	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE		_	
RMGT - 201 (7/92)	COLLEG	E PARK	PAGE11J0F19
1. AGENCY	2. DIVISION		3. UNIT
University of Maryland, College Park	Student Affairs		Department of Campus Parking
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Department of Campus Parking Application	ons and Related Form	S	<u>1996</u> <u>TO</u> <u>1998</u>
6. RECORD SERIES DESCRIPTION (BRIEF			
IN THE	SERIES, INCLUDING THE	PURPOSE OR FUNCTION C	THE SERIES.)
Record of Impoundment - record of towin	g and release of vehic	les.	
	•		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME IFILE DRAWER(S)
LETTER SIZE MICROFILM		TICAL	
			NUMBER OTHER (SPECIFY)
LEGAL SIZE COMPUTER TAPE			
BOUND BOOK SLOPPY DISK	CHRONOLOGICAL		10. ANNUAL ACCUMULATION
AUDIO TAPE VIDEO TAPE	GEOGRAPHICAL		1/2 FILE DRAWER(S)
OTHER (SPECIFY)		(SPECIFY)	1/2 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S)
11. FILE IS USED OCCASIONALLY	_	12. FILE BECOMES IN 5	
] MONTHLY	NUMBER	$\square MONTH(S) \blacksquare YEAR(S)$
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
Building 202, Ground Floor, Rooms 0100	A, 0107, and 0108	YES VOID	
15. ACCESS RESTRICTIONS* YES		16. AUDIT REQUIREM	IENTS
(IF YES. CITE LAW(S) & REGULATIONS)			
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	
		Department of Campu	is Parking to retain for 5 years and until audit
		requirements are met,	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE
Ruth Spellerberg Assistant Director	301/31	4-7177	April 15, 1998
			d 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 11K OF 19
1. AGENCY University of Maryland, College Park	2. DIVISION Student Affairs		3. UNIT Department of Campus Parking
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE DSES.
4. RECORD SERIES TITLE Department of Campus Parking Application	ons and Related Form	S	5. EARLIEST YEAR/LATEST YEAR <u>1996</u> TO <u>1998</u>
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Scratch-off Permit(s) Request - applicatio parking.	SERIES, INCLUDING THE	PURPOSE OR FUNCTION (OF THE SERIES.)
7. RECORD SERIES FORMAT(S) LETTER SIZE MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK AUDIO TAPE VIDEO TAPE OTHER (SPECIFY) 4" x 6" Sheets	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY)		9. VOLUME ✓ FILE DRAWER(S) 1 ✓ MICROFILM(S) 1 ⊂ COMPUTER TAPE(S) NUMBER ○ OTHER (SPECIFY) 10. ANNUAL ACCUMULATION ✓ FILE DRAWER(S) 1/2 ✓ MICROFILM REEL(S) NUMBER ⊂ COMPUTER TAPE(S) 0 THER (SPECIFY)
11. FILE IS USED] MONTHLY	12. FILE BECOMES IN <u>3</u> NUMBER	NACTIVE AFTER
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO Building 202, Ground Floor, Rooms 0107		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) UPLICATED 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. EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES Y NO	N	18. RECOMMENDED Department of Campu requirements are met	us Parking to retain for 3 years and until audit
19. NAME AND TITLE OF PREPARER Ruth Spellerberg Assistant Director	20. TELEPHONE NUMBER 301/31	IR R 4-7177	21. DATE April 15, 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 12 OF 19
1. AGENCY University of Maryland, College Park	2. DIVISION Student Affairs		3. UNIT Department of Campus Parking
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 Parking Violation Notices			5. EARLIEST YEAR/LATEST YEAR <u>1987</u> TO <u>1998</u>
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Original, paid, and voided tickets.	LY DESCRIBE THE TYPES (
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	-	9. VOLUME FILE DRAWER(S) 12 MICROFILM(S) 1 Drawer COMPUTER TAPE(S) NUMBER COMPUTER (SPECIEV)
LEGAL SIZE COMPUTER TAPE			NUMBER I OTHER (SPECIFY) 7 Drawers Microfiche
			10. ANNUAL ACCUMULATION
□ AUDIO TAPE □ VIDEO TAPE ✓ OTHER (SPECIFY) 5 1/2"x8" 7 5/16"x7 5/6"&Microfiche	GEOGRAPHICAL		9 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)
