UNIVERSITY OF MARYLAND COLLEGE PARK

DEPARTMENT OF GENERAL SERVICES **Schedule No.:** 2053 RECORDS MANAGEMENT DIVISION Page 1 of 3 RECORDS RETENTION AND DISPOSAL SCHEDULE DGS 550-1 (Rev. 10/92) Agency: University of Maryland Division/Unit: Department of College Park Aerospace Engineering Item No. Description Retention 1 General Files - alpha, subject, administrative, and chronological Screen annually and destroy that material for correspondence containing incoming and outgoing which no further reference is required. correspondence, reports, memoranda, statistics, proposed Remaining material with continuing programs, minutes, policy and procedure statements, special administrative or legal value to be kept in projects, and substantive data concerning the operation of the paper by the Department of Aerospace Engineering for 25 years, then destroyed. Department of Aerospace Engineering. Material deemed to have historical value should be sent to University Archives at the University of Maryland for permanent retention. 2 **Human Resource Records** A. Timekeeping Records - individual sheets approved by the Retain for 6 years, 3 months and until audit supervisor that show leave taken and hours worked for requirements are met, then destroy. student, if and when, contractual, non-exempt, and exempt employees. B. Employee Leave Balances - leave balances for faculty Retain final leave balance for 6 years, 3 members, and contractual, non-exempt, and exempt months after termination of employment, then destroy. During the time the employee is employees. active, retain ongoing balances for 6 years, 3 months for audit purposes. Authorized by Department Head or Designated Representative Signature: 1 bull Schedule Authorized by State Archivist Title: Die 0 000 Date: 11546 Authorized by Vice President of Administrative Affairs DEC 7 1998 Date: Shvand C. Japarpur p Type Name: Dr. Sylvia S. Stewart Associate VP for Administrative Affairs Title:

UNIVERSITY OF MARYLAND COLLEGE PARK

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

Schedule No.:

2053

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

Page 2 of 3

	NTINUATION SHEET) DGS 530-1A (REV. 10/92)	
Item No.	Description	Retention
3	Personnel Files - folders prepared upon the commencement of employment, including any of the following items: application and resume; appointment letter; reference checks; payroll form; position action request; recruitment screening report; personnel transaction form; retirement form; transcripts; change of address forms; clearance file; commendations; contracts; correspondence; counseling sessions; grievances; disciplinary actions, including charges for removal, probation, or suspension; efficiency ratings; EOE statistical reports; health insurance benefits forms; leave forms; orientation and training material; position history; promotions and reclassifications; suggestion file; summer employment material; and letters of resignation, retirement, transfer, and/or dismissal.	Department of Aerospace Engineering to retain for 3 years after termination of employment, then destroy.
4	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 the termination of employment, then destroy. Office of Record is the Department of Aerospace Engineering.
5	Search Committee Files - search committee materials for faculty, administrators, and exempt staff. Consists of advertisements, final recommendation of the committee, meeting minutes containing final recommendation data, voting results, top candidate resumes (top 5 or 2 only - depending on size of search), and all information on appointed candidate.	Department of Aerospace Engineering to retain listed material for 10 years, then destroy. Other material to be destroyed after 1 year.
6	Payroll Records - journals, one pay certification cards, check register, W2 forms, journal vouchers, payroll entry forms, and other internal adjustment forms.	Retain ^y for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record is Payroll Services.
7	Purchasing and Accounting Records - internal account records, including copies of requisitions, invoices, and packing slips; honoraria payments; contract items; revolving fund; checkbook data; special payments; periodic financial reports; telecommunication service and equipment bills; budget items including amendments and estimates; and other data.	Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record for HM, LM, and SM Small Procurement Orders is the Department of Aerospace Engineering. Office of Record for purchase orders is Procurement and Supply. Office of Record for the accounting material is Comptroller, Budget and Fiscal Analysis, or Communication and Business Services.
8	Departmental Publications - newsletters, technical reports, brochures, annual reports, and other material published by the Department of Aerospace Engineering.	Forward a copy of publication to the University Archives at the University of Maryland at the time of publication for permanent retention. Screen annually and destroy remaining material for which no further reference is required.

