

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE DGS 550-1 (Rev. 10/92)</b>	<b>Schedule No.:</b> 2068  <b>Page 1 of 3</b>
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<b>Agency:</b> University of Maryland College Park	<b>Division/Unit:</b> Dept. of Education Policy, Planning, and Administration
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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, and substantive data concerning the operation of the Department of Education Policy, Planning, and Administration.	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 Department of Education Policy, Planning, and Administration for 25 years, then destroyed. Material with historical value should be sent to University Archives at the University of Maryland for permanent retention.
2	<u>Human Resource Records</u> A. Timekeeping Records - individual sheets approved by the supervisor that show hours worked and leave taken for student, contingent, non-exempt, and exempt employees.  B. Faculty Time Reports - monthly reports showing days worked and leave taken by faculty members.  C. Employee Leave Balances - leave balances for contingent, non-exempt, and exempt employees and faculty members.	Retain for 6 years, 3 months and until audit requirements are met, then destroy.  Retain individual monthly reports for 6 years, 3 months and until audit requirements are met, then destroy. Retain summary records of monthly time reports until the faculty member leaves employment, then destroy.  Retain final leave balance for 6 years, 3 months after termination of employment, then destroy. During the time the employee is active, retain ongoing balances for 6 years, 3 months for audit purposes.

Authorized by Department Head or Designated Representative

Signature: *Sharon Dager*

Title: Admin Asst II Date: 6-8-99

Authorized by Vice President of Administrative Affairs

Date: 6/10/99

Signature: *Sylvia S. Stewart*

Type Name: Dr. Sylvia S. Stewart

Title: Associate VP for Administrative Affairs

Schedule Authorized by State Archivist

Date: JUL 20 1999

Signature: *Edward C. [Signature]*

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION**

**Schedule No.:** 2068

**Page 2 of 3**

**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; and letters of resignation, retirement, transfer, and/or dismissal.	Department of Education Policy, Planning, and Administration to retain for 3 years after termination of employment, then destroy.
4	Performance Review and Development Files - evaluations of exempt and non-exempt staff members, which indicate employee performance factors, performance ratings given by the employee's supervisor, and employee development plans.	Retain for 3 years after the termination of employment, then destroy. Office of Record is the Department of Education Policy, Planning, and Administration.
5	Search Committee Files - search committee materials for faculty, administrators, and exempt staff. Consists of advertisements, final recommendation of the committee, meeting minutes containing final recommendation data, voting results, top candidate resumes (top 5 or 2 only - depending on size of search), and all information on appointed candidate.	Department of Education Policy, Planning, and Administration to retain listed material for 10 years, then destroy. Other material to be destroyed after 1 year.
6	Payroll Records - journals, one pay certification cards, check register, W2 forms, journal vouchers, payroll entry forms, and other internal adjustment forms.	Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record is Payroll Services.
7	Purchasing and Accounting Records - internal account records, including copies of requisitions, invoices, packing slips, honoraria payments, contract items, revolving fund, checkbook data, special payments, periodic financial reports, telecommunication service and equipment bills, budget items including amendments and estimates, and other data.	Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record for HM, LM, and SM Small Procurement Orders is the Department of Education Policy, Planning, and Administration. Office of Record for purchase orders is Procurement and Supply. Office of Record for the accounting records is the Comptroller, Budget and Fiscal Analysis, or the Office of Information Technology.

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b>		<b>Schedule No.: 2068</b>
<b>RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET) DGS 550-1A (REV. 10/92)</b>		<b>Page 3 of 3</b>
Item No.	Description	Retention
8	Faculty Evaluations - surveys given to students to evaluate teaching of faculty members.	Department of Education Policy, Planning, and Administration to retain for 10 years, then destroy.
9	Faculty Files – resumes; appointment, promotion, and tenure (APT) material, including appointment letters; faculty review files; and leave without pay and sabbatical requests.	Retain for 3 years after termination of employment, then destroy. Office of Record for APT material is the Office of the Vice President for Academic Affairs.
10	Contract and Grant Files - records that document contracts and grants received by the Department of Education Policy, Planning, and Administration from any source, including applications, proposals, agreements, research reports, publicity notices, acknowledgments and transfer of funds records, controlling rules and regulations, copies of periodic reports, correspondence, and memoranda.	Retain state contract and grant files for 3 years after the close of the contract, then destroy. For federal contract and grant files, adhere to the retention standards established in OMB Circular No. A-110, Subpart C (attached).
	<p><b>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.</b></p>	<p><b>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.</b></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 1 OF 10

1. AGENCY  
University of Maryland, College Park

2. DIVISION  
Academic Affairs, College of Education

3. UNIT  
Education Policy, Planning & Administration

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  
1988 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.)