11. FILE IS USED	·····	12. FILE BECOMES IN	NACTIVE AFTER
DAILY WEEKLY] MONTHLY	10 NUMBER	MONTH(S) VEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC Building 202, Ground Floor, Rooms 0100		14. IS RECORD SERIE (IF YES, SPECIFY AGENCY	
15. ACCESS RESTRICTIONS* YES (IF YES. CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	1ENTS
Please See Statement Below.		🗆 NONE 🛛 🗹 S	STATE 🗌 FEDERAL 🗌 INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLA BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES MY NO	IN	18. RECOMMENDED Department of Campu requirements are met	us Parking to retain for 10 years and until audit
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Ruth Spellerberg Assistant Director		4-7177	April 15, 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 13 OF 19
1. AGENCY University of Maryland, College Park	2. DIVISION Student Affairs		3. UNIT Department of Campus Parking
DEFINITION - RECORD SERIES :	A GROUP OF RELATED RE AS WELL AS RETENTION	CORDS NORMALLY FILE	ED AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE Ticket Appeals			5. EARLIEST YEAR/LATEST YEAR <u>1992</u> TO <u>1998</u>
Parking ticket review material, including ir reflecting adjudicated tickets.	SERIES, INCLUDING THE		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	BETICAL	9. VOLUME I FILE DRAWER(S) 1 MICROFILM(S) COMPUTER TAPE(S) NUMBER I OTHER (SPECIFY) 1/4 drawer microfiche
BOUND BOOK FLOPPY DISK AUDIO TAPE VIDEO TAPE OTHER (SPECIFY) Microfiche	CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY) ticket and license number		10. ANNUAL ACCUMULATION Image: Markow of the state o
11. FILE IS USED	<u> </u>	12. FILE BECOMES I	NACTIVE AFTER
DAILY WEEKLY] MONTHLY	3 NUMBER	MONTH(S) YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC Building 202, Ground Floor, Rooms 0100		14. IS RECORD SERI (IF YES, SPECIFY AGENC)	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIRE	MENTS
Please See Statement Below.		🗆 NONE 🗹	STATE 🗍 FEDERAL 🗍 INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLA BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) . YES Y NO	IN	requirements are me	RETENTION ous Parking to retain for 3 years and until audit t, then destroy. Destroy correspondence kets and general violations (low-fine tickets)
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE
Ruth Spellerberg Assistant Director		4-7177	July 10, 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	PAGE14OF19
1. AGENCY University of Maryland, College Park	2. DIVISION Student Affairs		3. UNIT Department of Campus Parking
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RI AS WELL AS RETENTION		ED AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE Ticket Abatement			5. EARLIEST YEAR/LATEST YEAR <u>1995</u> TO <u>1998</u>
6. RECORD SERIES DESCRIPTION (BRIED IN THE	FLY DESCRIBE THE TYPES E SERIES, INCLUDING THE		
List of uncollectable tickets that are 3 yea	ars or older.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)
🗹 LETTER SIZE 🔲 MICROFILM	ALPHABETICAL NUMERICAL CHRONOLOGICAL		MICROFILM(S)
LEGAL SIZE COMPUTER TAPE			NUMBER I OTHER (SPECIFY) Folders
🔲 BOUND BOOK 🛛 FLOPPY DISK			10. ANNUAL ACCUMULATION
🗌 AUDIO TAPE 🛛 VIDEO TAPE	GEOGR.	APHICAL	
OTHER (SPECIFY)	OTHER (SPECIFY)		1 Image: Microfilm Reel(s) NUMBER Image: Computer Tape(s)
<u> </u>	License N	lumber	OTHER (SPECIFY)
11. FILE IS USED RARELY	l	12. FILE BECOMES I	
] MONTHLY	-3	$\square MONTH(S) \blacksquare YEAR(S)$
		NUMBER	
13. CURRENT LOCATION(S) (BUILDING.FLOOR, RC		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
Building 202, Ground Floor, Rooms 0100)
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREN	MENTS
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)		Department of Camp requirements are me	us Parking to retain for 3 years and until audit t, then destroy.