UNIVERSITY OF MARYLAND COLLEGE PARK

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

Schedule No.:

2053

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

Page 3 of 3

(00	NTINUATION SHEET) DGS 550-1A (REV. 10/92)	
Item No.	Description	Retention
9	Faculty Evaluations - surveys given to students to evaluate teaching of faculty members.	Department of Aerospace Engineering to retain for 10 years, then destroy.
10	Textbook Orders - list of textbooks ordered by faculty members for departmental courses.	Retain for 1 year, then destroy.
11	Graduate Academic Records - applications, transcripts, graduation applications, committee and advisor approval, and letters of reference.	Retain academic files for 4 years after student leaves program (usually graduation), then destroy.
12	Academic Files for Undergraduate Students – advising records and correspondence related to academic activity.	Retain academic files for 4 years after student leaves program (usually graduation), then destroy.
13	Application Material of Prospective Students - student application form, transcripts, letters of recommendation, standardized test scores, statements of purpose, and merit-based award forms.	Transfer material of accepted applicants to student's academic file upon matriculation. Retain material of rejected applicants for 2 years after receipt, then destroy.
14	Theses and Dissertations.	Retain for 10 years, then destroy. Office of Record is the University of Maryland Libraries.
15	Faculty Files – resumes; appointment, promotion, and tenure (APT) material, including appointment letters; faculty review files; time reports; and leave without pay and sabbatical requests.	Retain for 3 years after termination of employment, then destroy. Office of Record for APT material is the Office of the Vice President for Academic Affairs.
16	Contract and Grant Files - records that document contracts and grants received by the Department of Aerospace Engineering from any source, including applications, proposals, agreements, research reports, publicity notices, acknowledgments and transfer of funds records, controlling rules and regulations, copies of periodic reports, correspondence, and memoranda.	Retain state contract and grant files for 3 years after the close of the contract, then destroy. For federal contract and grant files, adhere to the retention standards established in OMB Circular No. A-110, Subpart C (attached).
	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.

Records Retention and Disposal Standards Office of Management and Budget Circular No. A-110, Subpart C SUBPART C - Post-Award Requirements

- .53 Retention and access requirements for records.
- (a) This section sets forth requirements for **record retention** and access to records for awards to recipients. Federal awarding agencies shall not impose any other **record retention** or access requirements upon recipients.
- (b) Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of three years from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by the Federal awarding agency. The only exceptions are the following.
 - 1. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
 - 2. Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.
 - 3. When records are transferred to or maintained by the Federal awarding agency, the 3-year retention requirement is not applicable to the recipient.
 - 4. Indirect cost rate proposals, cost allocations plans, etc. as specified in paragraph .53(g).
- (c) Copies of original records may be substituted for the original records if authorized by the Federal awarding agency.
- (d) The Federal awarding agency shall request transfer of certain records to its custody from recipients when it determines that the records possess long term retention value. However, in order to avoid duplicate recordkeeping, a Federal

awarding agency may make arrangements for recipients to retain any records that are continuously needed for joint use.

