RI	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION ECORDS RETENTION AND DISPOSAL SCHE	Schedule No.: 2343 Page 1 of 4		
Agency: \	University of Maryland Biotechnology Ins	stitute	Division/Unit:	
Item No.	Description		Retention	
1	Human Resource Records A. Timekeeping Records - individual time sheets as supervisor which show leave taken and hours work and non-exempt staff, both regular and contingent,	ked for exempt	Retain for minimum of 3 years and until audit requirements are met, then destroy at the discretion of Office of Record. Office of Record before 02/23/02 is the Unit. Office of Record effective 02/23/02 is PHR.	
	B. Faculty Time Reports - monthly reports showing and leave taken by faculty members.	B. Faculty Time Reports - monthly reports showing days worked and leave taken by faculty members.		
	C. Employee Leave Balances - leave balances for members, and exempt and non-exempt staff, both contingent.	Retain final leave balances for minimum of 3 years after termination of employment, then destroy at the discretion of Office of Record. During the time the employee is active, retain ongoing balances for 3 years for audit purposes. Office of Record before 02/23/02 is the Unit. Office of Record effective 02/23/02 is PHR.		
	D. Personnel Files - contains all or some of the folloapplication and resume; appointment letter; reference payroll forms; recruitment screening report; retirem transcripts; change of address forms; clearance file commendations; contracts; correspondence; couns sessions; grievances; disciplinary actions; probatio performance evalulations; affirmative action form; hinsurance benefit forms; leave forms (including leavand sabbatical requests); position history; resignation transfer, or dismissal paperwork.	nce checks; nent forms; e; seling n material; nealth ve-without-pay	Paper copies - retain for minimum of 3 years after termination of employment, then destroy at the discretion of Office of Record. Electronic copies - retain permanently. Office of Record is UMBI Human Resources.	
Authorized by Department Head or Designated Representative Signature:		Sche	dule Authorized by State Archivist	
Authorized by Vice President of Administrative Affairs Date:		Date: _	Shvand C. Paperper for	
	Daniel M. Reznikov e President of Operations and Finance	Signature:	promo, jar-jar-j.	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

Schedule No.:

2343

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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Description	Retention
E. Search Committee Files - search committe materials for faculty, administrators and exempt staff. Consists of search and selection plans, advertisements, final recommendation of committee, meeting minutes containing final recommendation data, voting results, resumes, and all information on appointed candidate.	Retain material for minimum of 2 years, then destroy at the discretion of Office of Record. Office of Record is the Unit.
F. Position Files - position files for faculty, and exempt and non-exempt staff, both regular and contingent, including any of the following: requests for position classification action, lists of eligibles, position descriptions, position ID numbers, EEO statistical reports.	Retain for minimum of 3 years after position is abolished, then destroy at the discretion of Office of Record. Office of Record is UMBI Human Resources.
Payroll Records - journals, one pay certification cards, check register, journal vouchers, payroll entry forms, and other internal adjustment forms.	Retain for minimum of three years and until all audit requirements are met, then destroy at the discretion of Office of Record. Office of Record is USM Payroll.
Purchasing Records - internal account records including copies of requisitions, invoices, packing slips, purchasing card transaction logs and reconciled statements, and receipts.	Retain for minimum of 3 years and until audit requirements are met, then discard at the discretion of Office of Record. Office of Record for SM Small Procurement Orders, Master Orders, and Procurement Card Purchases is the Unit. Office of Record for purchase orders is Procurement and Supply.
Accounting Records - miscellaneous payments, contract items, revolving fund, checkbook data, special payments, periodic financial reports, operating budget items inlcuding amendments, estimates and other pertinent data.	Retain for minimum of 3 years and until audit requirements are met, then destroy at the discretion of Office of Record. Office of Record for Miscellaneous payments is the Unit. Office of Record for all other Accounting Records is UMBI Operations and Finance.
Contract and Grant Files - records that document contracts and grants received by the institution from any source, including applications, proposals, agreements, research reports, effort reports, publicity notices, acknowledgments and transfer of fund records, controlling rules and regulations, copies of periodic reports, correspondence and memoranda.	Retain state contract and grant files for minimum of 3 years after the close of the contract and until audit requirements are met, then destroy at the discretion of Office of Record. Retain federal contract and grant files for minimum of 3 years from the date of submission of the final expenditure report and until audit requirements are met, then destroy at the disretion of Office of Record. Office of Record is UMBI Contract and Grant Accounting.
	E. Search Committee Files - search committe materials for faculty, administrators and exempt staff. Consists of search and selection plans, advertisements, final recommendation of committee, meeting minutes containing final recommendation data, voting results, resumes, and all information on appointed candidate. F. Position Files - position files for faculty, and exempt and non-exempt staff, both regular and contingent, including any of the following: requests for position classification action, lists of eligibles, position descriptions, position ID numbers, EEO statistical reports. Payroll Records - journals, one pay certification cards, check register, journal vouchers, payroll entry forms, and other internal adjustment forms. Purchasing Records - internal account records including copies of requisitions, invoices, packing slips, purchasing card transaction logs and reconciled statements, and receipts. Accounting Records - miscellaneous payments, contract items, revolving fund, checkbook data, special payments, periodic financial reports, operating budget items inlcuding amendments, estimates and other pertinent data. Contract and Grant Files - records that document contracts and grants received by the institution from any source, including applications, proposals, agreements, research reports, effort reports, publicity notices, acknowledgments and transfer of fund records, controlling rules and regulations, copies of periodic

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Item No.	Description	Retention
6	Inventory Material - records identifying capital and sensitive equipment and related material including inventory inclusion, adjustment, loan, and deletion forms.	Retain for minimum of 3 years and until audit requirements are met, then discard at the discretion of Office of Record. Retain record of items purchased with federal funds for minimum of 3 years after final disposition, then discard at the discretion of Office of Record. Office of Record for Deletion forms is UMBI Operations and Finance. Office of Record for all other Inventory Material is the Unit.
7	Faculty Files - resumes; appointment, promotion, and tenure (APT) material, including appointment letters.	Retain for minimum of 3 years after termination of employment, then destroy at the discretion of Office of Record. Office of Record is UMBI Academic Affairs.
8	Advisory Council Files - council and other bodies which serve in an advisory capacity to the President. Files consist of original minutes and related records of proceedings and reports, including UMBI Faculty-Staff Senate minutes.	Retain policy items until superseded, then discard at the discretion of Office of Record. Policies and minutes having historical value to be retained permanently. Office of Record is UMBI President's Office.
9	State Budget Correspondence - includes all budget request documents, budget instructions, CPS-related material, Capital Budget related material, etc (This item does not pertain to daily operating budget - see item #4 for this category)	Retain for minimum of 3 years and until audit requirments are met, then destroy at the discretion of Office of Record. Office of Record is UMBI Operations and Finance. USM keeps all CPS and Capital Budget documents from each institution for 25 years on microfilm.
10	Audits A. Legislative Audit Files - audits conducted by State legislative auditors.	Retain material for minimum of 3 years and until audit requirements are met, then destroy at the discretion of Office of Record. Office of Record is State Legislative Audit Office; also USM keeps these records for 10 years. UMBI Office of Record is Operations and Finance.
	B. Internal Audit Files - audits conducted by USM internal auditors.	Retain material for minimum of 3 years, then destroy at the discretion of Office of Record. Office of Record is USM Internal Audit Office which keeps reports permanently. UMBI Office of Record is Operations and Finance.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

Schedule No.:

2343

Page 4 of 4

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

<u> </u>		
Item No.	Description	Retention
11	Donor (Gift) Files - records which show name, date, amount, receipt and account number, and related data (including gift envelope and receipt), on all gifts donated to the institution by friends, corporations, associations, or foundations.	Retain gift envelope until audit is complete, then destroy at the discretion of Office of Record. Remaining material having historical value to be kept by UMBI in paper form for permanent retention. Office of Record is the University of Maryland Foundation, Inc.
12	Endowment Fund Records - ledgers, journals, vouchers, bank statements, reports to the Regents and dividend reports which document endowment fund transactions.	Retain permanently in paper form. Office of Record is the University of Maryland Foundation, Inc.
13	General Correspondence Alpha, Subject, Administrative and Chronological correspondence maintained by the unit. These files contain internal and external, original incoming and outgoing correspondence, reports, memoranda, statistics, proposed programs, policy and procedure statements, special projects and data concerning the operation of the office that maintains it.	Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value to be microfilmed or kept in paper form by the Office of Record for minimum of 25 years, then destroy at the discretion of Office of Record. Material deemed to have historical value will be placed in UMBI archives for permanent retention. Office of Record is the Unit.
14	Legal Documents Non-sponsored research related legal contracts, agreements, leases, memoranda of understanding (MOU).	Screen annually and destroy that material for which no further reference is required. Retain remaining material permanently. Office of Record for administrative records is UMBI Operations and Finance. Office of Record for academic records is UMBI Academic Affairs. Office of Record for health, safety, and compliance documents is UMBI Research and Development.
15	Asset Protection and Commercialization Files Patents and patent application documents, invention disclosures, material transfer agreements, confidential disclosure agreements, memoranda of understanding related to licensing and intellectual property, and documents related to licensing and marketing of technology.	Retain permanently. Office of Record is UMBI Research and Development.
	If University of Maryland Biotechnology Institute archives are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. Material having limited retention (ie, 25 years) will be transferred to the State Records Center in Jessup.	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD		· · · · · · · · · · · · · · · · · · ·	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE OF	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland Biotechnology Inst	N/A		Center of Marine Biotechnology	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE DSES.	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
General Correspondence (Item #13)	·		1998 _{TO} 2003	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Alpha, Subject, Administrative and Chron external, original incoming and outgoing procedure statements, special projects and subjects and subjects are subjected in the subject of the subje	ESERIES, INCLUDING THE Hological corresponder Correspondence, repo	PURPOSE OR FUNCTION once maintained by the rts, memoranda, statis	of the series.) unit. These files contain internal and stics, proposed programs, policy and	
7. RECORD SERIES FORMAT(S) □ LETTER SIZE □ MICROFILM ☑ LEGAL SIZE □ COMPUTER TAPE	8. RECORD SERIES SE	BETICAL	9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK	 Green			
☐ AUDIO TAPE ☐ VIDEO TAPE	<u></u>		10. ANNUAL ACCUMULATION	
OTHER (SPECIFY)	☐ GEOGRAPHICAL ☐ OTHER (SPECIFY) ————		1/2-1 NUMBER V FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY)	
11. FILE IS USED Bi-Weekly		12. FILE BECOMES IN	NACTIVE AFTER	
☑ DAILY ☑ WEEKLY	MONTHLY	25 NUMBER	\square MONTH(S) \square YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO COMB Director's Office - Fifth Floor Rooms 5083 & 5083-A	OM)			
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREMENTS ☑ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ✓ NO		reference is required. administrative or legal by Office of Record fo discretion of Office of	destroy that material for which no further Remaining material having continuing I value to be microfilmed or kept in paper form or minimum of 25 years, then destroy at the Record. Material deemed to have historical of UMBI archives for permanent retention.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Christine M. Kaufman Business Services Specialist 410.38		35.6334	11/3/04	

^{*} 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.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE 1 OF 1
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Center for Marine Biotechnology
DEFINITION - RECORD SERIES:	A GROUP OF RELATED R		D AND USED AS A UNIT FOR REFERENCE
<u> </u>	AS WELL AS RETENTION	AND DISPOSITION PURPO	
RECORD SERIES TITLE Accounting Records (Item #4)			5. EARLIEST YEAR/LATEST YEAR 1995 TO 2003
6. RECORD SERIES DESCRIPTION (BRIEF			MENTS/FORMS FOUND
Miscellaneous payments, contract items, operating budget items including amendn		book data, special pay	,
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME
✓ LETTER SIZE	√ Alphai	BETICAL	8
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMER		NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRON	OLOGICAL	Boxes 10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	☐ FILE DRAWER(S)
OTHER (SPECIFY)	OTHER	(SPECIFY)	1 ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S)
			✓ OTHER (SPECIFY)
11 - FW F 10 V 10 F D		La By B BBGOVER	Boxes
11. FILE IS USED ☑ DAILY □ WEEKLY □	MONTHLY	12. FILE BECOMES IN3	NACTIVE AFTER ☐ MONTH(S) ☑ YEAR(S)
		NUMBER	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO 701 E. Pratt St, Floors 2-5	ОМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
Baltimore, MD 21202		☐ YES 🗹 NO	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	М №	16. AUDIT REQUIREM	IENTS
		□ NONE ☑ STATE □ FEDERAL □ INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		met, then destroy at the Record for Miscellane	RETENTION f 3 years and until audit requirements are the discretion of Office of Record. Office of eous payments is the Unit. Office of Record tog Records is UMBI Operations and Finance.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Christine M. Kaufman Business Services Specialist 410.38		35.6334	11 3 0 4

