## UNIVERSITY OF MARYLAND COLLEGE PARK

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No.: 2061	
RECO	RDS RETENTION AND DISPOSAL SCHEDULE	Page 1 of 2	
Agency:	University of Maryland	Division/Unit: Office of the Comptroller, General Accounting	
Item No.	Description	Retention	
1.	General Files Alpha, subject, administrative, chronological correspondence containing original incoming and copies of outgoing correspondence (including E-mail), reports, memoranda, statistics, proposed programs, policy and procedure statements, special projects, and substantive data concerning the operation of General Accounting.	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 General Accounting for 25 years, then destroyed. Materials deemed to have historical value should be sent to University Archives at the University of Maryland for permanent retention.	
2.	Data Processing Documentation for computer program used in accounting. Examples include manuals for the FAS/FRS system, FOCUS, Windows, Quattro Pro for Windows, WordPerfect for Windows, and all other programs currently being utilized.	Retain until computer programs are no longer being utilized by the Department, then recycle.	
3.	Accounting Records  A. Special Accounting Records - suspense reports; budget items including request for position action; payroll accounting records including journal vouchers, payroll transfers, and other forms of internal adjustments such as account modifications.	Retain state-related material for three (3) years and until all audit requirements are met, then destroy. Retain federal contract and grant-related material in accordance with the retention standards established in OMB Circular No. A-110, Subpart C (attached). Office of Record for Budget material is Budget and Fiscal Analysis	
	B. Miscellaneous Accounting records - bad check records (unless involved in collection); bank books, statements, and deposits; cash receipts and certificates of deposit (State Treasurer); canceled checks, check copies, and check stubs; off-campus accounts, bills, etc.; periodic financial reports, reconciliation and trial balance sheets; endowment correspondence regarding the dispensation of revenue, and revolving fund records.	Retain for three (3) years and until all audit requirements are met, then destroy. Retain federal contract and grant-related material in accordance with the retention standards established in OMB Circular No. A-110, Subpart C. (Attached). Office of Record for cash receipts and certificates of deposit is the Office of the Bursar.	
Signature Title: Assa Authorize Date: Signature	ed by Department Head or Designated Representative  :	Schedule Authorized by State Archivist  APR 1 4 1999  Showel C. Paperfus fr	