- (e) The Federal awarding agency, the Inspector General, Comptroller General of the United States, or any of their duly authorized representatives, have the right of timely and unrestricted access to any books, documents, papers, or other records of recipients that are pertinent to the awards, in order to make audits, examinations, excerpts, transcripts and copies of such documents. This right also includes timely and reasonable access to a recipient's personnel for the purpose of interview and discussion related to such documents. The rights of access in this paragraph are not limited to the required retention period, but shall last as long as records are retained.
- (f) Unless required by statute, no Federal awarding agency shall place restrictions on recipients that limit public access to the records of recipients that are pertinent to an award, except when the Federal awarding agency can demonstrate that such records shall be kept confidential and would have been exempted from disclosure pursuant to the Freedom of Information Act (5 U.S.C. 552) if the records had belonged to the Federal awarding agency.
- (g) Indirect cost rate proposals, cost allocations plans, etc. Paragraphs (g)(1) and (g)(2) apply to the following types of documents, and their supporting records: indirect cost rate computations or proposals, cost allocation plans and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).
 - 1. If submitted for negotiation. If the recipient submits to the Federal awarding agency or the subrecipient submits to the recipient the proposal, plan, or other computation to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts on the date of such submission.
 - 2. If not submitted for negotiation. If the recipient is not required to submit to the Federal awarding agency or the subrecipient is not required to submit to the recipient the proposal, plan, or other computation for negotiation purposes, then the 3-year retention period for the proposal, plan, or other computation and its supporting records starts at the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	SE PARK	PAGE 1 OF 16
1. AGENCY University of Maryland, College Park	DIVISION Academic Affairs		3. UNIT Department of Aerospace Engineering
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE	ECORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE
4. RECORD SERIES TITLE General Files			5. EARLIEST YEAR/LATEST YEAR 1995 TO 1998
6. RECORD SERIES DESCRIPTION (BRIEF	LY DESCRIBE THE TYPES SERIES, INCLUDING THE		
Alpha, subject, administrative, and chrono memoranda, statistics, proposed program concerning the operation of the Departme	ns, minutes, policy and	procedure statement	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)
☑ LETTER SIZE ☐ MICROFILM	✓ ALPHABETICAL □ NUMERICAL		3
☐ LEGAL SIZE ☐ COMPUTER TAPE			
☐ BOUND BOOK ☐ FLOPPY DISK	₽ CHRONOLOGICAL		10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	☐ FILE DRAWER(S)
OTHER (SPECIFY)	OTHER (SPECIFY)		3 MICROFILM REEL(S) COMPUTER TAPE(S) ✓ OTHER (SPECIFY) Folders
11. FILE IS USED	<u> </u>	12. FILE BECOMES IN	
☐ DAILY ☐ WEEKLY 🕑	MONTHLY	1 NUMBER	☐ MONTH(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?	
Building 088, Third Floor, Room 3181		(IF YES, SPECIFY AGENCY VES NO	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS
Please See Statement Below.		☑ NONE ☐ S	STATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION	
YES YO		reference is required. administrative or legal of Aerospace Enginee deemed to have histo	destroy that material for which no further Remaining material with continuing value to be kept in paper by the Department ering for 25 years, then destroyed. Material rical value should be sent to University rsity of Maryland for permanent retention.
19. NAME AND TITLE OF PREPARER Stephen Crowe	20. TELEPHONE NUMBER	R	21. DATE
Graduate Research Assistant	301.40	05.1121	September 21, 1998

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	SE PARK	PAGE 2A OF 16
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs		UNIT Department of Aerospace Engineering
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE SSES.
RECORD SERIES TITLE Human Resource Records			5. EARLIEST YEAR/LATEST YEAR 1992 _{TO} 1998
6. RECORD SERIES DESCRIPTION (BRIE IN THI	FLY DESCRIBE THE TYPES E SERIES, INCLUDING THE		
Timekeeping Records - individual sheets and when, contractual, non-exempt, and		ervisor that show leave	e taken and hours worked for student, if
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S) MICROFILM(S)
✓ LETTER SIZE	✓ ALPHABETICAL □ NUMERICAL		12 ☐ COMPUTER TAPE(S) NUMBER ☐ OTHER (SPECIFY) Binders
☐ LEGAL SIZE ☐ COMPUTER TAPE			
☐ BOUND BOOK ☐ FLOPPY DISK	CHRON	OLOGICAL	10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	☐ FILE DRAWER(S) 2 ☐ MICROFILM REFLICES
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER
11. FILE IS USED	<u> </u>	12. FILE BECOMES IN	JACTIVE AFTER
	MONTHLY	6 25	☐ MONTH(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RE	DOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
Building 088, Third Floor, Room 3156		☐ YES ☑ NO	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□NO	16. AUDIT REQUIREM	IENTS
Please See Statement Below.		□ NONE 🗹 S	STATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLA BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	.in	18. RECOMMENDED RETENTION	
☐ YES ☑ NO		Retain for 6 years, 3 r then destroy.	months and until audit requirements are met,
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE
Stephen Crowe Graduate Research Assistant	301.40	05.1121	September 21, 1998