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE 1 OF 1	
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Center for Marine Biotechnology	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE ISES.	
RECORD SERIES TITLE Purchasing Records (Item #3)			5. EARLIEST YEAR/LATEST YEAR 1995 TO 2003	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Internal accounting records including cop reconciled statements and receipts.	SERIES, INCLUDING THE	PURPOSE OR FUNCTION O	OF THE SERIES.)	
7. RECORD SERIES FORMAT(S) ✓ LETTER SIZE	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY)		9. VOLUME	
☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)			Boxes 10. ANNUAL ACCUMULATION Tile drawer(s) Microfilm reel(s) Computer tape(s) Other (specify) Boxes	
11. FILE IS USED ☑ DAILY ☐ WEEKLY ☐	MONTHLY	12. FILE BECOMES IN 3 NUMBER	MACTIVE AFTER ☐ MONTH(S) ☑ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROG 701 E. Pratt St, Floors 2-5 Baltimore, MD 21202	DM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) YES NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	⊠ ио	16. AUDIT REQUIREMENTS ☐ NONE		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES MO	V	met, then destroy at the Record for SM Small Procurement Card Pu	RETENTION f 3 years and until audit requirements are ne discretion of Office of Record. Office of Procurement Orders, Master Orders, and rchases is the Unit. Office of Record for ocurement and Supply.	
19. NAME AND TITLE OF PREPARER Christine M. Kaufman Business Services Specialist	20. TELEPHONE NUMBER 410.38		21. DATE 1 3 0 4	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE			
RMGT - 201 (7/92)			PAGEOF
1. AGENCY	2. DIVISION		3. UNIT
University of Maryland Biotechnology Inst	N/A		Center of Marine Biotechnology
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE DSES.
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Inventory Material (Item # 6)			1997 _ _{TO} 2003
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Records identifying capital and sensitive deletion forms.	E SERIES, INCLUDING THE	PURPOSE OR FUNCTION	OF THE SERIES.)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)
THE TERROLL IN MICROSUM	CAL DUAL	DETICAL	☐ MICROFILM(S)
LETTER SIZE MICROFILM	✓ ALPHAI		NUMBER OTHER (SPECIFY)
☐ LEGAL SIZE ☐ COMPUTER TAPE	✓ NUMER	RICAL	FFX database
☐ BOUND BOOK ☐ FLOPPY DISK	☑ CHRON	OLOGICAL	10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	FILE DRAWER(S)
✓ OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER
Excel Spreadsheet	_ , .		NUMBER ✓ COMPUTER TAPE(S) ☐ OTHER (SPECIFY)
11. FILE IS USED	I	12. FILE BECOMES I	NACTIVE AFTER
☐ DAILY ☑ WEEKLY ☐] MONTHLY	3	☐ MONTH(S) ☑ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC		NUMBER 14 IS RECORD SERIE	ES DUPLICATED ELSEWHERE?
701 E. Pratt St, 2nd Floor, Room 2043	юм)	(IF YES, SPECIFY AGENCY	
Baltimore, MD 21202		☐ YES 🗹 NO)
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREM	MENTS
		□ NONE ☑ STATE □ FEDERAL □ INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	IN .	18. RECOMMENDED RETENTION	
☐ YES 🗹 NO		met, then discard at t record of items purch years after final dispo of Record. Office of R	of 3 years and until audit requirements are the discretion of Office of Record. Retain eased with federal funds for minimum of 3 sition, then discard at the discretion of Office Record for Deletion forms is UMBI Operations Record for all other Inv. Material is the Unit.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Christine M. Kaufman Business Services Specialist 410.3		35.6334	11/3/04

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF
1. AGENCY	2. DIVISION		3. UNIT
University of Maryland Biotechnology Inst			Center of Marine Biotechnology
DEFINITION - RECORD SERIES:		AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
RECORD SERIES TITLE Human Resources Records: Employee I	_eave Balances (Item	# 1C)	5. EARLIEST YEAR 1997 TO 2003
6. RECORD SERIES DESCRIPTION (BRIEF		OF INFORMATION/DOCUMPURPOSE OR FUNCTION (
Leave balances for faculty members, and			•
	•	, ,	3
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME file drawer(s)
✓ LETTER SIZE	√ ALPHAI	DETICAI	MICROFILM(S)
	_		NUMBER ☐ COMPUTER TAPE(S) ✓ OTHER (SPECIFY)
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		Spreadsheet & PHR
☐ BOUND BOOK ☐ FLOPPY DISK	_	OLOGICAL	10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	✓ FILE DRAWER(S)
✓ OTHER (SPECIFY)	☑ OTHER		NUMBER
Also in spreadsheets & PHR	Excel spr	eadsheet; PHR	▼ OTHER (SPECIFY)
			Spreadsheet & PHR
11. FILE IS USED	.	12. FILE BECOMES IN 3	
☐ DAILY ☐ WEEKLY 🔽	MONTHLY	NUMBER	□ MONTH(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
Center of Marine Biotechnology (COMB) 2nd Floor, Columbus Center Bldg, Room		☐ YES ☑ NO	
15. ACCESS RESTRICTIONS* YES	⋈ NO	16. AUDIT REQUIREMENTS	
(IF YES, CITE LAW(S) & REGULATIONS)		□ NONE ☑ STATE □ FEDERAL □ INDEPEND	
		□ NONE 🗹 S	STATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI	N .	18. RECOMMENDED RETENTION	
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO			ances for minimum of 3 years after
		of Record. During the	ment, then destroy at the discretion of Office etime the employee is active, retain ongoing
			for audit purposes. Office of Record before Office of Record effective 02/23/02 is PHR.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE
Christine M. Kaufman	410.38	35.6334	11/3/04
Business Services Specialist 410.30			

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Center of Marine Biotechnology
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RI	ECORDS NORMALLY FILE	D AND USED AS A UNIT FOR REFERENCE
RECORD SERIES TITLE Human Resources Records: Faculty Time	ne Reports (Item # 1B))	5. EARLIEST YEAR/LATEST YEAR 1987 TO 2003
RECORD SERIES DESCRIPTION (BRIEF IN THE Monthly reports showing days worked an	SERIES, INCLUDING THE	PURPOSE OR FUNCTION	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	BETICAL	9. VOLUME FILE DRAWER(S) MICROFILM(S) SOMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)	☐ GEOGR. ☑ OTHER		filed individually in employee files 10. ANNUAL ACCUMULATION
11. FILE IS USED		12. FILE BECOMES II	
☐ DAILY ☐ WEEKLY 🔽	MONTHLY	3 NUMBER	☐ MONTH(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO COMB 2nd. Floor, Columbus Center Bldg, Roon			•
15. ACCESS RESTRICTIONS* ☐ YES ✓ NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS ☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDEN	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO			on the strong of
19. NAME AND TITLE OF PREPARER Christine M. Kaufman Business Services Specialist	20. TELEPHONE NUMBER	R 35.6334	21. DATE 1 3 0 4

^{*} 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.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD		***	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Center of Marine Biotechnology
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE	ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
RECORD SERIES TITLE Search Committee Files (Item # 1E)			5. EARLIEST YEAR/LATEST YEAR
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Search committee materials for faculty, as advertisements, final recommendation of resumes, and all information on appointed	SERIES, INCLUDING THE dministrators and exer committee, meeting m	PURPOSE OR FUNCTION O	OF THE SERIES.) search and selection plans,
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)
Ø BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)	☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER (SPECIFY)		10. ANNUAL ACCUMULATION Solve file drawer(s) I microfilm reel(s) Computer tape(s) Other (specify)
11. FILE IS USED ☐ DAILY ☐ WEEKLY ☑	MONTHLY	12. FILE BECOMES IN 2 NUMBER	NACTIVE AFTER ☐ MONTH(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROO 701 E. Pratt St, 2nd Floor, Room 2036 Baltimore, MD 21202	ом)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES	
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS □ NONE STATE □ FEDERAL □ INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO			RETENTION nimum of 2 years, then destroy at the Record. Office of Record is the Unit.
19. NAME AND TITLE OF PREPARER Christine M. Kaufman Business Services Specialist	20. TELEPHONE NUMBER 410.38	5.6334	21. DATE 1 3 0 4

^{*} 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.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF	
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Center of Marine Biotechnology	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.	
RECORD SERIES TITLE Human Resources Records: Timekeepin	g Records (Item # 1A))	5. EARLIEST YEAR/LATEST YEAR 1987 _{TO} 2003	
RECORD SERIES DESCRIPTION (BRIEF IN THE IN THE Individual time sheets approved by the sustaff, both regular and contingent, and students are individual.)	SERIES, INCLUDING THE IPERVISOR WHICH SHOW I	PURPOSE OR FUNCTION (OF THE SERIES.)	
			T	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE		9. VOLUME	
☐ LETTER SIZE ☐ MICROFILM	✓ ALPHABETICAL		12 ☐ COMPUTER TAPE(S) NUMBER ☐ OTHER (SPECIFY)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMER		PHR after 2/02	
☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE	CHRON		10. ANNUAL ACCUMULATION	
□ AUDIO TAPE □ VIDEO TAPE ☑ OTHER (SPECIFY) PHR database	☐ GEOGR. ☐ OTHER		O ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY) ☐ PHR after 2/02	
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER	
☐ DAILY ☑ WEEKLY ☑	MONTHLY	3 NUMBER	☐ MONTH(S) ☑ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO 701 E. Pratt St, 2nd Floor, Room 2036 Baltimore, MD 21202	ом)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ✓ NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(5) & REGULATIONS)	☑ NO	16. AUDIT REQUIREM	MENTS	
		□ NONE ☑ STATE □ FEDERAL □ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		met, the destroy at the	RETENTION f 3 years and until audit requirements are e discretion of Office of Records. Office of 02 is the Unit. Office of Record effective	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Christine M. Kaufman Business Services Specialist 410.38		5.6334	11 3 04	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION		UNIT Central Admin - Academic Affairs
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE Faculty Files (Item #7)			5. EARLIEST YEAR/LATEST YEAR 1992 TO 2003
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Resumes; appointment, promotion, and t	SERIES, INCLUDING THE	PURPOSE OR FUNCTION (OF THE SERIES.)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME file drawer(s)
☑ LETTER SIZE ☐ MICROFILM			MICROFILM(S) 3 □ COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		✓ file drawer(s)
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER
☐ DAILY ☐ WEEKLY 🗹	MONTHLY	3 NUMBER	☐ MONTH(S) ☑ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) 701 E. Pratt St, 2nd Floor, Suite 200 Baltimore, MD 21202		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 REQUIREMENTS	
(0.150,6112.11(0,01.0000116.15)		□ none 🗹 s	STATE
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO			f 3 years after termination of employment, scretion of Office of Record. Office of Record
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	3	21. DATE
Christine M. Kaufman Business Services Specialist	410.38	5.6334	11/3/04

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE			
RMGT - 201 (7/92)			PAGEOF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION		UNIT Central Admin - Academic Affairs
		ECORDS NORMALLY FILE	D AND USED AS A UNIT FOR REFERENCE
DEFINITION - RECORD SERIES:		AND DISPOSITION PURPO	
RECORD SERIES TITLE General Correspondence (Item #13)			5. EARLIEST YEAR/LATEST YEAR
6. RECORD SERIES DESCRIPTION (BRIEF IN THI Alpha, Subject, Administrative and Chror external, original incoming and outgoing procedure statements, special projects a	E SERIES, INCLUDING THE nological corresponder correspondence, repo	PURPOSE OR FUNCTION Once maintained by the rts, memoranda, statis	OF THE SERIES.) Unit. These files contain internal and stics, proposed programs, policy and
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)
☑ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL		☐ MICROFILM(S) ☐ COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMER	IICAL	NUMBER
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	☐ FILE DRAWER(S)
OTHER (SPECIFY)	☐ OTHER	(SPECIFY)	1
			NUMBER ☐ COMPUTER TAPE(S) ☑ OTHER (SPECIFY)
			Binder
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER
☐ DAILY ☐ WEEKLY ▼	MONTHLY	NUMBER	☐ MONTH(S) ☑ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC	юм)	14. IS RECORD SERIE	ES DUPLICATED ELSEWHERE?
701 E. Pratt St, 2nd Floor, Suite 200 Baltimore, MD 21202		YES VO	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREM	MENTS
		✓ NONE □ S	STATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES M 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 microfilmed or kept in paper form by Office of Record for min of 25 years, then destroy at discretion of Office of Record. Material deemed to have historical value will be placed in UMBI archives for permanent retention. Office of Record is the Unit.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Christine M. Kaufman Business Services Specialist		35.6334	11 3 04

