

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No.: 2061
RECORDS 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. 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 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 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.
Authorized by Department Head or Designated Representative Signature: <u><i>Ed C. Paper</i></u> Title: <u>Associate Comptroller</u> Date: <u>2/17/99</u> Authorized by Vice President of Administrative Affairs Date: <u>3/10/99</u> ^{FOR} Signature: <u><i>Sylvia S. Stewart</i></u> Type Name: <u>Dr. Sylvia S. Stewart</u> Title: <u>Associate VP for Admin Affairs</u>		Schedule Authorized by State Archivist Date: <u>APR 14 1999</u> Signature: <u><i>Edward C. Paper</i></u>

**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
	<p>C. Checkbooks that are maintained to verify the payment of certain bills and accounts.</p> <p>D. Working Fund Records - documentation for checks written including copies of the request, invoices, petty cash and special use request.</p> <p>E. <u>Other Reports and Original Documents</u></p> <ol style="list-style-type: none"> 1. Books of Final Entry - microfiched ledgers. 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. <p>F. <u>Information Reports</u></p> <ol style="list-style-type: none"> 1. Other Reference Material - including FAS/FRS dictionary, report description files. 2. Batch Control Daily Reports and Overhead Program. <p>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.</p>	<p>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.</p> <p>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.</p> <p>Retain for 25 years, then destroy.</p> <p>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.</p> <p>Retain until next update has been created, then destroy.</p> <p>Retain for one month until month end process has been successfully completed, then destroy.</p> <p>* 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.</p>

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	AGENCY RECORDS INVENTORY
		COLLEGE PARK	PAGE <u>1</u> OF <u>10</u>
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affairs	3. UNIT Comptroller - General Accounting	
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 <u>1998</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.) 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.			
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 <u>8</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>8</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 <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> 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) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENT <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 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.	
19. NAME AND TITLE OF PREPARER Diane Taylor, Manager, General Accounting		20. TELEPHONE NUMBER (301) 405-2586	
		21. DATE February 22, 1999	

* 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 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 PAGE <u>2</u> OF <u>10</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Administrative Affairs		3. UNIT Comptroller - General Accounting	
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 Data Processing				5. EARLIEST YEAR/LATEST YEAR <u>1985</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.) 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.					
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 type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Computer Program</u>		9. VOLUME <u>5</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ 10 ANNUAL ACCUMULATION <u>.25</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 <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>N/A</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> 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) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)			16. AUDIT REQUIREMENT <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 until computer programs are no longer being utilized by the Department, then recycle		
19. NAME AND TITLE OF PREPARER Diane Taylor, Manager, General Accounting		20. TELEPHONE NUMBER (301) 405-2586		21. DATE February 22, 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		AGENCY RECORDS INVENTORY	
		COLLEGE PARK		PAGE <u>3</u> OF <u>10</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Administrative Affairs		3. UNIT Comptroller - General Accounting	
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 Special Accounting Records				5. EARLIEST YEAR/LATEST YEAR <u>1996</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.) 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.					
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>Computer paper & specialized forms</u>		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 <u>27</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) 10 ANNUAL ACCUMULATION <u>9</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 <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input 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) Chesapeake Building - 4th Floor			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 checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)			16. AUDIT REQUIREMENT <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" 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 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		
19. NAME AND TITLE OF PREPARER Diane Taylor, Manager, General Accounting		20. TELEPHONE NUMBER (301) 405-2586		21. DATE February 22, 1999	

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		COLLEGE PARK		PAGE <u>4</u> OF <u>10</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Administrative Affairs		3. UNIT Comptroller - General Accounting	
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 Miscellaneous Accounting Records				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.) 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.					
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 checked="" type="checkbox"/> OTHER (SPECIFY) <u>Computer paper & specialized forms</u>		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 <u>79</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ 10 ANNUAL ACCUMULATION <u>20</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 <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) Chesapeake Building - 4th Floor			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 checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)			16. AUDIT REQUIREMENT <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" 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 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.		
19. NAME AND TITLE OF PREPARER Diane Taylor, Manager, General Accounting		20. TELEPHONE NUMBER (301) 405-2586		21. DATE February 22, 1999	