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	SE PARK	PAGE 2B OF 16
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs		UNIT Department of Aerospace Engineering
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.
RECORD SERIES TITLE Human Resource Records			5. EARLIEST YEAR/LATEST YEAR 1987 _{TO} 1998
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Employee Leave Balances - leave balance	SERIES, INCLUDING THE	PURPOSE OR FUNCTION (OF THE SERIES.)
7. RECORD SERIES FORMAT(S) If LETTER SIZE	8. RECORD SERIES SE ALPHAE NUMER	BETICAL	9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)	CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY)		10. ANNUAL ACCUMULATION 1/2 NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)
11. FILE IS USED DAILY WEEKLY 13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	MONTHLY	14. IS RECORD SERIE	☐ MONTH(S) ☑ YEAR(S) S DUPLICATED ELSEWHERE?
Building 088, Third Floor, Room 3156		(IF YES, SPECIFY AGENCY YES YOUNG	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS) Please See Statement Below.	□ NO	16. AUDIT REQUIREM ☐ NONE ☑ S	ETATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		employment, then des	RETENTION ance for 6 years, 3 months after termination of stroy. During the time the employee is active, es for 6 years, 3 months for audit purposes.
19. NAME AND TITLE OF PREPARER Stephen Crowe Graduate Research Assistant 20. TELEPHONE NUMBER 301.40		PS.1121	21. DATE September 21, 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	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE	COLLEG	E DADE		
RMGT - 201 (7/92)	COLLEG	E PAKK	PAGE3OF16	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland, College Park	Academic Affairs		Department of Aerospace Engineering	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE ISES.	
RECORD SERIES TITLE Personnel Files			5. EARLIEST YEAR/LATEST YEAR	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Folders prepared upon the commenceme appointment letter; reference checks; pay form; retirement form; transcripts; change counseling sessions; grievances; disciplin ratings; EOE statistical reports; health ins promotions and reclassifications; suggest and/or dismissal.	series, including the nt of employment, incl roll form; position actio of address forms; cle- lary actions, including urance benefits forms	PURPOSE OR FUNCTION O luding any of the follow on request; recruitmen arance file; commenda charges for removal, ; leave forms; orientati	or the series.) ving items: application and resume; at screening report; personnel transaction ations; contracts; correspondence; probation, or suspension; efficiency ion and training material; position history;	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)	
✓ LETTER SIZE	✓ ALPHAI	BETICAL	9	
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL			
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		10. ANNUAL ACCUMULATION FILE DRAWER(S)	
☐ OTHER (SPECIFY)			15 MICROFILM REEL(S)	
	OTHER (SPECIFY)		NUMBER COMPUTER TAPE(S) OTHER (SPECIFY) Folders	
11. FILE IS USED		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	OM)	14. IS RECORD SERIE (IF YES, SPECIFY AGENCY	S DUPLICATED ELSEWHERE?	
Building 088, Third Floor, Rooms 3156, 3	179, and 3181	☐ YES 🗹 NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		□ NONE 🗹 S	TATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED	RETENTION	
☐ YES ☑ NO		Department of Aerospace Engineering to retain for 3 years after		
		termination of employ	ment, then destroy.	
	· · · · · · · · · · · · · · · · · · ·			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE	
Stephen Crowe Graduate Research Assistant	301.40	05.1121	September 21, 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	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 4 OF 16	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland, College Park	Academic Affairs		Department of Aerospace Engineering	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILEI AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE ISES.	
RECORD SERIES TITLE Performance Review and Development F	iles		5. EARLIEST YEAR/LATEST YEAR 	
6. RECORD SERIES DESCRIPTION (BRIEF	LY DESCRIBE THE TYPES SERIES, INCLUDING THE			
Evaluations of exempt and non-exempt st given by the employee's supervisor, and e	aff members, which in	dicate employee perfo		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
✓ LETTER SIZE ☐ MICROFILM	■ ALPHABETICAL		1/4 MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)	