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE OF
1. AGENCY	2. DIVISION		3. UNIT
University of Maryland Biotechnology Inst	Central Administration	on	Research and Development
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Legal Documents (Item #14)			1997TO2004
6. RECORD SERIES DESCRIPTION (BRIEF	LY DESCRIBE THE TYPES SERIES, INCLUDING THE		
Non-sponsored research related legal co	·		•
	, 3	,	
7 DECORD SERVES FORMATION	0 DECODE SERVICE SE	COLIFNOR	9. VOLUME A EN E DRAWER(S)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S) MICROFILM(S)
☑ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL		COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	✓ NUMERICAL		NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		✓ FILE DRAWER(S)
OTHER (SPECIFY)	☐ OTHER	(SPECIFY)	<1 ☐ MICROFILM REEL(S)
			NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER
☑ DAILY □ WEEKLY □	MONTHLY	NUMBER_	\square MONTH(S) \square YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO	ОМ)	14. IS RECORD SERIE	S DUPLICATED ELSEWHERE?
Columbus Center, Suite 200		(IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ▼ NO	
701 E. Pratt St, Baltimore, MD 21202			
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IEN IS
		\square none \square s	STATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN	N	18. RECOMMENDED RETENTION	
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) VES NO			destroy that material for which no further
Hard and electronic pdf format files			Retain remaining material permanently. Office safety, and compliance documents is UMBI
The second particular moderns		Research and Develo	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Christine M. Kaufman	410 20	35.6334	11/3/04
Business Services Specialist	410.38	00.0004	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE			
RMGT - 201 (7/92)			PAGEOF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		3. UNIT Central Admin - Contract & Grant Accounting
DEFINITION - RECORD SERIES:	·	ECORDS NORMALLY FILE	ED AND USED AS A UNIT FOR REFERENCE
	AS WELL AS RETENTION	AND DISPOSITION PURPO	1
RECORD SERIES TITLE Contract & Grant Files (Item #5)			5. EARLIEST YEAR/LATEST YEAR 1995
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Records that document contracts and gra agreements, research reports, effort reportules and regulations, copies of periodic	E SERIES, INCLUDING THE ants received by the in orts, publicity notices, a	PURPOSE OR FUNCTION stitution from any sou acknowledgments and	OF THE SERIES.) Irce, including applications, proposals,
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)
☐ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL ☑ NUMERICAL		25 ☐ MICROFILM(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY)
☐ LEGAL SIZE ☐ COMPUTER TAPE			
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	IV. ANNUAL ACCUMULATION ✓ FILE DRAWER(S)
OTHER (SPECIFY)	☐ OTHER	(SPECIFY)	NUMBER
			OTHER (SPECIFY)
11. FILE IS USED	<u> </u>	12. FILE BECOMES II	NACTIVE AFTER
☑ DAILY ☑ WEEKLY ☑	MONTHLY	See box 18 NUMBER	☐ MONTH(S) ☐ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC	POM)	14. IS RECORD SERIE	ES DUPLICATED ELSEWHERE?
2nd Floor, Suite 200, Columbus Center 701 E. Pratt St, Baltimore, MD 21202		(IF YES, SPECIFY AGENCY OR OFFICE) YES NO	
15. ACCESS RESTRICTIONS* YES	☑ NO	16. AUDIT REQUIREM	MENTS
		□ NONE 🗹	STATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		18. RECOMMENDED RETENTION State - 3 years after close of conctract and until audit requirements	
	expenditure rep		m the date of submission of the final and until audit requirements are met. MBI Contract and Grant Accounting.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE
Christine M. Kaufman Business Services Specialist	i	35.6334	11 3 04

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A	,	UNIT Central Admin - Operations & Finance
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE Accounting Records (Item # 4)			5. EARLIEST YEAR/LATEST YEAR
RECORD SERIES DESCRIPTION (BRIEF IN THE Miscellaneous payments, contract items, operating budget items including amendn	SERIES, INCLUDING THE revolving fund, checkl	purpose or function o book data, special pay	OF THE SERIES.)
7. RECORD SERIES FORMAT(S) ✓ LETTER SIZE	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY)		9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
BOUND BOOK FLOPPY DISK AUDIO TAPE VIDEO TAPE OTHER (SPECIFY)			10. ANNUAL ACCUMULATION 1
II. FILE IS USED ☑ DAILY □ WEEKLY □	MONTHLY	12. FILE BECOMES IN 3 NUMBER	NACTIVE AFTER MONTH(S) VEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) Columbus Center, 701 E. Pratt Street, Suite 200 Baltimore, MD 21202		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) YES NO	
15. ACCESS RESTRICTIONS* YES Y NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS ☐ NONE ☑ STATE ☐ FEDERAL ☐ INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		met, then destroy at the Record for Miscellane	RETENTION f 3 years and until audit requirements are the discretion of Office of Record. Office of Record payments is the Unit. Office of Recording Records is UMBI Operations and Finance.
19. NAME AND TITLE OF PREPARER Christine M. Kaufman Business Services Specialist	20. TELEPHONE NUMBER	5.6334	21. DATE 11 3 04

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE OF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION		UNIT Central Admin - Operations & Finance
DEFINITION - RECORD SERIES:	A GROUP OF RELATED R	ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE
RECORD SERIES TITLE Audits - Legislative Audit Files (Item #108)	3)		5. EARLIEST YEAR/LATEST YEAR 1991 TO 2003
RECORD SERIES DESCRIPTION (BRIEF IN THE Audits conducted by USM internal audito	SERIES, INCLUDING THE		
7. RECORD SERIES FORMAT(S) I LETTER SIZE	8. RECORD SERIES SE ALPHAI NUMER	BETICAL	9. VOLUME FILE DRAWER(S) STORY NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)	GEOGRAPHICAL OTHER (SPECIFY)		10. ANNUAL ACCUMULATION Insert
11. FILE IS USED	MONTHLY	12. FILE BECOMES IN	NACTIVE AFTER MONTH(S) VEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) Columbus Center, 701 E. Pratt Street, Suite 200 Baltimore, MD 21202		NUMBER 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 REQUIREM ☐ NONE ☐ S	STATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		discretion of Office of	nimum of 3 years, then destroy at the Record. Office of Record is USM Internal eps reports permanently. UMBI Office of
19. NAME AND TITLE OF PREPARER Christine M. Kaufman Business Services Specialist	20. TELEPHONE NUMBER	R 85.6334	21. DATE 11 3 04

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE			AGENCY RECORDS INVENTORY
RMGT - 201 (7/92)			PAGEOF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Central Admin - Operations & Finance
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
RECORD SERIES TITLE Inventory Material (Item # 6)			5. EARLIEST YEAR/LATEST YEAR 1989 _{TO} 2003
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Records identifying capital and sensitive deletion forms.	E SERIES, INCLUDING THE	PURPOSE OR FUNCTION	OF THE SERIES.)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE ALPHAI NUMER	BETICAL	9. VOLUME FILE DRAWER(S) 1
■ BOUND BOOK	CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY)		10. ANNUAL ACCUMULATION
11. FILE IS USED	MONTHLY	12. FILE BECOMES IN	_
DAILY WEEKLY MONTHLY 13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) Columbus Center, 701 E. Pratt Street, Suite 200 Baltimore, MD 21202		NUMBER	
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS ☐ NONE	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		met, then discard at t record of items purch years after final dispo of Record. Office of R	RETENTION of 3 years and until audit requirements are he discretion of Office of Record. Retain ased with federal funds for minimum of 3 sition, then discard at the discretion of Office Record for Deletion forms is UMBI Operations Record for all other Inv. Material is the Unit.
19. NAME AND TITLE OF PREPARER Christine M. Kaufman Business Services Specialist	İ	35.6334	21. DATE 1 \ 3 \ 04

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE				
RMGT - 201 (7/92)			PAGE OF	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland Biotechnology Inst			Central Admin - Operations & Finance	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.	
4. RECORD SERIES TITLE	• •		5. EARLIEST YEAR/LATEST YEAR	
Audits - Legislative Audit Files (Item #10/	<u> </u>		1991 _{TO} 2003	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Audits conducted by State legislative aud	SERIES, INCLUDING THE			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)	
✓ LETTER SIZE		DETICAL	☐ MICROFILM(S) .5 ☐ COMPLITED TABLE(S)	
	☐ ALPHABETICAL		NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)	
LEGAL SIZE COMPUTER TAPE	☐ NUMERICAL			
☐ BOUND BOOK ☐ FLOPPY DISK	☑ CHRONOLOGICAL		10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER	(SPECIFY)	NUMBER COMPUTER TAPE(S)	
			OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES II	NACTIVE AFTER	
☐ DAILY ☐ WEEKLY ☐] MONTHLY	3 NUMBER	☐ MONTH(S) ☑ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)		S DUPLICATED ELSEWHERE?	
Columbus Center, 701 E. Pratt Street, St	uite 200	(IF YES, SPECIFY AGENCY OR OFFICE)		
Baltimore, MD 21202		☐ YES 🗹 NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREMENTS		
	22222	□ none 🗹 :	STATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI	N	18. RECOMMENDED		
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES M NO		are met, then destroy Record is State Legis	inimum of 3 years and until audit requirements at the discretion of Office of Record. Office of slative Audit Office; also USM keeps these UMBI Office of Record is Operations and	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Christine M. Kaufman Business Services Specialist	410.38	35.6334	11/3/04	
			·	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Central Admin - Operations & Finance
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
RECORD SERIES TITLE Purchasing Records (Item # 3)			5. EARLIEST YEAR/LATEST YEAR 1999 _{TO} 2003
RECORD SERIES DESCRIPTION (BRIEF IN THE INTHE Internal account records including copies reconciled statements, and receipts.	SERIES, INCLUDING THE	PURPOSE OR FUNCTION (OF THE SERIES.)
7. RECORD SERIES FORMAT(S) I LETTER SIZE	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL		9. VOLUME FILE DRAWER(S) MICROFILM(S) 5 COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)	GEOGRAPHICAL OTHER (SPECIFY)		10. ANNUAL ACCUMULATION 1 FILE DRAWER(S) MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)
11. FILE IS USED	MONTHIN	12. FILE BECOMES IN	_
☐ DAILY ☐ WEEKLY ☐ MONTHLY 13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) Columbus Center, 701 E. Pratt Street, Suite 200 Baltimore, MD 21202		NUMBER	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREM ☐ NONE ☑ S	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 minimum of 3 years and until audit requirements are met, then destroy at the discretion of Office of Record. Office of Record for SM Small Procurement Orders, Master Orders, and Procurement Card Purchases is the Unit. Office of Record for purchase orders is Procurement and Supply.	
19. NAME AND TITLE OF PREPARER Christine M. Kaufman Business Services Specialist	20. TELEPHONE NUMBER	95.6334	21. DATE 1 3 0 4

^{*} 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.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION		UNIT Central Admin - Operations & Finance
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE State Budget Correspondence (Item #9)			5. EARLIEST YEAR/LATEST YEAR
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Includes all budget request documents, budget instructions, CPS-related material, Capital Budget related material, etc (This does not pertain to daily operating budget material - see item #4 for this category)			
7. RECORD SERIES FORMAT(S) ✓ LETTER SIZE	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL		9. VOLUME I FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)	GEOGRAPHICAL OTHER (SPECIFY)		10. ANNUAL ACCUMULATION 1 FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY)
11. FILE IS USED ☑ DAILY ☐ WEEKLY ☐	MONTHLY	12. FILE BECOMES IN 3 NUMBER	NACTIVE AFTER MONTH(S) VEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) Columbus Center, 701 E. Pratt Street, Suite 200 Baltimore, MD 21202		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 REQUIREM ☐ NONE ☑ S	STATE
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES MO		18. RECOMMENDED RETENTION Retain for minimum of 3 years and until audit requirements are met, then destroy at the discretion of Office of Record. Office of Record is UMBI Operations and Finance. USM keeps all CPS and Capital Budget documents from each institution for 25 years on microfilm.	
19. NAME AND TITLE OF PREPARER Christine M. Kaufman Business Services Specialist	20. TELEPHONE NUMBER 410.38	5.6334	21. DATE 1 3 04

