

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION**

Schedule No.: 2058

Page 1 of 4

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency: University of Maryland
College Park

Division/Unit: Orientation Office

Item No.	Description	Retention
1	<p><u>General Files</u> Alpha, subject, administrative, and chronological correspondence containing incoming and outgoing correspondence, reports, annual reports, budgets, memoranda, statistics, proposed programs, minutes, policy and procedure statements, special projects, parking violations, and substantive data concerning the operation of the Orientation Office.</p>	<p>Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value to be kept in paper by the Orientation Office for 25 years, then destroyed. Material with historical value should be sent to University Archives at the University of Maryland for permanent retention. Budget material to be retained for 3 years and until audit requirements are met, then destroy. Office of Record for the parking violations is the Department of Campus Parking.</p>
2	<p><u>Human Resource Records</u></p> <p>A. Timekeeping Records - individual sheets approved by the supervisor that show leave taken and hours worked for if and when, contractual, exempt, and non-exempt employees.</p> <p>B. Personnel Files - folders include employment applications, W2 forms, 19 forms, copies of supporting documents for: employment; computer account approvals; health insurance enrollment forms; remission of fees form; accident reports; Performance Review and Development files; separation reports; data verification forms; wavier forms; payroll entry and payroll turnaround forms; and any other information pertaining to the particular employee while in the employ of the Orientation Office.</p>	<p>Retain for 3 years and until audit requirements are met, then destroy.</p> <p>Retain payroll records for 3 years and until audit requirements are met, then destroy. Office of Record for the payroll records is Payroll Services. Retain other material for 3 years after termination of employment, then destroy.</p>

Authorized by Department Head or Designated Representative

Signature: Carol A. Mc Lawton

Title: Office Supervisor Date: 1/11/99

Authorized by Vice President of Administrative Affairs

Date: 2/18/99

Signature: Sylvia S. Stewart

Type Name: Dr. Sylvia S. Stewart

Title: Associate VP for Admin Affairs

Schedule Authorized by State Archivist

Date: MAR 8 1999

Signature: Edward C. Papenfuss

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No.: 2058
RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Page 2 of 4
Item No.	Description	Retention
3	<p>C. Employee Leave Balances - leave balances for contractual, exempt, and non-exempt employees.</p> <p>D. Payroll Records - journals, one pay/certification cards, timesheets for hourly employees, and other internal adjustment forms.</p> <p>E. Payroll Records for Work Study Students - records of account awards and balances, timesheets, payroll journals, and lists of student names and Social Security numbers.</p> <p><u>Accounting and Purchasing Records</u></p> <p>A. Acquisition Records - copies of requisitions, miscellaneous payment requests, invoices, packing slips, accounts payable approvals, and related materials for off-campus transactions.</p> <p>B. Journal Voucher Records - incoming and outgoing journal vouchers and materials pertaining to on-campus financial transactions.</p> <p>C. General Stores and Boise Orders - list of items purchased and cost and packing slips.</p> <p>D. Off-Campus Purchasing - small procurement log sheets.</p> <p>E. Telecommunications Service and Equipment Records.</p> <p>F. Deposit Records - record and copy of checks deposited and receipt of deposit from the Office of the Bursar.</p>	<p>Retain final leave balance for 3 years after the termination of employment, then destroy. During the time the employee is active, retain ongoing balances for 3 years for audit purposes.</p> <p>Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Payroll Services.</p> <p>Destroy upon approval of schedule.</p> <p>Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Procurement and Supply or Accounts Payable.</p> <p>Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Comptroller.</p> <p>Retain for 3 years and until audit requirements are met, then destroy. Office of Record is General Stores.</p> <p>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 Orientation Office. Office of Record for purchase orders is Procurement and Supply.</p> <p>Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Communication and Business Services.</p> <p>Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Office of the Bursar.</p>