☐ LEGAL SIZE ☐ COMPUTER TAPE ☐	□ NUMERICAL			
BOUND BOOK FLOPPY DISK	☐ CHRON	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	☐ FILE DRAWER(S)	
OTHER (SPECIFY)	☐ OTHER	(SPECIFY)	NUMBER	
			✓ OTHER (SPECIFY) Sheets	
11. FILE IS USED		12. FILE BECOMES IN		
☐ DAILY ☐ WEEKLY 🗹	MONTHLY	3 NUMBER	TERMINATION OF YEAR(S) EMPLOYMENT	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 088, Third Floor, Room 3179		☐ YES ☑ NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		□ NONE 🗹 S	STATE	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED	RETENTION	
☐ YES LY NO			er the termination of employment, then cord is the Department of Aerospace	
			1	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE	
Stephen Crowe Graduate Research Assistant	301.40	05.1121	September 21, 1998	
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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 5 OF 16	
AGENCY University of Maryland, College Park	2. DIVISION	-	3. UNIT	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	Department of Aerospace Engineering D AND USED AS A UNIT FOR REFERENCE USES.	
4. RECORD SERIES TITLE Search Committee Files			5. EARLIEST YEAR/LATEST YEAR 1992 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Search committee materials for faculty, as of the committee, meeting minutes contain only - depending on size of search), and a	series, including the diministrators, and exe ning final recommendations.	PURPOSE OR FUNCTION C mpt staff. Consists of ation data, voting resu	of the series.) advertisements, final recommendation	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S) ☐ MICROFILM(S)	
☑ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL		COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	FILE DRAWER(S) 3	
OTHER (SPECIFY)	OTHER (SPECIFY) By Position		NUMBER MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY) Folders	
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER	
☐ DAILY ☐ WEEKLY 🗹	MONTHLY	1 or 10 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 088, Third Floor, Room 3181		YES NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		☑ NONE ☐ S	STATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED	RETENTION	
☐ YES 🗹 NO			pace Engineering to retain listed material for y. Other material to be destroyed after 1 year.	
19. NAME AND TITLE OF PREPARER Stephen Crowe	20. TELEPHONE NUMBER	R	21. DATE	
Graduate Research Assistant	301.40	05.1121	September 21, 1998	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	SE PARK	PAGE 6 OF 16	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland, College Park	Academic Affairs		Department of Aerospace Engineering	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.	
RECORD SERIES TITLE Payroll Records			5. EARLIEST YEAR/LATEST YEAR 1987	
6. RECORD SERIES DESCRIPTION (BRIEF	LY DESCRIBE THE TYPES	OF INFORMATION/DOCUM	MENTS/FORMS FOUND	
IN THE	SERIES, INCLUDING THE	PURPOSE OR FUNCTION (OF THE SERIES.)	
Journals, one pay certification cards, chead adjustment forms.	ck register, W2 forms,	journal vouchers, pay	roll entry forms, and other internal	
	•			
	a proops grayes at	TOURN OF	9. VOLUME ELLE DRAWER(S)	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S) MICROFILM(S)	
☐ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL ☐ NUMERICAL		DIAMICROFILM(S) COMPUTER TAPE(S) IF OTHER (SPECIFY) Binders	
LEGAL SIZE COMPUTER TAPE				
☐ BOUND BOOK ☐ FLOPPY DISK	☑ CHRON	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	FILE DRAWER(S)	
OTHER (SPECIFY)	☐ OTHER	(SPECIFY)	NUMBER GOMBLITER TABLES	
			NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)	
			Binders	
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER	
☑ DAILY ☐ WEEKLY ☐] MONTHLY	6.25	☐ MONTH(S)	
		NUMBER		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	14. IS RECORD SERIE (IF YES, SPECIFY AGENCY)	S DUPLICATED ELSEWHERE? OR OFFICE)	
Building 088, Third Floor, Rooms 3156 a	nd 3181		PAYROLL SERVICES	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□NO	16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		□ NONE ☑ S	STATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI	N	18. RECOMMENDED	RETENTION	
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)				
☐ YES ☑ NO			nonths and until audit requirements are met, of Record is Payroll Services.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE	
Stephen Crowe	204.40	NE 1101	Sentember 04, 4000	
Graduate Research Assistant	301.40	05.1121	September 21, 1998	

