

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
DGS 550-1 (Rev. 10/92)**

Schedule No.: 2059

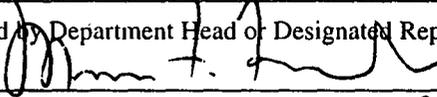
Page 1 of 3

Agency: University of Maryland
College Park

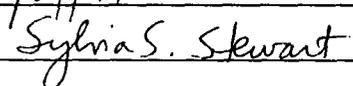
Division/Unit: Office of International
Affairs

Item No.	Description	Retention
1	General Files - alpha, subject, administrative, and chronological correspondence containing incoming and outgoing correspondence, reports, memoranda, statistics, proposed programs, minutes, policy and procedure statements, special projects, photographs and negatives, program files, visiting scholar, new faculty and alumni files, and substantive data concerning the operation of the Office of International Affairs.	Screen annually and destroy that material for which no further reference is required. Remaining material with continuing administrative or legal value to be kept in paper by the Office of International Affairs for 25 years, then destroyed. Material deemed to have historical value should be sent to University Archives at the University of Maryland for permanent retention.
2	Employee Leave Balances - leave balances for faculty members, and contractual, non-exempt, and exempt employees.	Retain final leave balance for 3 years after termination of employment, then destroy. During the time the employee is active, retain ongoing balances for 3 years for audit purposes.

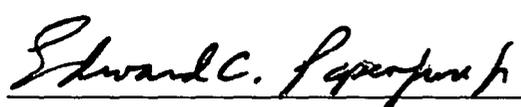
Authorized by Department Head or Designated Representative

Signature: 
 Title: DIRECTOR Date: 12-11-98

Authorized by Vice President of Administrative Affairs

Date: 2/24/99
 Signature: 
 Type Name: Dr. Sylvia S. Stewart
 Title: Associate VP for Administrative Affairs

Schedule Authorized by State Archivist

Date: MAR 8 1999
 Signature: 

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION**

Schedule No.: 2059

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**RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET) DGS 550-1A (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; payroll entries; timesheets; certification cards; tax forms; information sheets; unmail applications; staff identification applications; Performance Review and Development files; and letters of resignation, retirement, transfer, and/or dismissal.	Retain timesheets for 3 years and until audit requirements are met, then destroy. Retain other material for 3 years after termination of employment, then destroy.
4	Search Committee and Position 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), all information on appointed candidate, requests for position classification action, lists of eligibles, study numbers, and position descriptions.	Office of International Affairs to retain listed search committee material for 10 years, then destroy. Other search committee material to be destroyed after 1 year. Retain position files for 3 years after position is abolished, then destroy.
5	Payroll Journals.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Payroll Services.
6	Purchasing and Accounting Records - internal account records, including copies of requisitions, invoices, 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 3 years and until audit requirements are met, then destroy. Office of Record for HM, LM, and SM Small Procurement Orders is the Office of International Affairs. Office of Record for purchase orders is Procurement and Supply. Office of Record for the accounting records is Comptroller, Budget and Fiscal Analysis, or Communication and Business Services.
7	Faculty and Staff Biographies - biographies, news clippings, and articles of campus faculty members relating to international activities.	Screen annually and retain material with administrative value for 50 years, then destroy.
8	Organization Files - material relating to on-campus and off-campus organizations that have contact with the Office of International Affairs.	Screen annually and retain material with administrative value for 50 years, then destroy.

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION**

Schedule No.: 2059

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

Item No.	Description	Retention
9	Country Files - exchange agreements, information concerning universities in different countries, correspondence with universities in different countries, and material relating to contacts in other countries.	Office of International Affairs to retain for 25 years, then forward to the University Archives at the University of Maryland for permanent retention.
10	Fulbright Files - material pertaining to the Fulbright program, including proposals, awards of fellowships, newsletters, directories of scholars and members, correspondence with visiting scholars, and research focus of scholars.	Office of International Affairs to retain for 25 years, then forward to the University Archives at the University of Maryland for permanent retention.
11	College Park International - newsletter for the Office of International Affairs.	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.
12	Inventory Material - records identifying non-capital and capital equipment and related material including: manual sheets, inventory adjustment forms, replacement of inventory tag forms, equipment loan forms, and disposal of surplus property forms.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Inventory Control, Office of the Comptroller.
13	Departmental Publications - newsletters, technical reports, brochures, annual reports, and other material published by the Office of International Affairs.	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.
	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 2 OF 13