Alpha, subject, administrative, and chronological correspondence containing incoming and outgoing correspondence, reports, memoranda, statistics, proposed programs, minutes, policy and procedure statements, special projects, and substantive data concerning the operation of the Department of Education Policy, Planning, and Administration.

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)  
13  
NUMBER

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER

1  
NUMBER     MONTH(S)     YEAR(S)

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

Benjamin Building, Second Floor, Room 2115

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)

YES     NO

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

Please See Statement Below.

16. AUDIT REQUIREMENTS

NONE     STATE     FEDERAL     INDEPENDENT

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

YES     NO

18. RECOMMENDED RETENTION

Screen annually and destroy that material for which no further reference is required. Remaining material with continuing administrative or legal value to be kept in paper by the Dept. of Education Policy, Planning, and Administration for 25 years, then destroyed. Material with historical value should be sent to Univ. Archives at the Univ. of Maryland for permanent retention.

19. NAME AND TITLE OF PREPARER  
Sharon Dages  
Administrative Assistant II

20. TELEPHONE NUMBER

301.405.3589

21. DATE

March 23, 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.



<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	<b>UNIVERSITY OF MARYLAND</b>  <b>COLLEGE PARK</b>	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>2B</u> OF <u>10</u>
1. AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, College of Education	3. UNIT Education Policy, Planning & Administration
<b>DEFINITION - RECORD SERIES:</b> A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.		
4. RECORD SERIES TITLE Human Resource Records - Faculty Time Reports	5. EARLIEST YEAR/LATEST YEAR <u>1997</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.)  Monthly reports showing days worked and leave taken by faculty members.		
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 checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) File <hr/> 10. ANNUAL ACCUMULATION  <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Folder
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>6.25</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Benjamin Building, Second Floor, Room 2110	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)  Please See Statement Below.	16. AUDIT REQUIREMENTS  <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input 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 individual monthly reports for 6 years, 3 months and until audit requirements are met, then destroy. Retain summary records of monthly time reports until the faculty member leaves employment, then destroy.	
19. NAME AND TITLE OF PREPARER Sharon Dages Administrative Assistant II	20. TELEPHONE NUMBER  301.405.3589	21. DATE  March 23, 1999

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

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

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

**AGENCY RECORDS INVENTORY**

PAGE 2C OF 11

1. AGENCY  
University of Maryland, College Park

2. DIVISION  
Academic Affairs

3. UNIT  
Education Policy, Planning & Administration

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

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

5. EARLIEST YEAR/LATEST YEAR  
1975 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 contingent, non-exempt, and exempt employees and faculty members.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER (SPECIFY)  
\_\_\_\_\_

9. VOLUME  
1  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
File \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

11. FILE IS USED  
 DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER  
6.25  
NUMBER     MONTH(S)     YEAR(S)

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  
Benjamin Building, Second Floor, Room 2110

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 6 years, 3 months after termination of employment, then destroy. During the time the employee is active, retain ongoing balances for 6 years, 3 months for audit purposes.