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

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	M FOR EACH NEW OR UNIVERSITY C		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	SE PARK	PAGE 7 OF 16	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland, College Park	Academic Affairs		Department of Aerospace Engineering	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE ISES.	
RECORD SERIES TITLE Purchasing and Accounting Records			5. EARLIEST YEAR/LATEST YEAR	
6. RECORD SERIES DESCRIPTION (BRIEF	LY DESCRIBE THE TYPES SERIES, INCLUDING THE			
Internal account records, including copies revolving fund; checkbook data; special p budget items including amendments and	of requisitions, invoic ayments; periodic fina	es, and packing slips; ncial reports; telecom	honoraria payments; contract items;	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)	
✓ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL ✓ NUMERICAL ✓ CHRONOLOGICAL		☐ MICROFILM(S) 22 ☐ COMPUTER TAPE(S)	
LEGAL SIZE COMPUTER TAPE			NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK				
	_		10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE		APHICAL	FILE DRAWER(S) MICROFILM REEL(S)	
Invoices	☐ OTHER	(SPECIFY)	NUMBER	
invoices	-		OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER	
☑ DAILY ☐ WEEKLY ☐	MONTHLY	6.25	□'MONTH(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	NUMBER 14. IS RECORD SERIE	S DUPLICATED ELSEWHERE?	
Building 088, Third Floor, Rooms 3156, 3		(IF YES, SPECIFY AGENCY YES NO	OR OFFICE)	
15. ACCESS RESTRICTIONS* YES	□ NO	16. AUDIT REQUIREM	<u> </u>	
(IF YES, CITE LAW(S) & REGULATIONS)				
Please See Statement Below.		□ NONE ☑ S	STATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
YES NO		then destroy. Office of Procurement Orders in Office of Record for profice of Record for the	nonths and until audit requirements are met, of Record for HM, LM, and SM Small is the Department of Aerospace Engineering. urchase orders is Procurement and Supply. The accounting material is Comptroller, Budget or Communication and Business Services.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE	
Stephen Crowe Graduate Research Assistant	301.40	05.1121	September 21, 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)			PAGE8 OF16	
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs		3. UNIT Department of Aerospace Engineering	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE	CORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE	
RECORD SERIES TITLE Departmental Publications			5. EARLIEST YEAR/LATEST YEAR 1976 TO 1998	
RECORD SERIES DESCRIPTION (BRIEF IN THE Newsletters, technical reports, brochures, Engineering.	SERIES, INCLUDING THE	PURPOSE OR FUNCTION C	OF THE SERIES.)	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
☑ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL ☐ NUMERICAL		3 NUMBER □ MICROFILM(S) □ COMPUTER TAPE(S) □ OTHER (SPECIFY)	
☐ LEGAL SIZE ☐ COMPUTER TAPE				
☑ BOUND BOOK ☐ FLOPPY DISK	CHRON	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	☐ FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY) Documents	
11. FILE IS USED YEARLY		12. FILE BECOMES IN	ACTIVE AFTER	
☐ DAILY ☐ WEEKLY ☐	MONTHLY	1 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 088, Third Floor, Rooms 3156 ar	nd 3181	☐ YES 🗹 NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	ENTS	
Please See Statement Below.		☑ NONE ☐ S	TATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ✓ NO		University of Maryland	olication to the University Archives at the I at the time of publication for permanent ually and destroy remaining material for ence is required.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Stephen Crowe Graduate Research Assistant 301.4		95.1121	September 21, 1998	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 9 OF 16	
AGENCY University of Maryland, College Park	DIVISION Academic Affairs		UNIT Department of Aerospace Engineering	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RI	ECORDS NORMALLY FILEI AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Faculty Evaluations			5. EARLIEST YEAR/LATEST YEAR 1993 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Surveys given to students to evaluate teat	SERIES, INCLUDING THE	PURPOSE OR FUNCTION C		
			•	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
☑ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL ☐ NUMERICAL		3 ☐ MICROFILM(S) ☐ COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK	CHRON	OLOGICAL	10. ANNUAL ACCUMULATION If ILE DRAWER(S) 1/2 MICROEIL M REEL (S)	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL		
OTHER (SPECIFY)	OTHER	(SPECIFY)	NUMBER	
11. FILE IS USED YEARLY		12. FILE BECOMES IN	VACTIVE AFTER	
☐ DAILY ☐ WEEKLY ☐	MONTHLY	10 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 088, Third Floor, Rooms 3156 a	nd 3179	☐ YES 🗹 NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		☑ NONE ☐ S	TATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES M NO		Department of Aerosp destroy.	ace Engineering to retain for 10 years, then	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	l	21. DATE	
Stephen Crowe Graduate Research Assistant)5.1121	September 21, 1998	
L	I			

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 10 OF 16
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs		UNIT Department of Aerospace Engineering
DEFINITION - RECORD SERIES. A GROUP OF RELATED RE		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE ISES.
4. RECORD SERIES TITLE Textbook Orders			5. EARLIEST YEAR/LATEST YEAR 1975 TO 1998
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) List of textbooks ordered by faculty members for departmental courses.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE Alphabetical Numerical		9. VOLUME
LETTER SIZE MICROFILM			NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)
☐ LEGAL SIZE ☐ COMPUTER TAPE			
☐ BOUND BOOK ☐ FLOPPY DISK	CHRONOLOGICAL		10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL ☐ OTHER (SPECIFY)		file DRAWER(S) MICROFILM REEL(S)
OTHER (SPECIFY)			NUMBER COMPUTER TAPE(S) OTHER (SPECIFY) Binder
11. FILE IS USED SEMI-YEARLY		12. FILE BECOMES IN	NACTIVE AFTER
☐ DAILY ☐ WEEKLY ☐	MONTHLY	NUMBER	☐ MONTH(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
Building 088, Third Floor, Rooms 3156, 3179, and 3181		☐ YES ✓ NO	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS
Please See Statement Below.		☑ NONE ☐ S	STATE
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		18. RECOMMENDED RETENTION	
		Retain for 1 year, then destroy	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Stephen Crowe Graduate Research Assistant	301.40	5.1121	September 21, 1998