## UNIVERSITY OF MARYLAND COLLEGE PARK

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

Schedule No.: 2061

Page 2 of 2

## RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Item No.	Description	Retention
	C. Checkbooks that are maintained to verify the payment of certain bills and accounts.	Retain for three (3) years and until all audit requirements are met, then transfer to the State Records Center in Jessup for an additional 22 years, then destroy.
	D. Working Fund Records - documentation for checks written including copies of the request, invoices, petty cash and special use request.	Retain closed-out requests that have been vouchered to the State of Maryland for one year, then destroy. Office of Record is Accounts Payable. Retain ongoing requests for advances (such as special use and petty cash) until they are returned or substantiated and submitted to the General Accounting Division, Comptroller of the Treasury for reimbursement, then destroy.
	E. Other Reports and Original Documents  1. Books of Final Entry - microfiched ledgers.	Retain for 25 years, then destroy.
	2. Financial Accounting System (FAS)/ Financial Records System (FRS) Documents - account create forms including the original account create request and keying form, and abandoned property information.	Retain for 25 years or until implementation of a new accounting system, then destroy. Retain abandoned property records for 25 years after recovery of funds or attempt to recover has been denied, then destroy. Office of Record for restricted funds is the Office of Contract and Grant Accounting.
	F. Information Reports  1. Other Reference Material - including FAS/FRS dictionary, report description files.	Retain until next update has been created, then destroy.
	Batch Control Daily Reports and Overhead Program.	Retain for one month until month end process has been successfully completed, then destroy.
	If University of Maryland, College Park Archives 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	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY		
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEGE	PARK	PAGE1		
AGENCY     University of Maryland, College Park	2. DIVISION Administrative Af	fairs	3. UNIT Comptroller - General Accounting		
	GROUP OF RELATED REC	· · · · · · · · · · · · · · · · · · ·	ED AND USED AS A UNIT FOR REFERENCE AS OSES		
4. RECORD SERIES TITLE  General Files			5. EARLIEST YEAR/LATEST YEAR  1998 TO 1999		
•	RIEFLY DESCRIBE THE TY NCLUDING THE PURPOSI		N/DOCUMENTS/FORMS FOUND IN THE SERIES, HE SERIES.)		
Alpha, subject, administrative, chrono correspondence (including E-mail), re statements, special projects, and subs	ports, memoranda,	statistics, propose	ed programs, policy and procedure		
7. RECORD SERIES FORMAT(S)  ☑ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER (SPECIFY)		9. VOLUME    S   FILE DRAWER(S)   MICROFILM(S)   NUMBER   COMPUTER TAPE(S)   OTHER (SPECIFY)		
□ BOUND BOOK □ FLOPPY DISK □ AUDIO TAPE □ VIDEO TAPE □ OTHER (SPECIFY)			10 ANNUAL ACCUMULATION    S   FILE DRAWER(S)   8   MICROFILM REEL(S)   NUMBER   COMPUTER TAPE(S)   OTHER (SPECIFY)		
11. FILE IS USED  ☑ DAILY □ WEEKLY	□ MONTHLY	12. FILE BECOMES INACTIVE AFTER  1 □ MONTH(S) ☑ YEAR(S)  NUMBER			
13. CURRENT LOCATION(S) (BUILDING, FLOOR, R Chesapeake Building - 4th Floor	юом)	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)		16. AUDIT REQUIREMENT  ☑ 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 n further reference is required. Remaining material hav continuing administrative or legal value to be kept in paper by General Accounting for 25 years, then destroyed. Materials deemed to have historical value should be sent to University Archives at the University Maryland for permanent retention.			
19. NAME AND TITLE OF PREPARER Diane Taylor, Manager, General Accounting	20. TELEPHONE NUM (301) 405-2586	IBER	21. DATE February 22, 1999		

<sup>\*</sup> Access to records 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 inquires.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY			
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE PAGE 2			
1. AGENCY University of Maryland, College Park  2. DIVISION Administrative Aff		fairs	3. UNIT Comptroller - General Accounting			
	GROUP OF RELATED REC		ED AND USED AS A UNIT FOR REFERENCE AS OSES			
4. RECORD SERIES TITLE  Data Processing			5. EARLIEST YEAR/LATEST YEAR  1985 TO 1999			
•	RIEFLY DESCRIBE THE TY NCLUDING THE PURPOS		N/DOCUMENTS/FORMS FOUND IN THE SERIES, HE SERIES.)			
Documentation for computer program use Windows, Quattro Pro for Windows, Wor	_	-	· · · · · · · · · · · · · · · · · · ·			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER (SPECIFY)  Computer Program		9. VOLUME  Sile DRAWER(S)  MICROFILM(S)  NUMBER COMPUTER TAPE(S)  OTHER (SPECIFY)			
□ AUDIO TAPE □ VIDEO TAPE □ OTHER (SPECIFY)			10 ANNUAL ACCUMULATION  FILE DRAWER(S)  .25			
11. FILE IS USED		12. FILE BECOMES INACTIVE AFTER				
□ DAILY □ WEEKLY	⊠ MONTHLY .	N/A NUMBER	☐ MONTH(S) ⊠ YEAR(S)			
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Chesapeake Building - 4th Floor		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)		16. AUDIT REQUIREMENT  ☑ 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 until computer programs are no longer being utilized by the Department, then recycle				
19. NAME AND TITLE OF PREPARER Diane Taylor, Manager, General Accounting  (301) 405-2586		IBER	21. DATE February 22, 1999			