19. NAME AND TITLE OF PREPARER  
Sharon Dages  
Administrative Assistant II

20. TELEPHONE NUMBER  
301.405.3589

21. DATE  
March 23, 1999

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1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs, College of Education		3. UNIT Education Policy, Planning & Administration	
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 File				5. EARLIEST YEAR/LATEST YEAR <u>1960</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.)  Folders prepared upon the commencement of employment, including any of the following items: application and resume; appointment letter; reference checks; payroll form; position action request; recruitment screening report; personnel transaction form; retirement form; transcripts; change of address forms; clearance file; commendations; contracts; correspondence; counseling sessions; grievances; disciplinary actions, including charges for removal, probation, or suspension; efficiency ratings; EOE statistical reports; health insurance benefits forms; leave forms; orientation and training material; position history; promotions and reclassifications; suggestion file; summer employment material; and letters of resignation, retirement, transfer, and/or dismissal.					
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) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____  <u>5</u> NUMBER	
		10. ANNUAL ACCUMULATION  <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Folders</u>			
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> AFTER TERMINATION OF NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) EMPLOYMENT		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Benjamin Building, Second Floor, Room 2115			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)  Please See Statement Below.			16. AUDIT REQUIREMENTS  <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION  Department of Education Policy, Planning, and Administration to retain for 3 years after termination of employment, then destroy.		
19. NAME AND TITLE OF PREPARER Sharon Dages Administrative Assistant II		20. TELEPHONE NUMBER  301.405.3589		21. DATE  March 23, 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, College of Education

3. UNIT  
Education Policy, Planning & Administration

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  
Performance Review and Development Files

5. EARLIEST YEAR/LATEST YEAR  
1997 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.)

Evaluations of exempt and non-exempt staff members, which indicate employee performance factors, performance ratings given by the employee's supervisor, and employee development plans.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER (SPECIFY) \_\_\_\_\_

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

10. ANNUAL ACCUMULATION

FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
2  
NUMBER  
Folders

11. FILE IS USED

- DAILY     WEEKLY     MONTHLY

12. FILE BECOMES INACTIVE AFTER

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

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

Benjamin Building, Second Floor, Room 2115

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES     NO

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

Please See Statement Below.

16. AUDIT REQUIREMENTS

NONE     STATE     FEDERAL     INDEPENDENT

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

YES     NO

18. RECOMMENDED RETENTION

Retain for 3 years after the termination of employment, then destroy. Office of Record is the Department of Education Policy, Planning, and Administration.

19. NAME AND TITLE OF PREPARER

Sharon Dages  
Administrative Assistant II

20. TELEPHONE NUMBER

301.405.3589

21. DATE

March 23, 1999

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

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

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

**AGENCY RECORDS INVENTORY**

PAGE 5 OF 10

1. AGENCY  
University of Maryland, College Park

2. DIVISION  
Academic Affairs, College of Education

3. UNIT  
Education Policy, Planning & Administration

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

4. RECORD SERIES TITLE  
Search Committee Files

5. EARLIEST YEAR/LATEST YEAR  
1997 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), and all information on appointed candidate.

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)  
2  
NUMBER

10. ANNUAL ACCUMULATION

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

11. FILE IS USED OCCASIONALLY  
 DAILY     WEEKLY     MONTHLY

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

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  
Benjamin Building, Second Floor, Room 2115

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  
Department of Education Policy, Planning, and Administration to retain listed material for 10 years, then destroy. Other material to be destroyed after 1 year.

19. NAME AND TITLE OF PREPARER  
Sharon Dages  
Administrative Assistant II

20. TELEPHONE NUMBER  
301.405.3589

21. DATE  
March 23, 1999

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

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		<b>UNIVERSITY OF MARYLAND</b>  <b>COLLEGE PARK</b>		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>6</u> OF <u>10</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs, College of Education		3. UNIT Education Policy, Planning & Administration	
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 Records				5. EARLIEST YEAR/LATEST YEAR <u>1988</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.)  Journals, one pay certification cards, check register, W2 forms, journal vouchers, payroll entry forms, and other internal adjustment forms.					
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 checked="" 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) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____  10. ANNUAL ACCUMULATION  <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) File _____	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>6.25</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Benjamin Building, Second Floor, Room 2115			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO    PAYROLL SERVICES		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)  Please See Statement Below.			16. AUDIT REQUIREMENTS  <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input 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 6 years, 3 months and until audit requirements are met, then destroy. Office of Record is Payroll Services.		
19. NAME AND TITLE OF PREPARER Sharon Dages Administrative Assistant II		20. TELEPHONE NUMBER  301.405.3589		21. DATE  March 23, 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  
Academic Affairs, College of Education

3. UNIT  
Education Policy, Planning & Administration

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  
1986 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)  
\_\_\_\_\_

9. VOLUME  FILE DRAWER(S)  
 MICROFILM(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
7  
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  
6.25  
NUMBER     MONTH(S)     YEAR(S)

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  
Benjamin Building, Second Floor, Room 2115

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

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 6 years, 3 months and until audit requirements are met, then destroy. OOR for HM, LM, and SM Small Procurement Orders is the Department of Education Policy, Planning, and Administration. OOR for purchase orders is Procurement and Supply. OOR for the accounting records is the Comptroller, Budget and Fiscal Analysis, or the Office of Information Technology.