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 11 OF 16	
AGENCY University of Maryland, College Park	DIVISION Academic Affairs		UNIT Department of Aerospace Engineering	
DEFINITION - RECORD SERIES:			O AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Graduate Academic 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.) Applications, transcripts, graduation applications, committee and advisor approval, and letters of reference.				
7. RECORD SERIES FORMAT(S) V LETTER SIZE	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY)		9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY) 10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)			1/2 NUMBER Total annual accompliation Item I	
11. FILE IS USED ☑ DAILY ☐ WEEKLY ☐	MONTHLY	12. FILE BECOMES IN 4 NUMBER	AFTER STUDENT LEAVES MONTH(S) YEAR(S) PROGRAM	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) Building 088, Third Floor, Room 3181		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS) Please See Statement Below.	□NO	16. AUDIT REQUIREM ☐ NONE ☑ S	ETATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO .			for 4 years after student leaves program	
19. NAME AND TITLE OF PREPARER Stephen Crowe Graduate Research Assistant	20. TELEPHONE NUMBER 301.405.1121		21. DATE September 21, 1998	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 12 OF 16	
AGENCY University of Maryland, College Park	DIVISION Academic Affairs		UNIT Department of Aerospace Engineering	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.	
RECORD SERIES TITLE Academic Files for Undergraduate Students			5. EARLIEST YEAR/LATEST YEAR	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES (SERIES, INCLUDING THE			
Advising records and correspondence rela	ated to academic activ	rity.		
•				
7. RECORD SERIES FORMAT(S)	□ ALPHABÉTICAL		9. VOLUME FILE DRAWER(S) MICROFILM(S)	
☑ LETTER SIZE ☐ MICROFILM			8 ☐ COMPUTER TAPE(S) NUMBER ☑ OTHER (SPECIFY) Folders	
☐ LEGAL SIZE ☐ COMPUTER TAPE				
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY) Folders	
11. FILE IS USED BI-YEARLY		12. FILE BECOMES IN		
□ DAILY □ WEEKLY □	MONTHLY	4 NUMBER	LEAVES ☐ MONTH(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 088, Third Floor, Room 3181		☐ YES 🗹 NO		
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS		
Please See Statement Below.		☐ NONE ☑ STATE ☐ FEDERAL ☐ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION		
☐ YES ☑ NO		Retain academic files for 4 years after student leaves program (usually graduation), then destroy.		
			Ç.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	<u>L</u>	21. DATE	
Stephen Crowe Graduate Research Assistant	301.40	05.1121	September 21, 1998	
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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 13 OF 16	
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs	"	3. UNIT Department of Aerospace Engineering	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RI	ECORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE	
RECORD SERIES TITLE Application Material of Prospective Students			5. EARLIEST YEAR/LATEST YEAR 1993 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES		OF INFORMATION/DOCUM PURPOSE OR FUNCTION O		
Student application form, transcripts, letters of recommendation, standardized test scores, statements of purpose, and merit-based award forms.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE . ALPHABETICAL NUMERICAL		9. VOLUME FILE DRAWER(S)	
☑ LETTER SIZE ☐ MICROFILM			3 ☐ MICROFILM(S) ☐ COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER	
☐ BOUND BOOK ☐ FLOPPY DISK	CHRON	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL ☐ OTHER (SPECIFY)		FILE DRAWER(S)	
OTHER (SPECIFY)			NUMBER ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER AFTER RECEIPT	
☑ DAILY ☐ WEEKLY ☐	MONTHLY	2 NUMBER	☐ MONTH(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	ОМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
Building 088, Third Floor, Room 3181		(IF YES, SPECIFY AGENCY OR OFFICE) YES NO		
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		■ NONE		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION		
□ YES 🗹 NO			ccepted applicants to student's academic file etain material of rejected applicants for 2 en destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Stephen Crowe Graduate Research Assistant	, 301.405.1121		September 21, 1998	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE 14 OF 16	
1. AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs		UNIT Department of Aerospace Engineering	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REF AS WELL AS RETENTION AND DISPOSITION PURPOSES.				
4. RECORD SERIES TITLE Theses and Dissertations			5. EARLIEST YEAR/LATEST YEAR 1978 _{TO} 1998	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)				
Theses and Dissertations.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
☑ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL		12 ☐ MICROFILM(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY)	
☐ LEGAL SIZE ☐ COMPUTER TAPE				
☑ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER	
			OTHER (SPECIFY)	
11. FILE IS USED YEARLY		12. FILE BECOMES IN	ACTIVE AFTER	
☐ DAILY ☐ WEEKLY ☐	MONTHLY	10 NUMBER	☐ MONTH(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 088, Third Floor, Room 3156		YES NO University of Maryland Libraries		
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS		
Please See Statement Below.		✓ NONE		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION		
YES NO		Retain for 10 years, then destroy. Office of Record is the University of Maryland Libraries.		
·				
19. NAME AND TITLE OF PREPARER			21. DATE	
Stephen Crowe Graduate Research Assistant	301.405.1121		September 21, 1998	