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COLLEGE PARK**

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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Page 3 of 4
4	G. Cash Deposit Material - record of cash deposits. H. Monthly Account Statements - monthly list of account transactions, income, and expenses for the Orientation Office. I. Subcode Books - list of purchases for fiscal year, including vendor, item, price, and date paid listed according to subcode.	Destroy upon approval of schedule. Office of Record is the Office of the Bursar. Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Comptroller. Retain for 3 years and until audit requirements are met, then destroy.
5	Search Committee Files – search committee material compiled by members of the Orientation Office staff for the hiring of exempt, non-exempt, contractual, temporary, and hourly employees for various units of the Division of Academic Affairs. Requisitions, approvals, and justification for the hiring of non-exempt employees. Search committee materials for administrators (exempt employees), contractual, and temporary employees in the Division of Academic Affairs. Consists of advertisements, final recommendations of committee, meeting minutes, voting results, top candidate resumes, EEO data, and information pertaining to the search and employment of individuals within the division.	Orientation Office to retain listed material for 10 years, then destroy. Other material to be destroyed after 1 year.
6	Departmental Publications - student and parent guides, brochures mailed to all newly admitted students, National Orientation Directors Association data bank and survey forms.	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.
6	Faculty/Instructor Evaluations - surveys to students to evaluate teaching of faculty and instructors.	Orientation Office to retain for 10 years, then destroy.

**UNIVERSITY OF MARYLAND
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7	Graded Coursework of Undergraduate and Graduate Students: graded materials not returned to undergraduate and graduate students.	Professors to retain final examinations for one full semester after the course has ended, then destroy. (Destroy Spring and Summer final examinations at the end of the Fall semester; destroy Fall and Winter final examinations at the end of the Spring semester.) Professors to retain other graded materials for 30 working days (6 weeks) after the first day of instruction of the next semester, then destroy. (Destroy Spring and Summer graded material 30 working days after the first day of instruction of the Fall semester. Destroy Fall and Winter graded material 30 working days after the first day of instruction of the Spring semester.)
8	Student Orientation Files – student and parent rosters used to verify attendance in orientation programs.	Retain for 3 years, then destroy.
9	Student Sign-up Cards - cards containing: student's name; social security number; the charges incurred; whether a new or transfer student; number of family members registering; date of attendance; additional nights in dorm requested; the charge reminders given; acknowledgment of charges; student's major; cancellations; and date changes.	Retain for 3 years and until audit requirements are met, then destroy.
10	Student/Academic Financial Files - requests by students for financial credits from the Orientation Office and related submissions to the Office of the Bursar.	Retain for 3 years and until audit requirements are met, then destroy.
11	Travel Requests - request, approval, and expense reimbursements for travel.	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.

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

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 1 OF 11

1. AGENCY
University of Maryland, College Park

2. DIVISION
Academic Affairs

3. UNIT
Orientation Office

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

4. RECORD SERIES TITLE
General Files

5. EARLIEST YEAR/LATEST YEAR
1974 TO 1998

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

Alpha, subject, administrative, and chronological correspondence containing incoming and outgoing correspondence, reports, annual reports, budgets, memoranda, statistics, proposed programs, minutes, policy and procedure statements, special projects, parking violations, and substantive data concerning the operation of the Orientation Office.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
27
NUMBER

10. ANNUAL ACCUMULATION

FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
1
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

1 or 3
NUMBER MONTH(S) YEAR(S)

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

Building 163, Ground Floor, Room 0221

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)

YES NO

15. ACCESS RESTRICTIONS* YES NO

(IF YES, CITE LAW(S) & REGULATIONS)

Please see statement below.

16. AUDIT REQUIREMENTS

NONE STATE FEDERAL INDEPENDENT

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

YES NO

18. RECOMMENDED RETENTION

Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value to be kept in paper by the Orientation Office for 25 years, then destroyed. Budget material to be retained for 3 years and until audit requirements are met, then destroy.

19. NAME AND TITLE OF PREPARER

Carol McGowan
Office Supervisor III

20. TELEPHONE NUMBER

301/314-8217

21. DATE

November 20, 1998

* Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

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

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>2A</u> OF <u>11</u>
1. AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs	3. UNIT Orientation Office
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.		
4. RECORD SERIES TITLE Human Resource Records - Timekeeping Records		5. EARLIEST YEAR/LATEST YEAR <u>1980</u> TO <u>1998</u>
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Individual sheets approved by the supervisor that show leave taken and hours worked for if and when, contract, exempt, and non-exempt employees.		
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input checked="" type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____	8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <u>6</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input checked="" type="checkbox"/> OTHER (SPECIFY) Files _____ 10. ANNUAL ACCUMULATION <u>2028</u> <input type="checkbox"/> FILE DRAWER(S) NUMBER <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Time Sheets _____
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 163, Ground Floor, Rooms 0219 and 0235		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below.		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Retain for 3 years and until audit requirements are met, then destroy.
19. NAME AND TITLE OF PREPARER Carol McGowan Office Supervisor III	20. TELEPHONE NUMBER 301/314-8217	21. DATE November 20, 1998