19. NAME AND TITLE OF PREPARER Ruth Spellerberg	20. TELEPHONE NUMBE	R	21. DATE
Assistant Director		4-7177	July 10, 1998

INSTRUCTIONS: TYPE OF REINT A SERVARTE FORM FOR EACH PWO R REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE UNIVERSITY OF MARYLAND COLLEGE PARK AGENCY RECORDS INVENTORY PAGE_15_OF_19_ 1: ACENY Upiversity of Maryland. College Park Upiversity of Maryland. College Park Upiversity of Maryland. College Park Records SERIES TITLE ACROWO SERIES TOTLE ACROWO SERIES TITLE ACROWO SERIES TITLE ACROWO SERIES TOTLE ACROWO SERIES TITLE ACROWO SERIES DESCRIPTION OF THE SERIES SEQUENCE SUMMERS: DESCRIPTION ACROWOTER TARES ACROWOTER TARES ACROWOTER ACRO				
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University of Maryland, College Park Student Affairs Department of Campus Parking DEFINITION - RECORD SERIES: A GROUP OF RELATE RECORD SORMALLY FLED AND USED AS A UNIT FOR REFERENCE A RECORD SERIES TITLE A GROUP OF RELATE RECORD SORMALLY FLED AND USED AS A UNIT FOR REFERENCE 4. RECORD SERIES TITLE A Chivial Summaries 5. EARLIEST VEARLATEST VEAR Achivial Summaries 0.1990 6. RECORD SERIES DESCRIPTION (BRIEPLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/OKMS FOUND IN THE SERIES. INCLUDING THE PURPOSIC RENUCTION OF THE SERIES.) Summaries of Parking Violation Notices: tickets and subsequent resolution; relevant information stemming from applications for parking poties for Barking address file of people not in the University of Maryland System; and statistical reports of information collected in the central computer. 9. VOLUME If numerical Records information sections for maryland System; and statistical reports of information collected in the central computer. 18 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME If numerical Records information collected in the central computer. 8. BOUND BOOK FLORPY DISK If ALPHABETICAL If NUMBER If Computer TAPE(S) 10. ADID TAPE Internet Resource If NUMERICAL If RESOURCE If RESOURCE 10. ADID TAPE If CHER SPECIFY) If OTHER (SPECIFY) If CHER SPECIFY) If RESOURCE If RESOURCE 11. FLUE IS USED OCCASIONALLY If RESOURCE If NUMERICAL If COMPUTE	WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE15OF19
DEFINITION - RECORD SERIES: AGROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELLAS RETENTION AND DISPOSITION URROADS. 4. RECORD SERIES TITLE Archival Summaries 5. EARLIEST YEARLATEST YEAR 1990_TO 1998 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATIONDOCUMENTSPORMS POUND IN THE SERIES, INCLUIDNO THE VERICES OF INFORMATIONDOCUMENTSPORMS POUND IN THE SERIES, INCLUIDNO THE VERICES OF INFORMATIONDOCUMENTSPORMS POUND IN THE SERIES, INCLUIDNO THE VERICES OF INFORMATION/DOCUMENTSPORMS POUND IN THE SERIES INCLUIDNO. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME 9. VOLUME Maryland System; and statistical reports of information collected in the central computer. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME 9. VOLUME Microfilm(S) COMPUTER TAPE(S) 10. LEGAL SIZE COMPUTER TAPE 10. ANNUAL ACCUMULATION 12. Drawer Microfiche 10. ANNUAL ACCUMULATION 11. DELE SUSED OCCASIONALLY 12. FILE BECOMES INACTIVE AFTER NUMERCHY) 10. ANNUAL ACCUMULATION 12. MICROFILM RERUSS) 13. CURRENT LOCATIONS* WEEKLY MONTHLY 12. FILE BECOMES INACTIVE AFTER NUMBER 14. SECOMENTIE OF				
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□ BOUND BOOK □ FLOPPY DISK □ CHRONOLOGICAL 10. ANNUAL ACCUMULATION □ AUDIO TAPE □ VIDEO TAPE □ GEOGRAPHICAL □	🗹 LETTER SIZE 🗌 MICROFILM	ALPHABETICAL		Image: State of the state
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DAILY WEEKLY MONTHLY 5 MONTH(S) YEAR(S) 13. CURRENT LOCATION(S) (BUILDING.FLOOR. ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? Building 202, Ground Floor, Rooms 0100A and 0108 YES NO 15. ACCESS RESTRICTIONS* YES NO 16. AUDIT REQUIREMENTS Independent Independent Please See Statement Below. Is. RECOMMENDED RETENTION 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEPLY AND DESCRIBE ANY HARDWARE/SOFTWARE) Is. RECOMMENDED RETENTION Pepartment of Campus Parking to retain for 5 years and until audit requirements are met, then destroy. Department of Campus Parking to retain for 5 years and until audit requirements are met, then destroy. 19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE Ruth Spellerberg 301/314-7177 April 15, 1998				_ , .