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY		
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE3 OF10		
AGENCY     University of Maryland, College Park	2. DIVISION Administrative Af	fairs	3. UNIT Comptroller - General Accounting		
	GROUP OF RELATED REC		ED AND USED AS A UNIT FOR REFERENCE AS		
4. RECORD SERIES TITLE Special Accounting Records			5. EARLIEST YEAR/LATEST YEAR		
·	RIEFLY DESCRIBE THE TY NCLUDING THE PURPOSI		N/DOCUMENTS/FORMS FOUND IN THE SERIES, HE SERIES.)		
Suspense reports; budget items including payroll transfers, and other forms of inter-			inting records including journal vouchers, ations.		
7. RECORD SERIES FORMAT(S)  □ LETTER SIZE □ MICROFILM □ LEGAL SIZE □ COMPUTER TAPE	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER (SPECIFY)		9. VOLUME    Solution		
□ BOUND BOOK □ FLOPPY DISK □ AUDIO TAPE □ VIDEO TAPE ☑ OTHER (SPECIFY)  Computer paper & specialized forms			10 ANNUAL ACCUMULATION    FILE DRAWER(S)   MICROFILM REEL(S)   NUMBER   COMPUTER TAPE(S)   OTHER (SPECIFY)		
11. FILE IS USED  ☑ DAILY □ WEEKLY	□ MONTHLY	12. FILE BECOMES  3  NUMBER	I S INACTIVE AFTER ☐ MONTH(S) ☑ YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, R Chesapeake Building - 4th Floor	оом)	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)		16. AUDIT REQUIREMENT  □ 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 state-related material for three (3) years and until all audit requirements are met, then destroy. Retain federal contract and grant-related material in accordance with the retention standards established in OMB Circular No. A-110 Subpart C (attached). Office of Record for Budget material Budget and Fiscal Analysis			
19. NAME AND TITLE OF PREPARER Diane Taylor, Manager, General Accounting  20. TELEPHONE NUM (301) 405-2586		IBER	21. DATE February 22, 1999		

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

INSTRUCTIONS: TYPE OR PRINT A	LINIVEDCITY OF	TATA DVI AND	AGENCY RECORDS INVENTORY		
SEPARATE FORM FOR EACH NEW OR	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY		
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEGE	PARK	PAGE 4 OF 10		
AGENCY     University of Maryland, College Park	2. DIVISION Administrative Affairs		3. UNIT Comptroller - General Accounting		
	GROUP OF RELATED REC		ED AND USED AS A UNIT FOR REFERENCE AS DSES		
4. RECORD SERIES TITLE Miscellaneous Accounting Records	S		5. EARLIEST YEAR/LATEST YEAR  1996 TO 1998		
	RIEFLY DESCRIBE THE TY NCLUDING THE PURPOS		N/DOCUMENTS/FORMS FOUND IN THE SERIES, HE SERIES.)		
Bad check records (unless involved in colle (State Treasurer); canceled checks, check or reconciliation and trial balance sheets; endo records.	opies, and check stubs;	off-campus accounts	s, bills, etc.; periodic financial reports,		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME		
□ MICROFILM     □		ABETICAL	NUMBER		
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMER		☐ OTHER (SPECIFY)		
☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE	_	OLOGICAL	10 ANNUAL ACCUMULATION		
☑ OTHER (SPECIFY)		(SPECIFY)	■ FILE DRAWER(S)		
,	- OTHER	(GFECII 1)			
Computer paper & specialized forms			NUMBER ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY) ———————		
11. FILE IS USED		12. FILE BECOMES	INACTIVE AFTER		
□ DAILY □ WEEKLY	MONTHLY	NUMBER	□ MONTH(S) ⊠ YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, R Chesapeake Building - 4th Floor	ююм)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)  ☐ YES ☑ NO			
15. ACCESS RESTRICTIONS* ☐ YES	⊠ NO	16. AUDIT REQUIREMENT			
(IF YES, CITE LAW(S) & REGULATIONS)		□ NONE STATE FEDERAL □ INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPL. BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	AIN	18. RECOMMENDED RETENTION.			
☐ YES 🖾 NO		Retain for three (3)	years and until all audit requirements are		
			Retain federal contract and grant-related		
		material in accordance with the retention standards established			
		in OMB Circular No. A-110, Subpart C. (Attached). Office Record for cash receipts and certificates of deposit is the O of the Bursar.			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUM	IBER	21. DATE		
Diane Taylor, Manager, General Accounting	(301) 405-2586		February 22, 1999		
	(301) 703-2300		<u> </u>		