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

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

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1. AGENCY
University of Maryland, College Park

2. DIVISION
Academic Affairs

3. UNIT
Orientation Office

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

4. RECORD SERIES TITLE
Human Resource Records - Personnel Files

5. EARLIEST YEAR/LATEST YEAR
1981 TO 1998

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

Folders include employment applications, W2 forms, I9 forms, and copies of supporting documents for: employment; computer account approvals; health insurance enrollment forms; remission of fees form; accident reports; Performance Review and Development files; separation reports; data verification forms; wavier forms; payroll entry and payroll turnaround forms; and any information pertaining to the particular employee while in the employ of the Orientation Office.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

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

10. ANNUAL ACCUMULATION

FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
Files
30
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 3 AFTER
NUMBER MONTH(S) YEAR(S) TERMINATION OF EMPLOYMENT

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)
Building 163, Ground Floor, Room 0221

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO SOME AT PAYROLL SERVICES

15. ACCESS RESTRICTIONS* YES NO
(IF YES, CITE LAW(S) & REGULATIONS)
Please see statement below.

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain payroll records for 3 years and until audit requirements are met, then destroy. Office of Record for the payroll records is Payroll Services. Retain other material for 3 years after termination of employment, then destroy.

19. NAME AND TITLE OF PREPARER
Carol McGowan
Office Supervisor III

20. TELEPHONE NUMBER
301/314-8217

21. DATE
November 20, 1998

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

**UNIVERSITY OF MARYLAND
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AGENCY RECORDS INVENTORY

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1. AGENCY
University of Maryland, College Park

2. DIVISION
Academic Affairs

3. UNIT
Orientation Office

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

4. RECORD SERIES TITLE
Human Resource Records - Employee Leave Balances

5. EARLIEST YEAR/LATEST YEAR
1981 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.)

Leave balances for contractual, exempt, and non-exempt employees.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

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

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
 HRMS Computer Files

11. FILE IS USED **BI-WEEKLY**
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)
Building 163, Ground Floor, Room 0219

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

15. ACCESS RESTRICTIONS* YES NO
(IF YES, CITE LAW(S) & REGULATIONS)
Please See Statement Below.

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

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

19. NAME AND TITLE OF PREPARER
Carol McGowan
Office Supervisor III

20. TELEPHONE NUMBER
301.314.8217

21. DATE
November 20, 1998

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

4. RECORD SERIES TITLE
Human Resource Records - Payroll Records for Work Study Students

5. EARLIEST YEAR/LATEST YEAR
1981 TO 1993

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

Records of account awards and balances, timesheets, payroll journals, and lists of student names and Social Security numbers.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

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

2
NUMBER

10. ANNUAL ACCUMULATION

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

0
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)
Building 163, Ground Floor, Room 0235

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

15. ACCESS RESTRICTIONS* YES NO
(IF YES, CITE LAW(S) & REGULATIONS)
Please see statement below.

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Destroy upon approval of schedule.

19. NAME AND TITLE OF PREPARER
Carol McGowan
Office Supervisor III

20. TELEPHONE NUMBER
301/314-8217

21. DATE
November 20, 1998

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1. AGENCY
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2. DIVISION
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3. UNIT
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4. RECORD SERIES TITLE
Accounting and Purchasing Records - Acquisition Records

5. EARLIEST YEAR/LATEST YEAR
1982 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.)

Copies of requisitions, miscellaneous payment requests, invoices, packing slips, accounts payable approvals, and related materials for off-campus transactions.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

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

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)
Building 163, Ground Floor, Rooms 0219 and 0235

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO PROCUREMENT & SUPPLY, ACCTS PAYABLE

15. ACCESS RESTRICTIONS* YES NO
(IF YES, CITE LAW(S) & REGULATIONS)
Please see statement below.

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Procurement and Supply or Accounts Payable.

19. NAME AND TITLE OF PREPARER
Carol McGowan
Office Supervisor III

20. TELEPHONE NUMBER
301/314-8217

21. DATE
November 20, 1998

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UNIVERSITY OF MARYLAND
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AGENCY RECORDS INVENTORY

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1. AGENCY
University of Maryland, College Park

2. DIVISION
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3. UNIT
Orientation Office

DEFINITION - RECORD SERIES:

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

4. RECORD SERIES TITLE
Accounting and Purchasing Records - Off-Campus Purchasing

5. EARLIEST YEAR/LATEST YEAR
1985 TO 1993

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

Small procurement log sheets.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME

13
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
Binders

10. ANNUAL ACCUMULATION

1/3
NUMBER
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
Binder

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

3
NUMBER MONTH(S) YEAR(S)

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

Building 163, Ground Floor, Room 0219

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)

- YES NO PROCUREMENT AND SUPPLY

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

Please see statement below.