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION		UNIT Central Admin - Office of Research & Dev
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Asset Protection and Commercialization	Files (Item #15)		1996 _ _{TO} 2003
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Patents and patent application documents, invention disclosures, material transfer agreements, confidential disclosure agreements, memoranda of understanding related to licensing and intellectual property, and documents related to licensing and marketing of technology.			
7. DECORD GENIES FORMAT(S)	9 DECORD SERVES SE	COUENCE	9. VOLUME FOR AWER(S)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE		MICROFILM(S)
✓ LETTER SIZE	✓ ALPHABETICAL		35 COMPUTER TAPE(S) NUMBER OTHER (SPECIEV)
☐ LEGAL SIZE ☐ COMPUTER TAPE	✓ NUMERICAL		NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☑ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		✓ file drawer(s)
OTHER (SPECIFY) Computer Network	OTHER (SPECIFY)		2 NUMBER
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER
☑ DAILY □ WEEKLY □	MONTHLY	n/a NUMBER	☐ MONTH(S) ☐ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO	ОМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?	
Columbus Center, 2nd Floor, Suite 200 701 E. Pratt St, Baltimore, MD 21202		(IF YES, SPECIFY AGENCY OR OFFICE) YES YOUNGER NO	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREM	MENTS
(II TES, CITE EAW(S) & ACCOUNTIONS)		Mone ☐ State ☐ Federal ☐ Independent	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION	
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) V YES NO Database		Retain permanently. (Development.	Office of Record is UMBI Research and
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Christine M. Kaufman Business Services Specialist	410.38	35.6334	11/3/04

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR			AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE]		
RMGT - 201 (7/92)			PAGE OF
1. AGENCY	2. DIVISION		3. UNIT
University of Maryland Biotechnology Inst	*	ECODDS NORMALLY FILE	Central Admin - Human Resources D AND USED AS A UNIT FOR REFERENCE
DEFINITION - RECORD SERIES:		AND DISPOSITION PURPO	
4. RECORD SERIES TITLE Employee Leave Balances (Item # 1C)			5. EARLIEST YEAR/LATEST YEAR
6. RECORD SERIES DESCRIPTION (BRIEF	TIV DESCRIBE THE TYPES	OF INFORMATION/DOCUM	
	SERIES, INCLUDING THE	PURPOSE OR FUNCTION (OF THE SERIES.)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)
☑ LETTER SIZE ☐ MICROFILM	▼ ALPHAI	BETICAL	2
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMERICAL		NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	☐ FILE DRAWER(S)
☑ OTHER (SPECIFY)	☐ OTHER	(SPECIFY)	0
PHR database			✓ OTHER (SPECIFY)
11. FILE IS USED		12. FILE BECOMES IN	PHR effective 02/23/02
] MONTHLY	3	☐ MONTH(S) ☑ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RC	OOM)	NUMBER	ES DUPLICATED ELSEWHERE?
Columbus Center, 701 E. Pratt Street, Street, Street, MD 21202		(IF YES, SPECIFY AGENCY OR OFFICE) YES NO	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREM	MENTS
(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		□ none 🗹 s	STATE
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION	
YES NO		termination of employ of Record. During the balances for 3 years for	ances for minimum of 3 years after ment, then destroy at the discretion of Office time the employee is active, retain ongoing for audit purposes. Office of Record before Office of Record effective 02/23/02 is PHR.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Christine M. Kaufman Business Services Specialist * Access to records is subject to, and may be re-	<u>L</u>	35.6334	11 3 04

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Central Admin - Human Resources
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D. AND USED AS A UNIT FOR REFERENCE OSES.
RECORD SERIES TITLE Human Resource Records: Faculty Time	Reports (Item # 1B)		5. EARLIEST YEAR/LATEST YEAR
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Monthly reports showing days worked an	SERIES, INCLUDING THE	PURPOSE OR FUNCTION (
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME
✓ LETTER SIZE	✓ ALPHAI		1/4 ☐ COMPUTER TAPE(S) NUMBER ☐ OTHER (SPECIFY)
☐ LEGAL SIZE ☐ COMPUTER TAPE ☐	NUMERICAL		
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRON		10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY) ————————————————————————————————————	GEOGRAPHICAL OTHER (SPECIFY)		0 ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY) NO Faculty on staff
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER
☑ DAILY ☐ WEEKLY ☐	MONTHLY	3 NUMBER	☐ MONTH(S) ☑ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) Columbus Center, 701 E. Pratt Street, Suite 200 Baltimore, MD 21202		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES	
15. ACCESS RESTRICTIONS* ☐ YES ✓ NO (IF YES, CITE LAW(S) & REGULATIONS)		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 Retain for minimum o met, then destroy at the Record is the Unit.	RETENTION f 3 years and until audit requirements are he discretion of the Office of Record. Office of
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE 1
Christine M. Kaufman	410.38	5.6334	11/3/04

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INSTRUCTIONS: TYPE OR PRINT A			
SEPARATE FORM FOR EACH NEW OR			AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE			
RMGT - 201 (7/92)			PAGEOF
1. AGENCY	2. DIVISION		3. UNIT
University of Maryland Biotechnology Inst	N/A		Central Admin - Human Resources
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Payroll Records (Item # 2)			1999 TO2003
RECORD SERIES DESCRIPTION (BRIEF IN THE Journals, one pay certification cards, che forms.	SERIES, INCLUDING THE	PURPOSE OR FUNCTION (OF THE SERIES.)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME
☐ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL ☐ NUMERICAL		MICROFILM(S) 1 COMPUTER TAPE(S) 1 OTHER (SPECIFY)
☐ LEGAL SIZE ☐ COMPUTER TAPE			
☐ BOUND BOOK ☐ FLOPPY DISK			Computer Binders
	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION
	☐ GEOGRAPHICAL		☐ FILE DRAWER(S) 7 ☐ MICROFILM REEL(S)
✓ OTHER (SPECIFY) Computer Binders	OTHER (SPECIFY)		NUMBER
- Computer Billions			✓ OTHER (SPECIFY) Computer Binders
11. FILE IS USED		12. FILE BECOMES IN	
	MONTHLY	3	□ MONTH(S) ☑ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	0.0	NUMBER	S DUPLICATED ELSEWHERE?
Columbus Center, 701 E. Pratt Street, St		(IF YES, SPECIFY AGENCY	OR OFFICE)
Baltimore, MD 21202		☐ YES ☑ NO	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREM	IENTS
		\square none \square s	STATE
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI	N	18. RECOMMENDED RETENTION	
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		Retain for minimum of three years and until all audit requirements are met, then destroy at the discretion of Office of Record. Office of Record is USM Payroll.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Christine M. Kaufman Business Services Specialist	410.38	5.6334	11/3/04
	<u></u>		d regulations. Access to any specific document

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE			
RMGT - 201 (7/92)			PAGEOF
1. AGENCY	2. DIVISION		3. UNIT
University of Maryland Biotechnology Inst	·	ECODDS NORMALI VEILE	Central Admin - Human Resources D AND USED AS A UNIT FOR REFERENCE
DEFINITION - RECORD SERIES:		AND DISPOSITION PURPO	
RECORD SERIES TITLE Personnel Files (Item # 1D)			5. EARLIEST YEAR/LATEST YEAR
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Contains all or some of the following: application and resume; appointment letter; reference checks; payroll forms; recruitme screening report; retirement forms; transcripts; change of address forms; clearance file; commendations; contracts; correspondence; counseling sessions; grievances; disciplinary actions; probation material; performance evaluations; affirmative action form; health insurance benefit forms; leave forms (including leave-without-pay and sabbatical requests); position history; resignation, retirement, transfer, or dismissal paperwork.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)
✓ LETTER SIZE ☐ MICROFILM	▼ ALPHABETICAL		MICROFILM(S) — 30 ☐ COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	 □ NUMER	ICAL	NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	 ☐ CHRON	OLOGICAL	10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	 ☐ GEOGR	APHICAL	IV. ANNUAL ACCOMPLATION IV FILE DRAWER(S)
OTHER (SPECIFY)	OTHER (SPECIFY)		1 ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY)
11. FILE IS USED		12. FILE BECOMES IN	JACTIVE ACTED
	MONTHLY	3	MONTH(S) ✓ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO		NUMBER	
Columbus Center, 701 E. Pratt Street, St. Baltimore, MD 21202		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 REQUIREMENTS	
(if its, cits tawaya accordions)		□ NONE ☑ STATE □ FEDERAL □ INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION	
☐ YES 🗹 NO	, in a massification of the ma		for minimum of 3 years after termination of stroy at the discretion of Office of Record. tain permanently. Office of Record is UMBI
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE /
Christine M. Kaufman Business Services Specialist	1	35.6334	d regulations. Access to any specific document

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE			DAGE OF
RMGT - 201 (7/92)			PAGEOF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		3. UNIT Central Admin - Human Resources
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RI	ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Position Files (Item # 1F)			1999 _{TO} 2003
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Position files for faculty, and exempt and requests for position classification action,	SERIES, INCLUDING THE non-exempt staff, both	PURPOSE OR FUNCTION (h regular and continge	OF THE SERIES.) ent, including any of the following:
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)
✓ LETTER SIZE			9
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMER		NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		
☐ AUDIO TAPE ☐ VIDEO TAPE	_	APHICAL	10. ANNUAL ACCUMULATION ☑ FILE DRAWER(S)
OTHER (SPECIFY)	OTHER (SPECIFY)		5
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER
☑ DAILY. □ WEEKLY □	MONTHLY	3 NUMBER	☐ MONTH(S) ☑ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) Columbus Center, 701 E. Pratt Street, Suite 200 Baltimore, MD 21202		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 REQUIREM	MENTS
(i. 125, cité 211(5) à la Goarthono)		□ none 🗹 s	STATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION	
YES MO			f 3 years after position is abolished, then on of Office of Record. Office of Record is ces.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	L	21. DATE
Christine M. Kaufman Business Services Specialist		35.6334	11/3/04
<u></u>		1 1 10 1	L

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF	
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Central Admin - Human Resources	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED R	ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE	AS WELLAS RETENTION	AND DISPOSITION FORFO	5. EARLIEST YEAR/LATEST YEAR	
Search Committee Files (Item #1E)			1985 _ _{TO} 2003	
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 search and selection plans, advertisements, final recommendation of committee, meeting minutes containing final recommendation data, voting results, resumes, and all information on appointed candidate.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)	
☑ LETTER SIZE ☐ MICROFILM	☐ ALPHAI	BETICAL	☐ MICROFILM(S) 3 ☐ COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	✓ NUMERICAL		NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRON	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	✓ file drawer(s)	
OTHER (SPECIFY)	OTHER (SPECIFY)		1/2 ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN 2		
☑ DAILY □ WEEKLY □	MONTHLY	NUMBER	□ MONTH(S) ☑ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO Columbus Center, 701 E. Pratt Street, St Baltimore, MD 21202		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ✓ NO		
	☑ NO	16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULATIONS)		□ NONE ☑ STATE □ FEDERAL □ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO			RETENTION f 2 years and then destroy at the discretion of Office of Record is the Unit.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Christine M. Kaufman Business Services Specialist * A case to record in publication and may be re-	<u> </u>	35.6334	11/3/04	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE OF
1. AGENCY	2. DIVISION		3. UNIT
University of Maryland Biotechnology Inst	· · · · · · · · · · · · · · · · · · ·		Central Admin - Human Resources
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE DSES.
RECORD SERIES TITLE Human Resource Records: Timekeeping	Records (Item # 1A)		5. EARLIEST YEAR/LATEST YEAR 1985 TO 2002
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Individual time sheets approved by the si staff, both regular and contingent, and st	E SERIES, INCLUDING THE upervisor which show !	PURPOSE OR FUNCTION (OF THE SERIES.)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME of FILE DRAWER(S)
✓ LETTER SIZE	✓ ALPHABETICAL		☐ MICROFILM(S) ☐ COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10 ANDWAY ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		10. ANNUAL ACCUMULATION ☐ FILE DRAWER(S)
✓ OTHER (SPECIFY) PHR database	OTHER (SPECIFY)		0 ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S)
1111/ 401/4000			✓ OTHER (SPECIFY) PHR effective 02/23/02
11. FILE IS USED	I	12. FILE BECOMES IN	NACTIVE AFTER
☑ DAILY □ WEEKLY □	MONTHLY	3 NUMBER	☐ MONTH(S) ☑ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO	OOM)	14. IS RECORD SERIE	S DUPLICATED ELSEWHERE?
Columbus Center, 2nd Floor, Suite 200 701 E. Pratt St, Baltimore, MD 21202		(IF YES, SPECIFY AGENCY OR OFFICE) YES VNO	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREM	MENTS
		□ none 🗹 s	STATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	IN .	18. RECOMMENDED RETENTION	
☐ YES 🗹 NO		met, then destroy at t	of 3 years and until audit requirements are the discretion of Office of Record. Office of 02 is the Unit. Office of Record effective
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Christine M. Kaufman Business Services Specialist	1	35.6334	11 3 0 4