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INSTRUCTIONS: TYPE OR PRINT A				
SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE 15 OF 16	
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs		UNIT Department of Aerospace Engineering	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALL AS WELL AS RETENTION AND DISPOSITION			O AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Faculty Files			5. EARLIEST YEAR/LATEST YEAR 1992 _{TO} 1998	
6. RECORD SERIES DESCRIPTION (BRIEF			MENTS/FORMS FOUND	
	SERIES, INCLUDING THE			
Resumes; appointment, promotion, and to and leave without pay and sabbatical requ		ncluding appointment	letters; faculty review files; time reports;	
			*	
A DEGODD SCRIES FORMATION	0. DECODD SERVES SE	OTIENGE	9. VOLUME ELECTRAWER(S)	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE		9. VOLUME FILE DRAWER(S) MICROFILM(S)	
☑ LETTER SIZE ☐ MICROFILM	✓ ALPHABETICAL □ NUMERICAL		NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			Folders	
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL ☐ OTHER (SPECIFY)		☐ FILE DRAWER(S) ☐ MICROFILM REEL(S)	
OTHER (SPECIFY)			NUMBER COMPUTER TAPE(S)	
			✓ OTHER (SPECIFY) Folder	
11. FILE IS USED		12. FILE BECOMES IN		
☐ DAILY ☐ WEEKLY 🗹	MONTHLY	3 NUMBER	TERMINATION OF MONTH(S) YEAR(S) EMPLOYMENT	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 088, Third Floor, Room 3181		YES NO OFFICE OF THE VP FOR ACADEMIC AFFAIRS		
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS		
Please See Statement Below.		□ NONE STATE □ FEDERAL □ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION		
YES YO		Retain for 3 years after termination of employment, then destroy. Office of Record for APT material is the Office of the Vice President for Academic Affairs.		
••				
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	₹	21. DATE	
Stephen Crowe Graduate Research Assistant	301.405.1121		September 21, 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	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 16 OF 16	
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs		UNIT Department of Aerospace Engineering	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RI	ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE	
RECORD SERIES TITLE Contract and Grant Files			5. EARLIEST YEAR/LATEST YEAR 1991 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEF	LY DESCRIBE THE TYPES SERIES, INCLUDING THE			
Records that document contracts and grants received by the Department of Aerospace Engineering from any source, including applications, proposals, agreements, research reports, publicity notices, acknowledgments and transfer of funds records, controlling rules and regulations, copies of periodic reports, correspondence, and memoranda.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
✓ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL ☐ NUMERICAL		Description D	
☐ LEGAL SIZE ☐ COMPUTER TAPE				
☐ BOUND BOOK ☐ FLOPPY DISK	☑ CHRON	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL ☐ OTHER (SPECIFY)		To the property of the proper	
OTHER (SPECIFY)				
11. FILE IS USED		12. FILE BECOMES IN	VACTIVE AFTER	
☑ DAILY ☐ WEEKLY ☐	MONTHLY	3 or 6.25 NUMBER	☐ MONTH(S) ☑ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 088, Third Floor, Room 3181		☐ YES 🗹 NO		
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)		18. RECOMMENDED RETENTION		
□ YES 🗹 NO	,	the contract, then des	and grant files for 3 years after the close of troy. For federal contract and grant files, n standards established in OMB Circular No. ached).	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Stephen Crowe Graduate Research Assistant	301.405.1121		September 21, 1998	

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