Image:			5	
Building 202, Ground Floor, Rooms 0100A and 0108 If YES_SPECIFY AGENCY OR OFFICE) Building 202, Ground Floor, Rooms 0100A and 0108 If YES_STER 15. ACCESS RESTRICTIONS* YES If YES_CITE LAW(S) & REGULATIONS) If YES Please See Statement Below. If NONE 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) If RECOMMENDED RETENTION If YES If NO 18. RECOMMENDED RETENTION Department of Campus Parking to retain for 5 years and until audit requirements are met, then destroy. 19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER Ruth Spellerberg 301/314-7177 Assistant Director 301/314-7177			NUMBER	
15. ACCESS RESTRICTIONS* YES NO 16. AUDIT REQUIREMENTS Independent Please See Statement Below. Independent 17. IS AN INDEX SYSTEM USED? (IF YES. EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) Is. RECOMMENDED RETENTION Image: Provide the structure of th			(IF YES, SPECIFY AGENCY	OR OFFICE)
Please See Statement Below. INONE STATE FEDERAL INDEPENDENT 17. IS AN INDEX SYSTEM USED? (IF YES. EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) 18. RECOMMENDED RETENTION Image: Pressory of the second			16. AUDIT REQUIREN	AENTS
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Ruth SpellerbergApril 15, 1998Assistant Director301/314-7177	BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	Department of Camp	us Parking to retain for 5 years and until audit
Assistant Director 301/314-7177 April 15, 1998		20. TELEPHONE NUMBE	R	21. DATE
* Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific documer	Assistant Director			•

			PAGE 16 OF 19	
I Oniversity of Maryland, Conege Fack I Stu	DIVISION dent Affairs		PAGE16OF19 3. UNIT Department of Campus Parking	
DEFINITION PECOPD SERIES A GR	· · · · · · · · · · · · ·		AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Departmental Publications			5. EARLIEST YEAR/LATEST YEAR <u>1974</u> <u>TO</u> <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.) Newsletters, parking regulations, technical reports, brochures, handbooks, annual reports, campus maps, reference material, and other material published by the Department of Campus Parking. 				
LETTER SIZE I MICROFILM	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL		9. VOLUME FILE DRAWER(S) MICROFILM(S) 1 COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)	
□ BOUND BOOK □ FLOPPY DISK □ AUDIO TAPE □ VIDEO TAPE ✓ OTHER (SPECIFY) 17" x 22", 18" x 29" Sheets	CHRONOLOGICAL		10. ANNUAL ACCUMULATION 1/8 Image: File drawer(s) NUMBER Image: Computer tape(s) OTHER (SPECIFY)	
11. FILE IS USED	12. FILE	BECOMES IN	ACTIVE AFTER	
	NTHLY NUN	IBER [MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING.FLOOR. ROOM) Building 202, Ground Floor, Rooms 0102, 010 0123		SPECIFY AGENCY	S DUPLICATED ELSEWHERE? DR OFFICE)	
15. ACCESS RESTRICTIONS* YES N (IF YES, CITE LAW(S) & REGULATIONS)	O 16. AUDI	REQUIREM	ENTS	
Please See Statement Below.	I NO	DNE 🗌 S	TATE 🗌 FEDERAL 🔲 INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES. EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES Y NO	Forward Universit retention	of Maryland Screen ann	RETENTION lication to the University Archives at the at the time of publication for permanent ually and destroy remaining material for ence is required.	
19. NAME AND TITLE OF PREPARER 20. 7 Ruth Spellerberg Assistant Director	I FELEPHONE NUMBER 301/314-7177		21. DATE April 15, 1998	

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	UNIVERSITY O	FMARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 17 OF 19
1. AGENCY University of Maryland, College Park	2. DIVISION Student Affairs		3. UNIT Department of Campus Parking
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPC	D AND USED AS A UNIT FOR REFERENCE DSES.