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY		
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEGE	PARK	PAGE5 OF10		
AGENCY     University of Maryland, College Park	2. DIVISION Administrative Af	fairs	3. UNIT Comptroller - General Accounting		
	GROUP OF RELATED REC		ED AND USED AS A UNIT FOR REFERENCE AS OSES		
4. RECORD SERIES TITLE Checkbooks			5. EARLIEST YEAR/LATEST YEAR  1985 TO 1999		
•	RIEFLY DESCRIBE THE TY NCLUDING THE PURPOSI		I/DOCUMENTS/FORMS FOUND IN THE SERIES, E SERIES.)		
Checkbooks that are maintained to v	verify the payment o	f certain bills and a	accounts.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES S	SEQUENCE	9. VOLUME ⊠ FILE DRAWER(S)		
☑ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL		2 ☐ MICROFILM(S)  NUMBER ☐ COMPUTER TAPE(S)  ☐ OTHER (SPECIFY)		
☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK	☐ NUMER  ☑ CHRON	CICAL OLOGICAL	———————		
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL .	10 ANNUAL ACCUMULATION		
OTHER (SPECIFY)	☐ OTHER (SPECIFY)		M FILE DRAWER(S)		
11. FILE IS USED		12. FILE BECOMES	INACTIVE AFTER		
□ WEEKLY     □     □	□ MONTHLY	25 NUMBER	☐ MONTH(S) ⊠ YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, R Chesapeake Building - 4th Floor	оом)	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)		16. AUDIT REQUIREMENT			
		☐ NONE STATE ☐ FEDERAL ☐ INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPL BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	AIN	18. RECOMMENDE			
□YES ⊠ NO		Retain for three (3) years and until all audit requi are met, then transfer to the State Records Cent Jessup for an additional 22 years, then destroy.			
19. NAME AND TITLE OF PREPARER Diane Taylor, Manager, General	20. TELEPHONE NUM	BER	21. DATE		
Accounting (301) 405-2586			February 22, 1999		

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY		
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE 6	OF	10
AGENCY     University of Maryland, College Park	2. DIVISION Administrative Af	fairs	3. UNIT Comptrolle	r - Gener	al Accounting
	GROUP OF RELATED REC			S A UNIT FO	R REFERENCE AS
4. RECORD SERIES TITLE Working Fund Records		5. EARLIEST 1998	YEAR/LATE	1000	
•	RIEFLY DESCRIBE THE TY NCLUDING THE PURPOS			FORMS FOU	ND IN THE SERIES,
Working Fund Records - documentation trequest.	for checks written inc	luding copies of the	request, invoi	ces, petty o	cash and special us
7. RECORD SERIES FORMAT(S)   ☑ LETTER SIZE ☐ MICROFILM  ☐ LEGAL SIZE ☐ COMPUTER TAPE	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER (SPECIFY)		9. VOLUME  26  NUMBER	⊠ FILE □ MIC	E DRAWER(S) CROFILM(S) MPUTER TAPE(S) HER (SPECIFY)
□ BOUND BOOK □ FLOPPY DISK □ AUDIO TAPE □ VIDEO TAPE □ OTHER (SPECIFY) .			10 ANNUAL  9 NUMBER	□ MIC	LATION E DRAWER(S) CROFILM REEL(S) MPUTER TAPE(S) HER (SPECIFY)
11. FILE IS USED  ☑ DAILY □ WEEKLY	.   MONTHLY	12. FILE BECOMES  1 NUMBER	S INACTIVE AFT		/EAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, R Chesapeake Building - 4th Floor	ООМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  ☑ YES ☐ NO Comptroller's Office - Accounts Payable			
15. ACCESS RESTRICTIONS* ☐ YES ☑ NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENT  □ 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 closed-out requests that have been vouchered to the State of Maryland for one year, then destroy. Office of Record is Accounts Payable. Retain ongoing requests for advances (such as special use and petty cash) until they are returned or substantiated and submitted to Annapolis for reimbursement, then destroy		y. Office of ng requests for wh) until they are	
19. NAME AND TITLE OF PREPARER Diane Taylor, Manager, General Accounting  20. TELEPHONE NUM (301) 405-2586		BER	21. DATE February 22,	1999	

Access to records subject to, and may be restricted by, applicable Federal and State Laws and 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.