1. AGENCY
University of Maryland, College Park

2. DIVISION
Academic Affairs

3. UNIT
Office of International Affairs

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
Leave Balances

5. EARLIEST YEAR/LATEST YEAR
1991 TO 1999

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 faculty members, and contingent, non-exempt, and 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
3
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
Binders

10. ANNUAL ACCUMULATION
1/2
NUMBER
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
Binder

11. FILE IS USED BI-WEEKLY
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)
Building 043, Ground Floor, Room 0124B

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 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
Pernille Levine
Manager

20. TELEPHONE NUMBER
301.405.7158

21. DATE
February 16, 1999

* 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 3 OF 13

1. AGENCY
University of Maryland, College Park

2. DIVISION
Academic Affairs

3. UNIT
Office of International Affairs

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
Personnel Files

5. EARLIEST YEAR/LATEST YEAR
1985 TO 1999

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 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; payroll entries; timesheets; certification cards; tax forms; information sheets; umail applications; staff identification applications; Performance Review and Development files; and letters of resignation, retirement, transfer, and/or dismissal.

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)
Cabinet Drawer

1
NUMBER

10. ANNUAL ACCUMULATION

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

1/4
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3 MONTH(S) YEAR(S) AFTER TERMINATION OF EMPLOYMENT
NUMBER

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

Building 043, Ground Floor, Room 0124B

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 timesheets for 3 years and until audit requirements are met, then destroy. Retain other material for 3 years after termination of employment, then destroy.

19. NAME AND TITLE OF PREPARER

Pernille Levine
Manager

20. TELEPHONE NUMBER

301.405.7158

21. DATE

February 16, 1999

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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 4 OF 13

1. AGENCY
University of Maryland, College Park

2. DIVISION
Academic Affairs

3. UNIT
Office of International Affairs

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 and Position Files

5. EARLIEST YEAR/LATEST YEAR
1996 TO 1999

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

Search committee materials for 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), all information on appointed candidate, requests for position classification action, lists of eligibles, study numbers, and position descriptions.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
3/4
NUMBER

10. ANNUAL ACCUMULATION

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

11. FILE IS USED RARELY
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
1, 3, 10
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)
Building 043, Ground Floor, Room 0118

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
Office of International Affairs to retain listed search committee material for 10 years, then destroy. Other search committee material to be destroyed after 1 year. Retain position files for 3 years after position is abolished, then destroy.

19. NAME AND TITLE OF PREPARER
Pernille Levine
Manager

20. TELEPHONE NUMBER
301.405.7158

21. DATE
February 16, 1999

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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
Office of International Affairs

DEFINITION - RECORD SERIES:

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

4. RECORD SERIES TITLE
Payroll Journals

5. EARLIEST YEAR/LATEST YEAR
1989 TO 1999

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

Payroll journals.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME

3
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
Binders

10. ANNUAL ACCUMULATION

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

11. FILE IS USED BI-WEEKLY
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)
Building 043, Ground Floor, Room 0124B and 0124E

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

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

19. NAME AND TITLE OF PREPARER
Pernille Levine
Manager

20. TELEPHONE NUMBER
301.405.7158

21. DATE
February 16, 1999

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UNIVERSITY OF MARYLAND

COLLEGE PARK

AGENCY RECORDS INVENTORY

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1. AGENCY
University of Maryland, College Park

2. DIVISION
Academic Affairs

3. UNIT
Office of International Affairs

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

4. RECORD SERIES TITLE
Purchasing and Accounting Records

5. EARLIEST YEAR/LATEST YEAR
1993 TO 1999

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

Internal account records, including copies of requisitions, invoices, 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.

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)
Account Number

9. VOLUME
38
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
Binders

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

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 043, Ground Floor, Room 0124B and 0124C

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

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 Office of International Affairs. Office of Record for purchase orders is Procurement and Supply. Office of Record for the accounting records is Comptroller, Budget and Fiscal Analysis, or Communication and Business Services.