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

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

- YES NO

18. RECOMMENDED RETENTION

Retain for 3 years and until audit requirements are met, then destroy. Office of Record for HM, LM, and SM Small Procurement Orders is the Orientation Office. Office of Record for purchase orders is Procurement and Supply.

19. NAME AND TITLE OF PREPARER
Carol McGowan
Office Supervisor III

20. TELEPHONE NUMBER
301/314-8217

21. DATE
November 20, 1998

* Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

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

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

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

AGENCY RECORDS INVENTORY

PAGE 3E OF 11

1. AGENCY
University of Maryland, College Park

2. DIVISION
Academic Affairs

3. UNIT
Orientation Office

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

4. RECORD SERIES TITLE
Telecommunications Service and Equipment Records

5. EARLIEST YEAR/LATEST YEAR
1981 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.)

Telecommunications Service and Equipment Records.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

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

10. ANNUAL ACCUMULATION
1/8
NUMBER
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
Binder

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
3
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)
Building 163, Ground Floor, Room 0219

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO COMMUNICATION AND BUSINESS SERVICES

15. ACCESS RESTRICTIONS* YES NO
(IF YES, CITE LAW(S) & REGULATIONS)
Please see statement below.

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Communication and Business Services.

19. NAME AND TITLE OF PREPARER
Carol McGowan
Office Supervisor III

20. TELEPHONE NUMBER
301/314-8217

21. DATE
November 20, 1998

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

UNIVERSITY OF MARYLAND

COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 3F OF 11

1. AGENCY
University of Maryland, College Park

2. DIVISION
Academic Affairs

3. UNIT
Orientation Office

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

4. RECORD SERIES TITLE
Accounting and Purchasing Records - Deposit Records

5. EARLIEST YEAR/LATEST YEAR
1983 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.)

Record and copy of checks deposited and receipt of deposit from the Office of the Bursar.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

- FILE DRAWER(S), MICROFILM(S), COMPUTER TAPE(S), OTHER (SPECIFY) Files (checked), NUMBER 2

10. ANNUAL ACCUMULATION

- FILE DRAWER(S), MICROFILM REEL(S), COMPUTER TAPE(S), OTHER (SPECIFY) Pages (checked), NUMBER 20

11. FILE IS USED: DAILY, WEEKLY, MONTHLY (checked)

12. FILE BECOMES INACTIVE AFTER: 3 NUMBER, MONTH(S), YEAR(S) (checked)

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)
Building 163, Ground Floor, Room 0221

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

15. ACCESS RESTRICTIONS* (IF YES, CITE LAW(S) & REGULATIONS)
Please see statement below.

16. AUDIT REQUIREMENTS: NONE, STATE (checked), FEDERAL, INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
YES, NO (checked)

18. RECOMMENDED RETENTION
Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Office of the Bursar.

19. NAME AND TITLE OF PREPARER
Carol McGowan
Office Supervisor III

20. TELEPHONE NUMBER
301/314-8217

21. DATE
November 20, 1998

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>3G</u> OF <u>11</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Orientation Office	
DEFINITION - RECORD SERIES:		A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.			
4. RECORD SERIES TITLE Accounting and Purchasing Records - Cash Deposit Material			5. EARLIEST YEAR/LATEST YEAR <u>1987</u> TO <u>1987</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.) Record of cash deposits.					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input checked="" type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Book</u>	
		10. ANNUAL ACCUMULATION <u>0</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____			
11. FILE IS USED NEVER <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>approval</u> NUMBER <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 163, Ground Floor, Room 0221			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO BURSAR		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please See Statement Below.			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Destroy upon approval of schedule. Office of Record is the Office of the Bursar.		
19. NAME AND TITLE OF PREPARER Carol McGowan Office Supervisor III		20. TELEPHONE NUMBER 301/314-8217		21. DATE November 20, 1998	

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

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

UNIVERSITY OF MARYLAND

COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 3H OF 11

1. AGENCY
University of Maryland, College Park

2. DIVISION
Academic Affairs

3. UNIT
Orientation Office

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

4. RECORD SERIES TITLE
Accounting and Purchasing Records - Monthly Account Statements

5. EARLIEST YEAR/LATEST YEAR
1981 TO 1987

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

Monthly list of account transactions, income, and expenses for the Orientation Office.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME FILE DRAWER(S)
 MICROFILM(S)
17 COMPUTER TAPE(S)
NUMBER OTHER (SPECIFY)
Files _____

10. ANNUAL ACCUMULATION

1 FILE DRAWER(S)
NUMBER MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
File _____

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)
Building 163, Ground Floor, Room 0221

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

15. ACCESS RESTRICTIONS* YES NO
(IF YES, CITE LAW(S) & REGULATIONS)
Please see statement below.

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Comptroller.