19. NAME AND TITLE OF PREPARER  
Sharon Dages  
Administrative Assistant II

20. TELEPHONE NUMBER  
301.405.3589

21. DATE  
March 23, 1999

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<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		<b>UNIVERSITY OF MARYLAND</b>  <b>COLLEGE PARK</b>		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>8</u> OF <u>10</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs, College of Education		3. UNIT Education Policy, Planning & Administration	
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 Evaluations				5. EARLIEST YEAR/LATEST YEAR <u>1960</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.)  Surveys given to students to evaluate teaching of faculty members.					
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 checked="" 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) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____  10. ANNUAL ACCUMULATION  <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) File _____	
11. FILE IS USED ANNUALLY <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>10</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Benjamin Building, Second Floor, Room 2110			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)  Please See Statement Below.			16. AUDIT REQUIREMENTS  <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION  Department of Education Policy, Planning, and Administration to retain for 10 years, then destroy.		
19. NAME AND TITLE OF PREPARER Sharon Dages Administrative Assistant II		20. TELEPHONE NUMBER  301.405.3589		21. DATE  March 23, 1999	

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1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs, College of Education		3. UNIT Education Policy, Planning & Administration	
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 Files				5. EARLIEST YEAR/LATEST YEAR <u>1965</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.)  Resumes; appointment, promotion, and tenure (APT) material, including appointment letters; faculty review files; and leave without pay and sabbatical requests.					
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) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____  <u>2</u> NUMBER	
		10. ANNUAL ACCUMULATION  <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Files <u>2</u> NUMBER			
11. FILE IS USED OCCASIONALLY <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> AFTER TERMINATION OF EMPLOYMENT <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Benjamin Building, Second Floor, Room 2110			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO    VP for ACADEMIC AFFAIRS		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO <small>(IF YES, CITE LAW(S) &amp; REGULATIONS)</small>  Please See Statement Below.			16. AUDIT REQUIREMENTS  <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION  Retain for 3 years after termination of employment, then destroy. Office of Record for APT material is the Office of the Vice President for Academic Affairs.		
19. NAME AND TITLE OF PREPARER Sharon Dages Administrative Assistant II		20. TELEPHONE NUMBER  301.405.3589		21. DATE  March 23, 1999	

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1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs, College of Education		3. UNIT Education Policy, Planning & Administration	
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 Contract and Grant Files				5. EARLIEST YEAR/LATEST YEAR <u>1997</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.)  Records that document contracts and grants received by the Department of Education Policy, Planning, and Administration from any source, including applications, proposals, agreements, research reports, publicity notices, acknowledgments and transfer of funds records, controlling rules and regulations, copies of periodic reports, correspondence, and memoranda.					
7. RECORD SERIES FORMAT(S)  <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 checked="" type="checkbox"/> OTHER (SPECIFY) <u>By Contract or Grant</u>		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) <u>3</u> NUMBER	
		10. ANNUAL ACCUMULATION  <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) <u>1</u> NUMBER			
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3 or 6.25</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Benjamin Building, Second and Third Floors, Rooms 2115A and 3115			14. IS RECORD SERIES DUPLICATED ELSEWHERE? <small>(IF YES, SPECIFY AGENCY OR OFFICE)</small> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO ORAA		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO <small>(IF YES, CITE LAW(S) &amp; REGULATIONS)</small>  Please See Statement Below.			16. AUDIT REQUIREMENTS  <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 contract and grant files for 3 years after the close of the contract, then destroy. For federal contract and grant files, adhere to the retention standards established in OMB Circular No. A-110, Subpart C (attached).		
19. NAME AND TITLE OF PREPARER Sharon Dages Administrative Assistant II		20. TELEPHONE NUMBER  301.405.3589		21. DATE  March 23, 1999	

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