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE			
RMGT - 201 (7/92)			PAGE OF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION		UNIT Central Admin - Operations & Finance
DEFINITION - RECORD SERIES:	A GROUP OF RELATED REAS WELL AS RETENTION		D AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Legal Documents (Item 14)			1986 TO Present
RECORD SERIES DESCRIPTION (BRIEF IN THE Administrative MOUs related to facility us agencies. Lease documents with UMBI a	series, including the eand facility support v	PURPOSE OR FUNCTION OF WITH OTHER WITH OTHER PROPERTY OF THE PURP	OF THE SERIES.)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)
│	☐ ALPHABETICAL ☐ NUMERICAL		☐ MICROFILM(S) .5 ☐ COMPUTER TAPE(S)
☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10 ANDWALL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	✓ GEOGRAPHICAL		10. ANNUAL ACCUMULATION ☑ FILE DRAWER(S)
OTHER (SPECIFY)	OTHER	(SPECIFY)	
, ,			NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)
11. FILE IS USED		12. FILE BECOMES II	NACTIVE AFTER
☐ DAILY ☐ WEEKLY 🔽	MONTHLY	N/A NUMBER	\square MONTH(S) \square YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RC	OM)	14. IS RECORD SERIE	S DUPLICATED ELSEWHERE?
9600 Guldelsky Dr., Rockville, MD, 2085 236	0, 2nd floor, room	(IF YES, SPECIFY AGENCY OR OFFICE) YES NO	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREN	MENTS
		☑ NONE □	STATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N .	18. RECOMMENDED RETENTION	
☐ YES ☑ NO			destroy that material for which no further . Retain reamining material permanently.
	,		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Christine M. Kaufman Business Services Specialis	410.385.6334		11/3/07

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE OF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Medical Biotechnology Center
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
RECORD SERIES TITLE Accounting Records (Item #4)	Vi altri		5. EARLIEST YEAR/LATEST YEAR 1997 TO Present
RECORD SERIES DESCRIPTION (BRIEF IN THE Miscellaneous payments, contract items, operating budget items including amendnts.)	SERIES, INCLUDING THE revolving fund, checkl	PURPOSE OR FUNCTION C book data, special pay	OF THE SERIES.)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)
☑ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL ☐ NUMERICAL		☐ MICROFILM(S) ☐ COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY) Banker Boxes
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		☐ FILE DRAWER(S)
OTHER (SPECIFY)	✓ OTHER (SPECIFY) By fiscal year & account #		NUMBER □ MICROFILM REEL(S) □ COMPUTER TAPE(S) □ OTHER (SPECIFY) Banker Box
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER
☐ DAILY 🗹 WEEKLY 🗆	MONTHLY	3 NUMBER	☐ MONTH(S) ☑ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?	
3rd Floor Room N348, N344, outside N3- 725 W. Lombard St, Baltimore, MD 2120		(IF YES, SPECIFY AGENCY OR OFFICE) YES NO	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	№ МО	16. AUDIT REQUIREMENTS	
(11 122, 6112 2111(6) 2 12662111616)		□ NONE ☑ STATE □ FEDERAL □ INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		met, then discard at the Record for Miscellane	RETENTION f 3 years and until audit requirements are ne discretion of Office of Record. Office of eous payments is the Unit. Office of Record ng Records is UMBI Operations and Finance.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Christine M. Kaufman Business Services Specialist	410.38	5.6334	11/3/04

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD		-	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF
1. AGENCY	2. DIVISION		3. UNIT
University of Maryland Biotechnology Inst		FCORDS NORMALLY FILE	Medical Biotechnology Center D AND USED AS A UNIT FOR REFERENCE
DEFINITION - RECORD SERIES:		AND DISPOSITION PURPO	OSES.
4. RECORD SERIES TITLE Human Resource Records: Employee Le	eave Balances (Item #	(1C)	5. EARLIEST YEAR/LATEST YEAR 2000 TO Present
6. RECORD SERIES DESCRIPTION (BRIEF	•		· · · · · · · · · · · · · · · · · · ·
IN THE	SERIES, INCLUDING THE	PURPOSE OR FUNCTION (OF THE SERIES.)
Leave balances for faculty members, and	d exempt and non-exe	mpt staff, both regular	and contingent
	•		
	T		9. VOLUME THE DRAWER(S)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S) MICROFILM(S)
✓ LETTER SIZE	☐ ALPHABETICAL		5 COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		NUMBER
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	☐ FILE DRAWER(S)
OTHER (SPECIFY)	☐ OTHER	(SPECIFY)	2
			✓ OTHER (SPECIFY)
			PHR 2/02- Binders
11. FILE IS USED		12. FILE BECOMES IN 3	
☐ DAILY ☐ WEEKLY ☑	MONTHLY	NUMBER	☐ MONTH(S) ☑ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
3rd Floor, Room N348, outside of N348 725 W. Lombard St, Baltimore, MD 2120	1	☐ YES ☑ NO	
15. ACCESS RESTRICTIONS* YES	☑ NO	16. AUDIT REQUIREM	MENTS
(IF YES, CITE LAW(S) & REGULATIONS)			
		\square none $\boxed{2}$ s	STATE
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI	N	18. RECOMMENDED RETENTION	
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO			ances for minimum of 3 years after
		of Record. During the	ment, then destroy at the discretion of Office etime the employee is active, retain ongoing
			for audit purposes. Office of Record before Office of Record effective 02/23/02 is PHR.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	L R	21. DATE
Christine M. Kaufman	410.38	35.6334	11 3 04
Business Services Specialist	10.00	······	<u> </u>

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		_	PAGE 1 OF 1
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Medical Biotechnology Center
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE ISES.
RECORD SERIES TITLE Human Resource Records: Faculty Time			5. EARLIEST YEAR/LATEST YEAR 2000 TO Present
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) ✓ LETTER SIZE	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY)		9. VOLUME
□ BOUND BOOK □ FLOPPY DISK □ AUDIO TAPE □ VIDEO TAPE □ OTHER (SPECIFY)			10. ANNUAL ACCUMULATION 1 FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY) Binders
II. FILE IS USED ☐ DAILY ☐ WEEKLY ☑	MONTHLY	12. FILE BECOMES IN 3 NUMBER	MACTIVE AFTER ☐ MONTH(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) 3rd Floor Room N348, N344, outside of N348 725 W. Lombard St, Baltimore, MD 21201		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) YES NO	
15. ACCESS RESTRICTIONS* YES Y NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS ☐ NONE	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO			thly reports for minimum of 3 years and until e met, then destroy at the discretion of Office
19. NAME AND TITLE OF PREPARER Christine M. Kaufman Business Services Specialist	20. TELEPHONE NUMBER 410.38	5.6334	21. DATE 11 3 0 4

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF	
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Medical Biotechnology Center	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
General Correspondence (Item #13)			1987 TO Present	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES SERIES, INCLUDING THE			
General Correspondence - Alpha, Subject, Administrative and Chronological correspondence maintained by the MBC. Thes files contain internal and external, original incoming and outgoing correspondence, reports, memoranda, statistics, proposed programs, policy and procedure statements, special projects and data concerning the operation of the office that maintains it				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)	
☑ LETTER SIZE ☐ MICROFILM	▼ ALPHAI	BETICAL	9	
☐ LEGAL SIZE ☐ COMPUTER TAPE	✓ NUMER		NUMBER OTHER (SPECIFY)	
Ø BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL			
☐ AUDIO TAPE ☐ VIDEO TAPE			10. ANNUAL ACCUMULATION	
OTHER (SPECIFY)	☐ GEOGRAPHICAL ☐ OTHER (SPECIFY)		1/2 NUMBER I File drawer(s) Microfilm reel(s) Computer tape(s) Other (specify)	
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER	
☐ DAILY ☑ WEEKLY ☐	MONTHLY	1	☐ MONTH(S) ☑ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING FLOOR, RO	OM)	NUMBER 14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
13. CURRENT LOCATION(S) (BUILDING FLOOR, RO Medical Biotechnology Center (MBC) 3rd Room N340	Flóor	(IF YES, SPECIFY AGENCY OR OFFICE) YES MO		
15. ACCESS RESTRICTIONS* YES	☑ NO	16. AUDIT REQUIREMENTS		
,	· YES, CITE LAW(S) & REGULATIONS)		□ NONE □ STATE □ FEDERAL □ INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		reference is required. administrative of legal by the Office of Recor the discretion of Office	RETENTION destroy that material for which no further Remaining material have continuing value to be microfilmed or kept in paper form d for minimum of 25 years, then destroy at e of Record. Material deemed to have placed in UMBI archives for permanent	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Christine M. Kaufman Business Services Specialist	410.38	5.6334	11/3/04	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE OF 1
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Medical Biotechnology Center
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
RECORD SERIES TITLE Inventory Material (Item #6)			5. EARLIEST YEAR/LATEST YEAR 1997 TO Present
RECORD SERIES DESCRIPTION (BRIEF IN THE Records identifying capital and sensitive deletion forms.	SERIES, INCLUDING THE	PURPOSE OR FUNCTION (OF THE SERIES.)
7. RECORD SERIES FORMAT(S)	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)	GEOGRAPHICAL OTHER (SPECIFY)		10. ANNUAL ACCUMULATION File drawer(s) Microfilm reel(s) Computer tape(s) Other (specify)
11. FILE IS USED	MONTHLY	12. FILE BECOMES IN	_
□ DAILY □ WEEKLY ☑ MONTHLY 13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) 3rd Floor, Room N348 725 W. Lombard St, Baltimore, MD 21201 15. ACCESS RESTRICTIONS* □ YES ☑ NO		NUMBER	
(IF YES, CITE LAW(S) & REGULATIONS)			STATE
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ✓ NO		18. RECOMMENDED RETENTION Retain for minimum of 3 years and until audit requirements are met, then discard at the discretion of Office of Record. Retain record of items purchased with federal funds for minimum of 3 years after final disposition, then discard at the discretion of Office of Record. Office of Record for Deletion forms is UMBI Operations & Finance. Office of Record for all other Inv. Material is the Unit.	
19. NAME AND TITLE OF PREPARER Christine M. Kaufman Business Services Specialist	20. TELEPHONE NUMBER 410.38	5.6334	21. DATE