4. RECORD SERIES TITLE Annual Budget			5. EARLIEST YEAR/LATEST YEAR
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Annual asking, working, and detail budge	SERIES, INCLUDING THE	PURPOSE OR FUNCTION C	OF THE SERIES.)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME FILE DRAWER(S) MICROFILM(S) 1 COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
BOUND BOOK FLOPPY DISK AUDIO TAPE VIDEO TAPE OTHER (SPECIFY)	CHRONOLOGICAL		10. ANNUAL ACCUMULATION 1 FILE DRAWER(S) 1 MICROFILM REEL(S) 1 COMPUTER TAPE(S) 1 OTHER (SPECIFY) Folder
11. FILE IS USED OCCASIONALLY		12. FILE BECOMES IN	ACTIVE AFTER
] MONTHLY	<u> </u>	MONTH(S) YEAR(S)
13. CURRENT LOCATION(S) (BUILDING.FLOOR, RO Building 202, Ground Floor, Rooms 0123		(IF YES, SPECIFY AGENCY	S DUPLICATED ELSEWHERE? OR OFFICE) STUDENT AFFAIRS and BFA
15. ACCESS RESTRICTIONS* YES (IF YES. CITE LAW(S) & REGULATIONS) Please See Statement Below.	□ NO	16. AUDIT REQUIREM	IENTS STATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES Y NO	IN	18. RECOMMENDED	us Parking to retain for 3 years and until audit
19. NAME AND TITLE OF PREPARER Ruth Spellerberg Assistant Director	20. TELEPHONE NUMBER	R R 14-7177	21. DATE April 15, 1998
			d 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 18 OF 19
1. AGENCY University of Maryland, College Park	2. DIVISION Student Affairs		3. UNIT Department of Campus Parking
DEFINITION - RECORD SERIES:		CORDS NORMALLY FILE	D AND USED AS A UNIT FOR REFERENCE SES.
4. RECORD SERIES TITLE Capital Inventory Material			5. EARLIEST YEAR/LATEST YEAR <u>1978</u> TO <u>1998</u>
Records identifying capital equipment and of inventory tag forms, equipment loan fo		ding: manual sheets, i	inventory adjustment forms, replacement
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME 2 FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) W OTHER (SPECIFY) Pindem
BOUND BOOK FLOPPY DISK AUDIO TAPE VIDEO TAPE	CHRONOLOGICAL		Binders 10. ANNUAL ACCUMULATION
	GEOGRAPHICAL		1 FILE DRAWER(S) NUMBER MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY) File Folder File Folder
11. FILE IS USED OCCASIONALLY		12. FILE BECOMES IN	JACTIVE AFTER
] MONTHLY	3 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 202, Ground Floor, Rooms 0123	A and 0123E		
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, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES INO	IN		RETENTION I until audit requirements are met, then cord is Inventory Control, Office of the
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	L	21. DATE
Ruth Spellerberg Assistant Director	301/31	4-7177	April 15, 1998

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	UNIVERSITY O		AGENCY RECORDS INVENTORY	
RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 19 OF 19	
1. AGENCY University of Maryland, College Park	2. DIVISION Student Affairs		3. UNIT Department of Campus Parking	
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 Meter Collection Forms, Card Transaction	n System Reports & Ke	ey Sign-out Sheets	5. EARLIEST YEAR/LATEST YEAR <u>1980</u> <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.) Reports, collection schedules, sign-out sheets, and coin deposit receipts for campus and garage meter collection; Card Transaction System (CTS) reports; and meter key sign-out sheets. 				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	BETICAL ICAL OLOGICAL APHICAL	9. VOLUME FILE DRAWER(S) 21 MICROFILM(S) NUMBER OTHER (SPECIFY) File Folders File Folders 10. ANNUAL ACCUMULATION FILE DRAWER(S) 4 1/2 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) Ø OTHER (SPECIFY) File Folders	
11. FILE IS USED	MONTHLY	12. FILE BECOMES I		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RC Building 202, Ground Floor, Rooms 0107 0123B, and 0123E	ЮМ)	NUMBER 14. IS RECORD SERIE (IF YES. SPECIFY AGENCY VES VIEW NO	ES DUPLICATED ELSEWHERE? Y OR OFFICE)	
15. ACCESS RESTRICTIONS* YES (IF YES. CITE LAW(S) & REGULATIONS) Please See Statement Below.	□ NO	16. AUDIT REQUIREN	MENTS STATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLA BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES INO	IN	18. RECOMMENDED Department of Camp requirements are me	us Parking to retain for 3 years and until audit	
19. NAME AND TITLE OF PREPARER Ruth Spellerberg Assistant Director		4-7177	21. DATE August 3, 1998 nd regulations. Access to any specific docume	

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.