19. NAME AND TITLE OF PREPARER
Carol McGowan
Office Supervisor III

20. TELEPHONE NUMBER
301/314-8217

21. DATE
November 20, 1998

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

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

AGENCY RECORDS INVENTORY

PAGE 3i OF 11

1. AGENCY
University of Maryland, College Park

2. DIVISION
Academic Affairs

3. UNIT
Orientation Office

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

4. RECORD SERIES TITLE
Accounting and Purchasing Records - Subcode Books

5. EARLIEST YEAR/LATEST YEAR
1981 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 purchases for fiscal year, including vendor, item, price, and date paid listed according to subcode.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)
Subcode _____

9. VOLUME

17
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
Files _____

10. ANNUAL ACCUMULATION

1
NUMBER
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
File _____

11. FILE IS USED

DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

3
NUMBER MONTH(S) YEAR(S)

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

Building 163, Ground Floor, Room 0221

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

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

Please See Statement Below.

16. AUDIT REQUIREMENTS

NONE STATE FEDERAL INDEPENDENT

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

YES NO

18. RECOMMENDED RETENTION

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

19. NAME AND TITLE OF PREPARER

Carol McGowan
Office Supervisor III

20. TELEPHONE NUMBER

301/314-8217

21. DATE

November 20, 1998

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u>11</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Orientation Office	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Search Committee Files				5. EARLIEST YEAR/LATEST YEAR <u>1983</u> TO <u>1998</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Search committee material compiled by members of the Orientation Office staff for the hiring of exempt, non-exempt, contractual, temporary, and hourly employees for various units of the Division of Academic Affairs. Requisitions, approvals, and justification for the hiring of non-exempt employees. Search committee materials for administrators (exempt employees), contractual, and temporary employees in the Division of Academic Affairs. Consists of advertisements, final recommendations of committee, meeting minutes, voting results, top candidate resumes, EEO data, and information pertaining to the search and employment of individuals within the division.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) <hr/>		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) <hr/>		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) <hr/> 10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) File Folders	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1 or 10</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 163, Ground Floor, Room 0219A			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below.			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Orientation Office to retain listed material for 10 years, then destroy. Other material to be destroyed after 1 year.		
19. NAME AND TITLE OF PREPARER Carol McGowan Office Supervisor III		20. TELEPHONE NUMBER 301/314-8217		21. DATE November 20, 1998	

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

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

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

AGENCY RECORDS INVENTORY

PAGE 5 OF 11

1. AGENCY
University of Maryland, College Park

2. DIVISION
Academic Affairs

3. UNIT
Orientation Office

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

4. RECORD SERIES TITLE
Departmental Publications

5. EARLIEST YEAR/LATEST YEAR
1984 TO 1998

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

Student and parent guides, brochures mailed to all newly admitted students, National Orientation Directors Association data bank and survey forms.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

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

10. ANNUAL ACCUMULATION

FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
Folder
1
NUMBER _____

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

1
NUMBER MONTH(S) YEAR(S)

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

Building 163, Ground Floor, Room 0221

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)

YES NO

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

Please see statement below.

16. AUDIT REQUIREMENTS

NONE STATE FEDERAL INDEPENDENT

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

YES NO

18. RECOMMENDED RETENTION

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.

19. NAME AND TITLE OF PREPARER

Carol McGowan
Office Supervisor III

20. TELEPHONE NUMBER

301/314-8217

21. DATE

November 20, 1998

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

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

4. RECORD SERIES TITLE Faculty/Instructor Evaluations	5. EARLIEST YEAR/LATEST YEAR <u>1996</u> TO <u>1998</u>
--	--

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

Surveys to students to evaluate teaching of faculty and instructors.