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF	
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Medical Biotechnology Center	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE SES.	
RECORD SERIES TITLE Purchasing Records (Item # 3)			5. EARLIEST YEAR/LATEST YEAR 1997 TO Present	
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, purchasing card transaction logs and reconciled statements, and receipts.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME	
☑ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL		12 COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		NUMBER	
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		FILE DRAWER(S)	
OTHER (SPECIFY)	✓ OTHER (SPECIFY) By fiscal year & account #		NUMBER □ COMPUTER TAPE(S) □ COMPUTER TAPE(S) □ OTHER (SPECIFY) Banker Boxes	
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER	
☑ DAILY □ WEEKLY □	MONTHLY	3 NUMBER	□ MONTH(S) 🗹 YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO	OM)	14. IS RECORD SERIE	S DUPLICATED ELSEWHERE?	
3rd Floor, Room N348, N344, outside of N 725 W. Lombard St, Baltimore, MD 21201		☐ YES ☑ NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREM	IENTS	
		\square none \square s	STATE	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES M NO		met, then destroy at the Record for SM Small Procurement Card Pu	RETENTION f 3 years and until audit requirements are ne discretion of Office of Record. Office of Procurement Orders, Master Orders, and rchases is the Unit. Office of Record for ocurement and Supply.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	2	21. DATE	
Christine M. Kaufman Business Services Specialist	410.38	5.6334	11 3 64	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE OF .
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Medical Biotechnology Center
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
RECORD SERIES TITLE Search Committee Files (Item #1E)			5. EARLIEST YEAR/LATEST YEAR 1995 TO Present
RECORD SERIES DESCRIPTION (BRIEF IN THE Search committee materials for faculty, a advertisements, final recommendation of resumes, and all information on appointe	SERIES, INCLUDING THE dministrators and exe committee, meeting n	PURPOSE OR FUNCTION OF THE STAFF. Consists of	MENTS/FORMS FOUND OF THE SERIES.) search and selection plans,
7. RECORD SERIES FORMAT(S) ☑ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE	8. RECORD SERIES SE	BETICAL	9. VOLUME FILE DRAWER(S) MICROFILM(S) 3 COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)	☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER (SPECIFY) By position #		10. ANNUAL ACCUMULATION 2
11. FILE IS USED	MONTHLY	12. FILE BECOMES IN 2	
DAILY WEEKLY MONTHLY 13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) 3rd Floor, Room N340, outside of N348 725 W. Lombard St, Baltimore, MD 21201		NUMBER	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREM ☐ NONE ☑ S	STATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO			RETENTION nimum of 2 years, then destroy at the Record. Office of Record is the Unit.
19. NAME AND TITLE OF PREPARER Christine M. Kaufman	20. TELEPHONE NUMBER		21. DATE 3 0 4
Business Services Specialist	410.38	35.6334 	<u> </u>

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	-		AGENCY R	ECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE_	OF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Medical Biotec	chnology Center
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RI AS WELL AS RETENTION	ECORDS NORMALLY FILE AND DISPOSITION PURPO		A UNIT FOR REFERENCE
4. RECORD SERIES TITLE Human Resource Records: Timekeeping	Records (Item #1A)		5. EARLIEST Y	'EAR/LATEST YEAR TO Present
6. RECORD SERIES DESCRIPTION (BRIEF	MENTS/FORMS FO OF THE SERIES.)	DUND		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	OUENCE	9. VOLUME	☐ FILE DRAWER(S)
✓ LETTER SIZE	☐ ALPHABETICAL		5	☐ MICROFILM(S) ☐ COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMER		NUMBER	✓ OTHER (SPECIFY) Binders & PHR database
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL A	ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL			☐ FILE DRAWER(S)
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER	☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☑ OTHER (SPECIFY) PHR maintains after 2/02
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER	₹
☐ DAILY ☑ WEEKLY ☐	\square MONTHLY $\frac{3}{\text{NUMBER}}$		☐ MONTH(S)	▼ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) 3rd Floor, Rm N348, outside of N348 725 W. Lombard St, Baltimore, MD 21201		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☑ NO		
	☑ ио	16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULATIONS)		☐ NONE ☑ STATE ☐ FEDERAL ☐ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION		
□ YES 🗹 NO		met, the destroy at the	e discretion of O	til audit requirements are iffice of Records. Office of ffice of Record effective
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	2	21. DATE	
Christine M. Kaufman Business Services Specialist	410.385.6334		[]	13/04

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Center for Biosystems Research
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RI	ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE
RECORD SERIES TITLE Human Resources Records: Employee I	_eave Balances (Item	# 1C)	5. EARLIEST YEAR/LATEST YEAR 1988 TO 2003
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Leave balances for faculty members, and	SERIES, INCLUDING THE	PURPOSE OR FUNCTION O	OF THE SERIES.)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)
☑ LETTER SIZE ☐ MICROFILM	✓ ALPHABETICAL		6 MICROFILM(S) 6 COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		NUMBER OTHER (SPECIFY) PHR after 2/02
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE ☑ OTHER (SPECIFY) PHR database	GEOGRAPHICAL OTHER (SPECIFY)		.5 NUMBER □ MICROFILM REEL(S) □ COMPUTER TAPE(S) □ OTHER (SPECIFY) PHR after 2/02
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER
☐ DAILY ☐ WEEKLY 🗹	MONTHLY	3 NUMBER	\square MONTH(S) \square YEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) Plant Sciences Bldg., Bldg. 36, Room 5115 College Park, MD 20742-4450		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ▼ YES □ NO database on computer	
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS ☐ NONE ☑ STATE ☐ FEDERAL ☐ INDEPENDENT	
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO te		termination of employ of Record. During the balances for 3 years f	RETENTION ances for minimum of 3 years after ment, then destroy at the discretion of Office time the employee is active, retain ongoing or audit purposes. Office of Record before Office of Record effective 02/23/02 is PHR.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Christine M. Kaufman Business Services Specialist	410.38	5.6334	11 3 07

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Center for Biosystems Research
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE Accounting Records (Item # 4)			5. EARLIEST YEAR/LATEST YEAR 1994 TO 2003
RECORD SERIES DESCRIPTION (BRIEF IN THE Miscellaneous payments, contract items, operating budget items including amendr	SERIES, INCLUDING THE revolving fund, checkl	PURPOSE OR FUNCTION C book data, special pay	OF THE SERIES.)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE Alphabetical Mumerical		9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)	☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER (SPECIFY)		10. ANNUAL ACCUMULATION 12 File drawer(s) Microfilm reel(s) Computer tape(s) Other (specify)
11. FILE IS USED ☑ DAILY ☑ WEEKLY □	MONTHLY	12. FILE BECOMES IN 3 NUMBER	NACTIVE AFTER ☐ MONTH(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO Plant Sciences Bldg., Bldg. 36, Room 51 College Park, MD 20742-4450			
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREM ☐ NONE ☑ S	ETATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES MO		met, then destroy at the Record for Miscellane	RETENTION f 3 years and until audit requirements are ne discretion of Office of Record. Office of rous payments is the Unit. Office of Record g Records is UMBI Operations and Finance.
19. NAME AND TITLE OF PREPARER Christine M. Kaufman Business Services Specialist	20. TELEPHONE NUMBER		21. DATE 1 3 04

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE OF	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland Biotechnology Inst	<u> </u>		Center for Biosystems Research	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE DSES.	
RECORD SERIES TITLE Human Resources Records: Faculty Tim	ne Reports (Item # 1B)		5. EARLIEST YEAR/LATEST YEAR 1988 TO 2003	
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)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)	
✓ LETTER SIZE	✓ ALPHABETICAL		☐ MICROFILM(S) — 6 ☐ COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	 □ NUMERICAL		NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL .		10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		✓ file drawer(s)	
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER	
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER	
☐ DAILY ☐ WEEKLY 🗹	MONTHLY	3 NUMBER	□ MONTH(S) ☑ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) Plant Sciences Bldg., Bldg. 036, Room 5115 College Park, MD 20742-4450		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ▼ YES NO database on computer		
15. ACCESS RESTRICTIONS* YES	☑ NO	16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULATIONS)		□ NONE ☑ STATE □ FEDERAL □ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION		
YES NO			thly reports for minimum of 3 years and until e met, then destroy at the discretion of Office ecord is the Unit.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Christine M. Kaufman Business Services Specialist	410.38	35.6334	11/3/04	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR			AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD				
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland Biotechnology Inst	N/A	77.11.11	Center for Biosystems Research	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE DSES.	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
General Correspondence (Item # 13)		*** · · · ·	1998 _{TO} 2003	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	FLY DESCRIBE THE TYPES E SERIES, INCLUDING THE			
Alpha, Subject, Administrative and Chror external, original incoming and outgoing procedure statements, special projects a	correspondence, repo	rts, memoranda, statis	stics, proposed programs, policy and	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)	
✓ LETTER SIZE	☐ ALPHABETICAL		☐ MICROFILM(S) ☐ COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)	
	NUMERICAL		hard drive -BUSOFF	
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		✓ FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER	(SPECIFY)	NUMBER	
			✓ OTHER (SPECIFY)	
			hard drive - BUSOFF	
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER	
☐ DAILY ☑ WEEKLY ☑	MONTHLY	NUMBER	\square MONTH(S) \mathbf{V} YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO	OM)	14. IS RECORD SERIE	S DUPLICATED ELSEWHERE?	
Plant Sciences Bldg., Bldg. 36, Room 51	15	(IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES NO		
College Park, MD 20742-4450			····	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREM	IENTS	
		□ NONE 🗹 S	STATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN		18. RECOMMENDED RETENTION		
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO .		reference is required. administrative or lega by Office of Record fo of Office of Record. M	destroy that material for which no further Remaining material having continuing I value to be microfilmed or kept in paper form or min of 25 years, then destroy at discretion daterial deemed to have historical value will chives for permanent retention. Office of	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE		21. DATE	
Christine M. Kaufman Business Services Specialist	410.38	35.6334	11 3 04	
			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE OF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Center for Biosystems Research
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
RECORD SERIES TITLE Inventory Material (Item # 6)			5. EARLIEST YEAR/LATEST YEAR 1994 TO 2003
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Records identifying capital and sensitive deletion forms.	SERIES, INCLUDING THE	PURPOSE OR FUNCTION	OF THE SERIES.)
7. RECORD SERIES FORMAT(S) ✓ LETTER SIZE	8. RECORD SERIES SE ☐ ALPHAI	BETICAL	9. VOLUME
☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)	☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER (SPECIFY)		Binder and FFX 10. ANNUAL ACCUMULATION 25
11. FILE IS USED ☐ DAILY ☐ WEEKLY ☐	MONTHLY	12. FILE BECOMES IN 3 NUMBER	NACTIVE AFTER MONTH(S) VEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) Plant Sciences Bldg., Bldg. 36, Room 5115 College Park, MD 20742-4450		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) YES NO binder	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREM ☐ NONE ☑ S	STATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		met, then discard at the record of items purch years after final disport of Record. Office of R	RETENTION If 3 years and until audit requirements are he discretion of Office of Record. Retain ased with federal funds for minimum of 3 sition, then discard at the discretion of Office Record for Deletion forms is UMBI Operations Record for all other Inv. Material is the Unit.
19. NAME AND TITLE OF PREPARER Christine M. Kaufman Business Services Specialist	20. TELEPHONE NUMBER 410.38	R 85.6334	21. DATE 11 3 0 4

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE			
RMGT - 201 (7/92)			PAGEOF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Center for Biosystems Research
DEFINITION - RECORD SERIES:	A GROUP OF RELATED R	ECORDS NORMALLY FILE	D AND USED AS A UNIT FOR REFERENCE
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Purchasing Records (Item # 3) 6. RECORD SERIES DESCRIPTION (BRIEF			1994 _ TO2003
•	SERIES, INCLUDING THE	PURPOSE OR FUNCTION	OF THE SERIES.)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)
✓ LETTER SIZE	☑ ALPHABETICAL ☐ NUMERICAL		☐ MICROFILM(S) ☐ COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	GEOGRAPHICAL OTHER (SPECIFY)		✓ file drawer(s)
OTHER (SPECIFY)			MICROFILM REEL(S) NUMBER ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY)
11. FILE IS USED	 	12. FILE BECOMES IN	NACTIVE AFTER
☑ DAILY ☑ WEEKLY □	MONTHLY	3 NUMBER	□ MONTH(S) ☑ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) Plant Sciences Bldg., Bldg. 36, Room 5115 College Park, MD 20742-4450		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) YES NO computer database	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREM ☐ NONE ☑ S	STATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		met, then destroy at t Record for SM Small Procurement Card Pu	RETENTION f 3 years and until audit requirements are he discretion of Office of Record. Office of Procurement Orders, Master Orders, and urchases is the Unit. Office of Record for ocurement and Supply.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Christine M. Kaufman Business Services Specialist	410.38	35.6334	11/3/04