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 7 OF 10		
AGENCY     University of Maryland, College Park	DIVISION     Administrative Affa	airs	3. UNIT Office of the Comptroller,General Accounting		
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE ISES.		
4. RECORD SERIES TITLE Books of Final Entry			5. EARLIEST YEAR/LATEST YEAR 1985 TO 1999		
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES SERIES, INCLUDING THE				
7. RECORD SERIES FORMAT(S)  □ LETTER SIZE □ MICROFILM □ LEGAL SIZE □ COMPUTER TAPE	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL		9. VOLUME    FILE DRAWER(S)   MICROFILM(S)   COMPUTER TAPE(S)   OTHER (SPECIFY)		
☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE  ✓ OTHER (SPECIFY)  Microfiche	GEOGRAPHICAL  OTHER (SPECIFY)		10. ANNUAL ACCUMULATION    3		
11. FILE IS USED	MONTHLY	12. FILE BECOMES INACTIVE AFTER  25 NUMBER			
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO Chesapeake Building, 4th Floor	ОМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)  YES YOUNGER NO			
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)  Please see statement be	□ NO elow.	16. AUDIT REQUIREMENTS  ☐ NONE			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES NO	N	18. RECOMMENDED RETENTION  Retain for 25 years, then destroy.			
19. NAME AND TITLE OF PREPARER Diane Taylor Manager, General Accounting	20. TELEPHONE NUMBER (301) 4	R 05-2586	21. DATE February 22, 1999		