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		COLLEGE PARK		PAGE <u>5</u> OF <u>10</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Administrative Affairs		3. UNIT Comptroller - General Accounting	
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 Checkbooks				5. EARLIEST YEAR/LATEST YEAR <u>1985</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.) Checkbooks that are maintained to verify the payment of certain bills and accounts.					
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 <u>2</u> <input checked="" type="checkbox"/> FILE DRAWER(S) NUMBER <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
				10 ANNUAL ACCUMULATION <u>.5</u> <input checked="" type="checkbox"/> FILE DRAWER(S) NUMBER <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>25</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Chesapeake Building - 4th Floor			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 checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)			16. AUDIT REQUIREMENT <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 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.		
19. NAME AND TITLE OF PREPARER Diane Taylor, Manager, General Accounting		20. TELEPHONE NUMBER (301) 405-2586		21. DATE February 22, 1999	

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		COLLEGE PARK		PAGE <u>6</u> OF <u>10</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Administrative Affairs		3. UNIT Comptroller - General Accounting	
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 Working Fund Records				5. EARLIEST YEAR/LATEST YEAR <u>1998</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.) Working Fund Records - documentation for checks written including copies of the request, invoices, petty cash and special use request.					
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 <u>26</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
				10 ANNUAL ACCUMULATION <u>9</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 <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> 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) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <u>Comptroller's Office - Accounts Payable</u>		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)			16. AUDIT REQUIREMENT <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 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		
19. NAME AND TITLE OF PREPARER Diane Taylor, Manager, General Accounting		20. TELEPHONE NUMBER (301) 405-2586		21. DATE February 22, 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 7 OF 10

1. AGENCY
University of Maryland, College Park

2. DIVISION
Administrative Affairs

3. UNIT
Office of the Comptroller, General Accounting

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
Books of Final Entry

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.)

Microfiched Ledgers

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
24
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
3
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)
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)
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 25 years, then destroy.

19. NAME AND TITLE OF PREPARER
Diane Taylor
Manager, General Accounting

20. TELEPHONE NUMBER
(301) 405-2586

21. DATE
February 22, 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 8 OF 10

1. AGENCY
University of Maryland, College Park

2. DIVISION
Administrative Affairs

3. UNIT
Office of the Comptroller, General Accounting

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
FAS/FRS Documents

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.)

Account create forms including the original account create request and keying form, and abandoned property information.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)
computer paper&specialized forms

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
6
NUMBER

10. ANNUAL ACCUMULATION

FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
.25
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)
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)

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 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.

19. NAME AND TITLE OF PREPARER
Diane Taylor
Manager, General Accounting

20. TELEPHONE NUMBER
(301) 405-2586

21. DATE
February 22, 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>9</u> OF <u>10</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Administrative Affairs		3. UNIT Comptroller - General Accounting	
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 Other Reference Materials				5. EARLIEST YEAR/LATEST YEAR <u>1999</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.) FAS/FRS dictionary, report description files.					
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>Computer Paper</u>		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 <u>.50</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) 10 ANNUAL ACCUMULATION <u>.50</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 <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input checked="" type="checkbox"/> MONTH(S) <input type="checkbox"/> 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) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)			16. AUDIT REQUIREMENT <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 until next update has been created, then destroy.		
19. NAME AND TITLE OF PREPARER Diane Taylor, Manager, General Accounting		20. TELEPHONE NUMBER (301) 405-2586		21. DATE February 22, 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>10</u> OF <u>10</u>
1. AGENCY University of Maryland, College Park	2. DIVISION Administrative Affairs	3. UNIT Comptroller - General Accounting	
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 Batch Control records		5. EARLIEST YEAR/LATEST YEAR <u>1996</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.) Batch Control Daily Reports and Overhead.Program. .			
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>Computer Paper</u>		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 <u>30</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
		10 ANNUAL ACCUMULATION <u>9</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 <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input checked="" type="checkbox"/> MONTH(S) <input type="checkbox"/> 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) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENT <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 one month until month end has been successfully completed, then destroy.	
19. NAME AND TITLE OF PREPARER Diane Taylor, Manager, General Accounting		20. TELEPHONE NUMBER (301) 405-2586	
		21. DATE February 22, 1999	

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