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE OF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Center for Biosystems Research
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
RECORD SERIES TITLE Search Committee Files (Item # 1E)			5. EARLIEST YEAR/LATEST YEAR 1997 TO 2003
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Search committee materials for faculty, a advertisements, final recommendation of resumes, and all information on appointed	series, including the dministrators and exer committee, meeting m	PURPOSE OR FUNCTION O	MENTS/FORMS FOUND OF THE SERIES.) search and selection plans,
		,	a volumer —
7. RECORD SERIES FORMAT(S) ☑ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL		9. VOLUME 4 NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)	☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☑ OTHER (SPECIFY) Search Number		10. ANNUAL ACCUMULATION 25
11. FILE IS USED ☐ DAILY ☐ WEEKLY ☑	MONTHLY	12. FILE BECOMES IN 2 NUMBER	NACTIVE AFTER MONTH(S) VEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) Plant Sciences Bldg., Bldg. 36, Room 5115 College Park, MD 20742-4450		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ▼ YES NO Computer data (BusOff)	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREM ☐ NONE ☑ S	STATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES MO			RETENTION nimum of 2 years, then destroy at the Record. Office of Record is the Unit.
19. NAME AND TITLE OF PREPARER Christine M. Kaufman Business Services Specialist	20. TELEPHONE NUMBER		21. DATE

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF	
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Center for Biosystems Research	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RI	ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Human Resources Records: Timekeepir	g Records (Item # 1A)	5. EARLIEST YEAR/LATEST YEAR 1988 TO 2003	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Individual time sheets approved by the supervisor which show leave taken and hours worked for exempt and non-exempt staff, both regular and contingent, and students.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)	
☑ LETTER SIZE ☐ MICROFILM	✓ ALPHABETICAL □ NUMERICAL		MICROFILM(S) 6 □ COMPUTER TAPE(S) NUMBER ☑ OTHER (SPECIFY) PHR after 2/02	
☐ LEGAL SIZE ☐ COMPUTER TAPE				
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		☐ FILE DRAWER(S) O ☐ MICROSII M PEEL (S)	
✓ OTHER (SPECIFY) PHR database	OTHER (SPECIFY)		O ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY) PHR after 2/02	
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER	
☐ DAILY 🗹 WEEKLY ☐	MONTHLY	NUMBER	\square MONTH(S) \boxed{A} YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) Plant Sciences Bldg., Bldg. 36, Room 5115 College Park, MD 20742-4450		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☑ NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	№ МО	16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULATIONS)		□ NONE ☑ STATE □ FEDERAL □ INDEPENDENT		
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES M NO		met, the destroy at the	RETENTION f 3 years and until audit requirements are e discretion of Office of Records. Office of 02 is the Unit. Office of Record effective	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	2	21. DATE	
Christine M. Kaufman Business Services Specialist	410.38	5.6334	11 3 04	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE OF
1. AGENCY	2. DIVISION		3. UNIT
University of Maryland Biotechnology Inst			Center for Advanced Research in Biotech.
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Human Resource Records: Timekeeping	, ,		1986 _{TO} 2002
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Individual timesheets approved by the supervisor which show leave taken and hours worked for exempt and non-exempt staff, both regular and contingent, and students.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SI	EQUENCE	9. VOLUME FILE DRAWER(S)
☐ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL		☐ MICROFILM(S) ☐ COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		NUMBER OTHER (SPECIFY) 2-inch binders
☐ BOUND BOOK ☐ FLOPPY DISK	☑ CHRONOLOGICAL		10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		☐ file drawer(s)
☐ OTHER (SPECIFY)	☐ OTHER (SPECIFY)		0
			OTHER (SPECIFY)
			PHR maintains after 2/02
11. FILE IS USED *Bi-Weekly		12. FILE BECOMES IN	
☐ DAILY ☑ WEEKLY ☑	MONTHLY	NUMBER	☐ MONTH(S) ☑ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO		14. IS RECORD SERIE	S DUPLICATED ELSEWHERE?
CARB 9600 Gudelsky Drive, Rockville N 2nd Floor, Room 200	1D 20850	☐ YES 🗹 NO	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREM	MENTS
(II TES, CITE EAW(S) & REGULATIONS)		· □ NONE 🗹	STATE
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED	RETENTION
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES NO		then destroy at the dis	of 3 years and until audit requirements are met, scretion of the Office of Record. Office of 02 is the Unit. Office of Record effective
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE
Christine M. Kaufman Business Services Specialist		35.6334	11 3 04

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD		-	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE OF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Center for Advanced Research in Biotech.
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE ISES.
RECORD SERIES TITLE Human Resource Records: Faculty Time	Reports (Item #1B)		5. EARLIEST YEAR/LATEST YEAR 1988 _{TO} 2003
Human Resource Records: Faculty Time Reports (Item #1B) 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTHE SERIES, INCLUDING THE PURPOSE OR FUNCTION Monthly reports showing days worked and leave taken by faculty members.			MENTS/FORMS FOUND
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME
LETTER SIZE MICROFILM	✓ ALPHABETICAL		NUMBER ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY)
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		Binders
☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE	☐ CHRON		10. ANNUAL ACCUMULATION
✓ OTHER (SPECIFY) 4" x 6" paper timesheets	GEOGRAPHICAL OTHER (SPECIFY)		1 ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☑ OTHER (SPECIFY) Binder per year
11. FILE IS USED Bi-Weekly		12. FILE BECOMES IN	NACTIVE AFTER
☐ DAILY ☐ WEEKLY 🗹	MONTHLY	3 NUMBER	☐ MONTH(S) ✓ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO CARB 9600 Gudelsky Drive, Rockville M 2nd Floor, Room 200		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 REQUIREM ☐ NONE ☑ S	ETATE
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES M NO		18. RECOMMENDED RETENTION Retain individual monthly reports for minimum of 3 years and until audit requirements are met, then destroy at the discretion of the Office of Record. Office of Record is the Unit.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	3	21. DATE
Christine M. Kaufman Business Services Specialist	410.38	5.6334	11/3/04

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE OF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Center for Advanced Research in Biotech.
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE ' DSES.
4. RECORD SERIES TITLE	5. 4. 4	4.0	5. EARLIEST YEAR/LATEST YEAR 1987 TO 2003
Human Resource Records: Employee Le 6. RECORD SERIES DESCRIPTION (BRIEF		<u> </u>	10
·	SERIES, INCLUDING THE	PURPOSE OR FUNCTION (OF THE SERIES.)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME
☐ LETTER SIZE ☐ MICROFILM			3 ☐ MICROFILM(S) ☐ COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		NUMBER THER (SPECIFY) Databases
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRON	OLOGICAL	10. ANNUAL ACCUMULATION
□ AUDIO TAPE □ VIDEO TAPE ☑ OTHER (SPECIFY) Computer databases	☐ GEOGRAPHICAL ☐ OTHER (SPECIFY)		1 NUMBER □ FILE DRAWER(S) □ MICROFILM REEL(S) □ COMPUTER TAPE(S) □ OTHER (SPECIFY) □ DB per year eff. 1/2002
11. FILE IS USED Bi-Weekly		12. FILE BECOMES IN	NACTIVE AFTER
☐ DAILY ☐ WEEKLY 🗹	MONTHLY	3 NUMBER	☐ MONTH(S) ☑ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
CARB 9600 Gudelsky Drive, Rockville M 2nd Floor, Room 200	1D 20850	▼ YES NO PHR also holds records eff. 02/23/02.	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREMENTS	
		□ none 🗹 s	STATE
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION	
YES NO		of employment, then on Record. During the time balances for 3 years for 3 year	ances for minimum of 3 years after termination destroy at the discretion of the Office of me employee is active, retain ongoing or audit purposes. Office of Record before Office of Record effective 02/23/02 is PHR.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Christine M. Kaufman Business Services Specialist	410.38	35.6334	11/3/04

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE OF	
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A	7-11	UNIT Center for Advanced Research in Biotech.	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE ISES.	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR 1985 TO 2003	
Search Committee Files (Item #1E) 6. RECORD SERIES DESCRIPTION (BRIEF	LY DESCRIBE THE TYPES	OF INFORMATION/DOCUM		
IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Search committee materials for faculty, administrators and exempt staff. Consists of search and selection plans, advertisements, final recommendation of committee, meeting minutes containing final recommendation data, voting results, and all information on appointed candidate.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)	
☑ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL		9 ☐ MICROFILM(S) COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMERICAL		NUMBER	
☐ BOUND BOOK ☐ FLOPPY DISK	CHRON	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		_	
OTHER (SPECIFY)	☑ OTHER (SPECIFY) By position title		NUMBER MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER	
☐ DAILY ☐ WEEKLY 🗹	MONTHLY	2 NUMBER	□ MONTH(S) ☑ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) CARB 9600 Gudelsky Drive, Rockville MD 20850 2nd Floor, Room 200		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES		
15. ACCESS RESTRICTIONS* YES	☑ NO	16. AUDIT REQUIREMENTS		
<u>(</u> . 12, 612 2(, 212 52 2)		□ NONE 🗹 S	TATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
YES NO			ninimum of 2 years, then destroy at the Record. Office of Record is the Unit.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Christine M. Kaufman Business Services Specialist	410.38	5.6334	11 3 04	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE1OF1
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Center for Advanced Research in Biotech.
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
RECORD SERIES TITLE Purchasing Records (Item# 3)			5. EARLIEST YEAR/LATEST YEAR 1994 _{TO} 2003
6. RECORD SERIES DESCRIPTION (BRIEF	SERIES, INCLUDING THE	PURPOSE OR FUNCTION (MENTS/FORMS FOUND OF THE SERIES.)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY)		9. VOLUME 22 MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY) 10. ANNUAL ACCUMULATION File Drawer(S)
OTHER (SPECIFY)			2 ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY)
11. FILE IS USED Bi-Weekly ☑ DAILY ☐ WEEKLY ☐] MONTHLY	12. FILE BECOMES IN 3 NUMBER	NACTIVE AFTER MONTH(S) VEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) CARB 9600 Gudelsky Drive, Rockville MD 20850 2nd Floor, Room 200		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 REQUIREM ☐ NONE ☑ S	STATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO	N	then destroy at the dis for SM Small Procure Procurement Card Pu	RETENTION f 3 years and until audit requirements are met, scretion of Office of Record. Office of Record ment Orders, Master Orders, and irchases is the Unit. Office of Record for rocurement and Supply.
19. NAME AND TITLE OF PREPARER Christine M. Kaufman Business Services Specialist	20. TELEPHONE NUMBER	R 85.6334	21. DATE 11 3 04

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF	
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		3. UNIT Center for Advanced Research in Biotech.	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE ISES.	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR 1994 TO 2003	
Accounting Records (Item #4)			10	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Miscellaneous payments, contract items, revolving fund, checkbook data, special payments, periodic financial reports, operating budget items including amendments, estimates and other pertinent data.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)	
☑ LETTER SIZE ☐ MICROFILM	▼ ALPHAI	BETICAL	MICROFILM(S) 1 □ COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMERICAL		NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	\Box file drawer(s)	
OTHER (SPECIFY)	OTHER (SPECIFY)		2 NUMBER □ MICROFILM REEL(S) □ COMPUTER TAPE(S) □ OTHER (SPECIFY) File Folders	
11. FILE IS USED Bi-Weekly	<u> </u>	12. FILE BECOMES IN	ACTIVE AFTER	
☐ DAILY ☐ WEEKLY ☑	MONTHLY	3 NUMBER	☐ MONTH(S) ☑ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
CARB 9600 Gudelsky Drive, Rockville M 2nd Floor, Room 200	ID 20850	YES NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREMENTS		
(ii 123, cite 24mg) a recognision		□ NONE ☑ STATE □ FEDERAL □ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
YES NO		then destroy at the dis for Miscellaneous Pay	f 3 years and until audit requirements are met, scretion of Office of Record. Office of record ments is the Unit. Office of Record for all ords is UMBI Operations and Finance.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	₹	21. DATE	
Christine M. Kaufman Business Services Specialist	410.385.6334		11/3/04	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF
1. AGENCY	2. DIVISION		3. UNIT
University of Maryland Biotechnology Inst	' 		Center for Advanced Research in Biotech.
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Inventory Material (Item #6)			1986 _{TO} 2003
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Records identifying capital and sensitive deletion forms.	SERIES, INCLUDING THE	PURPOSE OR FUNCTION (OF THE SERIES.)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)
☐ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL		☐ MICROFILM(S) ☐ COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	— √ NUMER		NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		computer database & FFX
☐ AUDIO TAPE ☐ VIDEO TAPE	GEOGRAPHICAL		10. ANNUAL ACCUMULATION ☐ FILE DRAWER(S)
✓ OTHER (SPECIFY)	_		☐ MICROFILM REEL(S)
Computer database	OTHER (SPECIFY)		NUMBER ☐ COMPUTER TAPE(S) ✓ OTHER (SPECIFY)
			File Folder & FFX
11. FILE IS USED Bi-Weekly		12. FILE BECOMES IN	NACTIVE AFTER
☐ DAILY 🗹 WEEKLY 🗆	MONTHLY	3 NUMBER	☐ MONTH(S) ☑ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO	ОМ)		S DUPLICATED ELSEWHERE?
CARB 9600 Gudelsky Drive, Rockville M 2nd Floor, Room 200	1D 20850	(IF YES, SPECIFY AGENCY OR OFFICE) YES MO	
15. ACCESS RESTRICTIONS* YES	☑ NO	16. AUDIT REQUIREMENTS	
(IF YES, CITE LAW(S) & REGULATIONS)		□ none 🗹 s	STATE
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES M NO	RIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		RETENTION f 3 years and until audit requirements are met, scretion of Office of Record. Retain record of federal funds for minimum of 3 years after discard at the discretion of Office of Record. eletion forms is UMBI Operations and cord for all other Inventory Material is the Unit.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Christine M. Kaufman Business Services Specialist	410.38	35.6334	11 3 04