19. NAME AND TITLE OF PREPARER
Pernille Levine
Manager

20. TELEPHONE NUMBER
301.405.7158

21. DATE
February 16, 1999

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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>13</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Office of International Affairs	
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 and Staff Biographies			5. EARLIEST YEAR/LATEST YEAR <u>1992</u> TO <u>1999</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.) Biographies, news clippings, and articles of campus faculty members relating to international activities.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <u>2</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>1/3</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____			
11. FILE IS USED OCCASIONALLY <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>50</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 043, Ground Floor, Room 0118			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 Screen annually and retain material with administrative value for 50 years, then destroy.		
19. NAME AND TITLE OF PREPARER Pernille Levine Manager		20. TELEPHONE NUMBER 301.405.7158		21. DATE February 16, 1999	

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UNIVERSITY OF MARYLAND

COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 8 OF 13

1. AGENCY
University of Maryland, College Park

2. DIVISION
Academic Affairs

3. UNIT
Office of International Affairs

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
Organization Files

5. EARLIEST YEAR/LATEST YEAR
1982 TO 1999

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

Material relating to on-campus and off-campus organizations that have contact with the Office of International Affairs.

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)
9 1/2
NUMBER

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
50
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)
Building 043, Ground Floor, Room 0118

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 retain material with administrative value for 50 years, then destroy.

19. NAME AND TITLE OF PREPARER
Pernille Levine
Manager

20. TELEPHONE NUMBER
301.405.7158

21. DATE
February 16, 1999

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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
Office of International Affairs

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
Country Files

5. EARLIEST YEAR/LATEST YEAR
1985 TO 1999

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

Exchange agreements, information concerning universities in different countries, correspondence with universities in different countries, and material relating to contacts in other countries.

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)
9 1/2
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
1 1/2
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
25
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)
Building 043, Ground Floor, Room 0118

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
Office of International Affairs to retain for 25 years, then forward to the University Archives at the University of Maryland for permanent retention.

19. NAME AND TITLE OF PREPARER
Pernille Levine
Manager

20. TELEPHONE NUMBER
301.405.7158

21. DATE
February 16, 1999

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UNIVERSITY OF MARYLAND

COLLEGE PARK

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1. AGENCY
University of Maryland, College Park

2. DIVISION
Academic Affairs

3. UNIT
Office of International Affairs

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
Fulbright Files

5. EARLIEST YEAR/LATEST YEAR
1985 TO 1999

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

Material pertaining to the Fulbright program, including proposals, awards of fellowships, newsletters, directories of scholars and members, correspondence with visiting scholars, and research focus of scholars.

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)
Subject

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

11. FILE IS USED RARELY
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
25
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)
Building 043, Ground Floor, Room 0118

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
Office of International Affairs to retain for 25 years, then forward to the University Archives at the University of Maryland for permanent retention.

19. NAME AND TITLE OF PREPARER
Pernille Levine
Manager

20. TELEPHONE NUMBER
301.405.7158

21. DATE
February 16, 1999

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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

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1. AGENCY
University of Maryland, College Park

2. DIVISION
Academic Affairs

3. UNIT
Office of International Affairs

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
College Park International

5. EARLIEST YEAR/LATEST YEAR
1990 TO 1999

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

Newsletter for the Office of International Affairs.

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)
2 COMPUTER TAPE(S)
NUMBER OTHER (SPECIFY)
 Shelves _____

10. ANNUAL ACCUMULATION

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

11. FILE IS USED OCCASIONALLY
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)
Building 043, Ground Floor, Room 0108

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
Pernille Levine
Manager

20. TELEPHONE NUMBER
301.405.7158

21. DATE
February 16, 1999

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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
Office of International Affairs

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

4. RECORD SERIES TITLE
Inventory Material

5. EARLIEST YEAR/LATEST YEAR
1990 TO 1999

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

Records identifying non-capital and capital equipment and related material including: manual sheets, inventory adjustment forms, replacement of inventory tag forms, equipment loan forms, and disposal of surplus property forms.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

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

10. ANNUAL ACCUMULATION
1/4 FILE DRAWER(S)
NUMBER MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
 Shelf

11. FILE IS USED OCCASIONALLY
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)
Building 043, Ground Floor, Room 0108

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

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

19. NAME AND TITLE OF PREPARER
Pernille Levine
Manager

20. TELEPHONE NUMBER
301.405.7158

21. DATE
February 16, 1999

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UNIVERSITY OF MARYLAND

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

4. RECORD SERIES TITLE
Departmental Publications

5. EARLIEST YEAR/LATEST YEAR
1990 TO 1999

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

Newsletters, technical reports, brochures, annual reports, and other material published by the Office of International Affairs.

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
7720
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
Booklets

10. ANNUAL ACCUMULATION

2205
NUMBER
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
Booklets

11. FILE IS USED ANNUALLY
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)
Building 043, Ground Floor, Rooms 0108, 0110, and 0124

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
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