7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input checked="" type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) <hr/>	8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) <hr/>	9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Floppy Disk</u> 10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Files</u>
--	---	--

11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>10</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)
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13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 163, Ground Floor, Room 0219	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
--	---

15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below.	16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
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17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION Orientation Office to retain for 10 years, then destroy.
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19. NAME AND TITLE OF PREPARER Carol McGowan Office Supervisor III	20. TELEPHONE NUMBER 301/314-8217	21. DATE November 20, 1998
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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>7</u> OF <u>11</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Orientation Office	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Graded Coursework of Undergraduate and Graduate Students				5. EARLIEST YEAR/LATEST YEAR <u>1994</u> TO <u>1998</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Graded materials not returned to undergraduate and graduate students.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>3</u> NUMBER <u>Folders</u>	
		10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>1</u> NUMBER <u>Folder</u>			
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1.5</u> NUMBER <input checked="" type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 163, Ground Floor, Room 0219			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below.			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Professors to retain final examinations for one full semester after the course has ended, then destroy. Professors to retain other graded materials for 30 working days (6 weeks) after the first day of instruction of the next semester, then destroy.		
19. NAME AND TITLE OF PREPARER Carol McGowan Office Supervisor III		20. TELEPHONE NUMBER 301/314-8217		21. DATE November 20, 1998	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>8</u> OF <u>11</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Orientation Office	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Student Orientation Files				5. EARLIEST YEAR/LATEST YEAR <u>1997</u> TO <u>1998</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Student and parent rosters used to verify attendance in orientation programs.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) <hr/>		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) <hr/>		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) <hr/> <u>1</u> NUMBER	
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) <hr/> <u>1</u> NUMBER			
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 163, Ground Floor, Room 0221			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below.			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain for 3 years, then destroy.		
19. NAME AND TITLE OF PREPARER Carol McGowan Office Supervisor III		20. TELEPHONE NUMBER 301/314-8217		21. DATE November 20, 1998	

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

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 9 OF 11

1. AGENCY
University of Maryland, College Park

2. DIVISION
Academic Affairs

3. UNIT
Orientation Office

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

4. RECORD SERIES TITLE
Student Sign-up Cards

5. EARLIEST YEAR/LATEST YEAR
1988 TO 1998

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

Cards containing: student's name; social security number; the charges incurred; whether a new or transfer student; number of family members registering; date of attendance; additional nights in dorm requested; the charge reminders given; acknowledgment of charges; student's major; cancellations; and date changes.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
20
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
File Boxes

10. ANNUAL ACCUMULATION
5
NUMBER
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
File Boxes

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
3
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)
Building 163, Ground Floor, Room 0221 and 0235

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

15. ACCESS RESTRICTIONS* YES NO
(IF YES, CITE LAW(S) & REGULATIONS)
Please see statement below.

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain for 3 years and until audit requirements are met, then destroy.

19. NAME AND TITLE OF PREPARER
Carol McGowan
Office Supervisor III

20. TELEPHONE NUMBER
301/314-8217

21. DATE
November 20, 1998

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>10</u> OF <u>11</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Orientation Office	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Student/Academic Financial Files				5. EARLIEST YEAR/LATEST YEAR <u>1980</u> TO <u>1998</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Requests by students for financial credits from the Orientation Office and related submissions to the Office of the Bursar.					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>6" x 4" index card</u>		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <u>68</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>index card boxes</u>	
		10. ANNUAL ACCUMULATION <u>5</u> <input type="checkbox"/> FILE DRAWER(S) NUMBER <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>index card boxes</u>			
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 163, Ground Floor, Room 0235			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below.			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain for 3 years and until audit requirements are met, then destroy.		
19. NAME AND TITLE OF PREPARER Carol McGowan Office Supervisor III		20. TELEPHONE NUMBER 301/314-8217		21. DATE November 20, 1998	

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1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Orientation Office	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Travel Requests				5. EARLIEST YEAR/LATEST YEAR <u>1982</u> TO <u>1998</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Request, approval, and expense reimbursements for travel.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <u>16</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Folders</u>	
		10. ANNUAL ACCUMULATION <u>1</u> <input type="checkbox"/> FILE DRAWER(S) NUMBER <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Folder</u>			
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 163, Ground Floor, Room 0221			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO COMMUNICATION & BUSINESS SERVICES		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below.			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain for 3 years and until audit requirements are met, then destroy.		
19. NAME AND TITLE OF PREPARER Carol McGowan Office Supervisor III		20. TELEPHONE NUMBER 301/314-8217		21. DATE November 20, 1998	

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