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

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

			·		
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLA		AGENCY RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE8 OF10		
AGENCY     University of Maryland, College Park	2. DIVISION Administrative Affa	airs	UNIT     Office of the Comptroller, General Accounting		
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.		
4. RECORD SERIES TITLE FAS/FRS Documents			5. EARLIEST YEAR/LATEST YEAR 1985 <sub>TO</sub> 1999		
RECORD SERIES DESCRIPTION (BRIEF IN THE  Account create forms including the original)	OF THE SERIES.)				
7. RECORD SERIES FORMAT(S)  □ LETTER SIZE □ MICROFILM  ■ LEGAL SIZE □ COMPUTER TAPE	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL		9. VOLUME FILE DRAWER(S)  6 MICROFILM(S)  COMPUTER TAPE(S)  NUMBER OTHER (SPECIFY)		
□ BOUND BOOK □ FLOPPY DISK □ AUDIO TAPE □ VIDEO TAPE ☑ OTHER (SPECIFY) computer paper&specialized forms	☐ CHRON	OLOGICAL APHICAL (SPECIFY)	10. ANNUAL ACCUMULATION  25 FILE DRAWER(S)  MICROFILM REEL(S)  COMPUTER TAPE(S)  OTHER (SPECIFY)		
11. FILE IS USED  ☑ DAILY ☐ WEEKLY  13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	MONTHLY	12. FILE BECOMES INACTIVE AFTER  25  NUMBER  MONTH(S) YEAR(S)  14. IS RECORD SERIES DUPLICATED ELSEWHERE?			
Chesapeake Building, 4th Floor	OM)	(IF YES. SPECIFY AGENCY OR OFFICE)  YES NO			
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)  Please see statement be	□ NO elow.	16. AUDIT REQUIREMENTS  ☐ NONE  STATE  FEDERAL ☐ INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES NO  19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	system, then destroy. years after recovery of denied, then destroy. Office of Contract and	r until implementation of a new accounting Retain abandoned property records for 25 of funds or attempt to recover has been Office of Record for restricted funds is the		
Diane Taylor Manager, General Accounting		V 05-2586	February 22, 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	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY		
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEGE	E PARK	PAGE 9 OF 10		
AGENCY     University of Maryland, College Park	2. DIVISION Administrative Affairs		3. UNIT Comptroller - General Accounting		
	GROUP OF RELATED REC		ED AND USED AS A UNIT FOR REFERENCE AS DSES		
4. RECORD SERIES TITLE Other Reference Materials			5. EARLIEST YEAR/LATEST YEAR 1999 TO 1999		
	RIEFLY DESCRIBE THE TY NCLUDING THE PURPOS		N/DOCUMENTS/FORMS FOUND IN THE SERIES, IE SERIES.)		
FAS/FRS dictionary, report description f	īles.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES S	SEQUENCE	9. VOLUME   ☑ FILE DRAWER(S)		
☐ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL ☐ NUMERICAL ☑ CHRONOLOGICAL				
☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK			OTHER (SPECIFY)		
□ AUDIO TAPE □ VIDEO TAPE  ☑ OTHER (SPECIFY)		RAPHICAL (SPECIFY)	10 ANNUAL ACCUMULATION  ☑ FILE DRAWER(S)		
Computer Paper	U OTTLER (GPECIFT)				
o o mpator i apor			OTHER (SPECIFY)		
11. FILE IS USED		12. FILE BECOMES			
☑ DAILY □ WEEKLY	□ MONTHLY	NUMBER	MONTH(S) ☐ YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, R Chesapeake Building - 4th Floor	оом)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  □ YES ☑ NO ✓			
15. ACCESS RESTRICTIONS*	⊠ NO	16. AUDIT REQUIREMENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPL	AIN	NONE □ STATE □ FEDERAL □ INDEPENDENT  18. RECOMMENDED RETENTION.			
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  ☐ YES   NO		Retain until next update has been created, then destroy.			
19. NAME AND TITLE OF PREPARER Diane Taylor, Manager, General	20. TELEPHONE NUM	1BER	21. DATE		
Accounting (301) 405-2586			February 22, 1999		

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY		
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92) COLLEG		E PARK	PAGE 10 OF 10		
AGENCY     University of Maryland, College Park	2. DIVISION Administrative Af	fairs	3. UNIT Comptroller - General Accounting		
	GROUP OF RELATED REC		ED AND USED AS A UNIT FOR REFERENCE AS DSES		
4. RECORD SERIES TITLE Batch Control records			5. EARLIEST YEAR/LATEST YEAR  1996 TO 1999		
·	RIEFLY DESCRIBE THE TY NCLUDING THE PURPOS		N/DOCUMENTS/FORMS FOUND IN THE SERIES, HE SERIES.)		
Batch Control Daily Reports and Overhea	ad-Program				
7. RECORD SERIES FORMAT(S)  □ LETTER SIZE □ MICROFILM □ LEGAL SIZE □ COMPUTER TAPE	8. RECORD SERIES S	ABETICAL	9. VOLUME    Solution   Solution		
□ BOUND BOOK □ FLOPPY DISK □ AUDIO TAPE □ VIDEO TAPE 図 OTHER (SPECIFY)  Computer Paper	☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER (SPECIFY)		10 ANNUAL ACCUMULATION  FILE DRAWER(S)  9		
11. FILE IS USED  Mark Daily   Weekly	☐ MONTHLY	12. FILE BECOMES  1 NUMBER	MONTH(S) □ YEAR(S)		
13. CURRENT LOCATION(S) (ВUILDING, FLOOR, F Chesapeake Building - 4th Floor	ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  □ YES ☑ NO			
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	⊠ NO	16. AUDIT REQUIREMENT  ☑ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)   YES NO		18. RECOMMENDI Retain for one mo- completed, then de	nth until month end has been successfully		
19. NAME AND TITLE OF PREPARER Diane Taylor, Manager, General Accounting  20. TELEPHONE NUM (301) 405-2586		IBER	21. DATE February 22, 1999		

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