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE OF
1. AGENCY	2. DIVISION		3. UNIT
University of Maryland Biotechnology Inst			Center for Advanced Research in Biotech.
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
General Correspondence (Item #13)			1989 _ _{TO} 2003
6. RECORD SERIES DESCRIPTION (BRIEI IN THE Alpha, Subject, Administrative and Chror external, original incoming and outgoing procedure statements, special projects a	ESERIES, INCLUDING THE nological corresponder correspondence, repo	PURPOSE OR FUNCTION once maintained by the rts, memoranda, statis	of the series.) unit. These files contain internal and stics, proposed programs, policy and
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)
✓ LETTER SIZE	✓ ALPHABETICAL ✓ NUMERICAL		1 ☐ MICROFILM(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY)
☐ LEGAL SIZE ☐ COMPUTER TAPE			
☐ BOUND BOOK ☐ FLOPPY DISK		OLOGICAL	
{ <u> </u>			10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE		APHICAL	☐ FILE DRAWER(S) ☐ MICROFILM REEL(S)
OTHER (SPECIFY)	☐ OTHER	(SPECIFY)	NUMBER
9/773-11/2-71/	<u> </u>		✓ OTHER (SPECIFY)
11 PHE ICHICED BOWLES		12 54 5 5500 (52 5	File Folder
11. FILE IS USED Bi-Weekly	MONTHLY	12. FILE BECOMES IN 25	
☐ DAILY ☐ WEEKLY ▼	MUNIHLY	NUMBER	☐ MONTH(S) ☑ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
CARB 9600 Gudelsky Drive, Rockville N 2nd Floor, Room 200	1D 20850	☐ YES ☑ NO	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREM	MENTS
		✓ NONE ☐ S	STATE
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		reference is required. administrative or legal by Office of Record for discretion of Office of I	lestroy that material for which no further Remaining material having continuing value to be microfilmed or kept in paper form r minimum of 25 years, then destroy at the Record. Material deemed to have historical UMBI archives for permanent retention.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Christine M. Kaufman Business Services Specialist	410.38	35.6334	11/3/04

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Institute of Human Virology
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE Human Resources Records: Employee I	_eave Balances (Item	# 1C)	5. EARLIEST YEAR/LATEST YEAR 1998 TO 2003
RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCT IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION Leave balances for faculty members, and exempt and non-exempt staff, both regulations.)			OF THE SERIES.)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME
✓ LETTER SIZE	☐ ALPHABETICAL ☐ NUMERICAL		.25 COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		Locker cabinet
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		10. ANNUAL ACCUMULATION ☐ FILE DRAWER(S)
☑ OTHER (SPECIFY) PHR database	OTHER (SPECIFY)		.5 NUMBER
11. FILE IS USED	L	12. FILE BECOMES IN	NACTIVE AFTER
☐ DAILY ☐ WEEKLY 🔽	MONTHLY	3 NUMBER	☐ MONTH(S) ☑ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO 5th Floor Hallway South, s515 725 W. Lombard St, Baltimore, MD 2120		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ▼ YES □ NO database on computer	
15. ACCESS RESTRICTIONS* YES INO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS ☐ NONE	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		termination of employ of Record. During the balances for 3 years f	RETENTION ances for minimum of 3 years after ment, then destroy at the discretion of Office time the employee is active, retain ongoing or audit purposes. Office of Record before Office of Record effective 02/23/02 is PHR.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Christine M. Kaufman Business Services Specialist	410.385.6334		11 3 04

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE			
RMGT - 201 (7/92)			PAGE OF
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Institute of Human Virology
DEFINITION - RECORD SERIES:	A GROUP OF RELATED R	ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Accounting Records (Item # 4)			1998 _ _{TO} 2003
RECORD SERIES DESCRIPTION (BRIEF IN THE Miscellaneous payments, contract items, operating budget items including amendr	E SERIES, INCLUDING THE revolving fund, check	PURPOSE OR FUNCTION O	OF THE SERIES.)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME file drawer(s)
✓ LETTER SIZE	✓ ALPHABETICAL □ NUMERICAL		☐ MICROFILM(S) ☐ COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRON	OLOGICAL	2 Bookcases
☐ AUDIO TAPE ☐ VIDEO TAPE		APHICAL	10. ANNUAL ACCUMULATION ☑ FILE DRAWER(S)
OTHER (SPECIFY)	OTHER (SPECIFY)		2 NUMBER MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY)
11. FILE IS USED	I	12. FILE BECOMES IN	NACTIVE AFTER
☐ DAILY ☐ WEEKLY 🔽	MONTHLY	3 NUMBER	□ MONTH(S) ☑ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?	
5th Floor Hallway South, s521, s307 725 W. Lombard St, Baltimore, MD 2120	1	(IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES NO	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREM	IENTS
(IF IES, CITE LAW(s) & REGULATIONS)		□ NONE 🗹 S	STATE
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION	
□ YES 🗹 NO		met, then destroy at to Record for Miscellane	f 3 years and until audit requirements are he discretion of Office of Record. Office of eous payments is the Unit. Office of Record ng Records is UMBI Operations and Finance.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Christine M. Kaufman Business Services Specialist	410.38	35.6334	11 3 04

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGEOF	
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Institute of Human Virology	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE DSES.	
RECORD SERIES TITLE Human Resources Records: Faculty Tim	ne Reports (Item # 1B)		5. EARLIEST YEAR/LATEST YEAR 1998 TO 2003	
RECORD SERIES DESCRIPTION (BRIEF IN THE Monthly reports showing days worked an arrangement of the series of t	SERIES, INCLUDING THE	PURPOSE OR FUNCTION (
7. RECORD SERIES FORMAT(S)	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)	GEOGRAPHICAL OTHER (SPECIFY)		Locker Cabinet 10. ANNUAL ACCUMULATION Solve the property of	
II. FILE IS USED ☐ DAILY ☐ WEEKLY ▼	MONTHLY	12. FILE BECOMES IN 3 NUMBER	NACTIVE AFTER MONTH(S) VEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO 5th Floor Hallway South, s515 725 W. Lombard St, Baltimore, MD 2120		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) Y YES NO database on computer		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)			16. AUDIT REQUIREMENTS ☐ NONE	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO	EFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		RETENTION othly reports for minimum of 3 years and until me met, then destroy at the discretion of Office decord is the Unit.	
19. NAME AND TITLE OF PREPARER Christine M. Kaufman Business Services Specialist	20. TELEPHONE NUMBER	R 95.6334	21. DATE 1 \ 3 \ 0 4	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE OF
1. AGENCY	2. DIVISION		3. UNIT
University of Maryland Biotechnology Inst	N/A		Institute of Human Virology
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
General Correspondence (Item # 13)	-		1998TO2003
6. RECORD SERIES DESCRIPTION (BRIEF	FLY DESCRIBE THE TYPES E SERIES, INCLUDING THE		
Alpha, Subject, Administrative and Chror external, original incoming and outgoing procedure statements, special projects a	correspondence, repo	rts, memoranda, statis	stics, proposed programs, policy and
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)
✓ LETTER SIZE	√ ALPHA	BETICAL	5 ☐ MICROFILM(S) COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	✓ NUMERICAL		NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	CHRON		Several Computer drives
□ AUDIO TAPE □ VIDEO TAPE	☐ GEOGR		10. ANNUAL ACCUMULATION ☑ FILE DRAWER(S)
✓ OTHER (SPECIFY)			
Computer files, harddrives	OTHER (SPECIFY)		NUMBER ☐ COMPUTER TAPE(S) ☑ OTHER (SPECIFY)
			Computer drives (email)
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER
☐ DAILY ☐ WEEKLY ▼	MONTHLY	1 NUMBER	☐ MONTH(S) ☑ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO	OOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?	
MRF Offices	.4	(IF YES, SPECIFY AGENCY OR OFFICE) YES NO	
725 W. Lombard St, Baltimore, MD 2120			
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREM	MENTS
		☐ NONE ☑ STATE ☐ FEDERAL ☐ INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN		18. RECOMMENDED RETENTION	
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES NO		reference is required. administrative or lega by Office of Record fo of Office of Record. M	destroy that material for which no further Remaining material having continuing Il value to be microfilmed or kept in paper form or min of 25 years, then destroy at discretion Material deemed to have historical value will chives for permanent retention. Office of
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Christine M. Kaufman Business Services Specialist	410.38	35.6334	11 3 04

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NAME OF THE PARTY				
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR			AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD				
WITH RECORDS RETENTION SCHEDULE				
RMGT - 201 (7/92)			PAGEOF	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland Biotechnology Inst	<u> </u>		Institute of Human Virology	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE DSES.	
4. RECORD SERIES TITLE	-		5. EARLIEST YEAR/LATEST YEAR	
Inventory Material (Item # 6)			1998 _{TO} 2003	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Records identifying capital and sensitive deletion forms.	SERIES, INCLUDING THE	PURPOSE OR FUNCTION (OF THE SERIES.)	
deletion forms.				
	· · · · · · · · · · · · · · · · · · ·		Lo volume	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME	
✓ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL		COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	√ NUMER	ICAL	NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		1 Bookshelf & FFX	
☐ AUDIO TAPE ☐ VIDEO TAPE	GEOGRAPHICAL		10. ANNUAL ACCUMULATION ☑ FILE DRAWER(S)	
☐ OTHER (SPECIFY)			MICROFILM REEL(S)	
Griek (Si Len 1)	OTHER (SPECIFY)		NUMBER COMPUTER TAPE(S)	
			✓ OTHER (SPECIFY) .25 Bookshelf	
11. FILE IS USED		12. FILE BECOMES IN		
☐ DAILY ☐ WEEKLY 🔽	□ WEEKIY ■ MONTHIY		$\frac{3}{\text{NWMMSP}}$ \square MONTH(S) $\boxed{4}$ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO		NUMBER MONTH(S) LETERA(S) 14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
5th Floor Hallway South, s522, n559, s62		(IF YES, SPECIFY AGENCY OR OFFICE)		
725 W. Lombard St, Baltimore, MD 2120	1	☐ YES 🗹 NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	☑ NO	16. AUDIT REQUIREMENTS		
(165, 6112 2111(6) 2 1126521115115)		□ NONE 🔽 S	STATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN	N	18. RECOMMENDED RETENTION		
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		Retain for minimum o	f 3 years and until audit requirements are he discretion of Office of Record. Retain	
		record of items purcha	ased with federal funds for minimum of 3	
		years after final disposition, then discard at the discretion of Office of Record. Office of Record for Deletion forms is UMBI Operations		
			Record for all other Inv. Material is the Unit.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Christine M. Kaufman	410 38	35.6334	11/3/04	
Business Services Specialist	410.30	·····		

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY			
WITH RECORDS RETENTION SCHEDULE						
RMGT - 201 (7/92)			PAGE OF			
1. AGENCY	2. DIVISION		3. UNIT			
University of Maryland Biotechnology Inst	N/A		Institute of Human Virology			
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			5. EARLIEST YEAR/LATEST YEAR			
Purchasing Records (Item # 3)			1998 _ _{TO} 2003			
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, purchasing card transaction logs and reconciled statements, and receipts.						
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME FILE DRAWER(S)			
			☐ MICROFILM(S)			
✓ LETTER SIZE ☐ MICROFILM	▼ ALPHAI	BETICAL	COMPUTER TAPE(S)			
☐ LEGAL SIZE ☐ COMPUTER TAPE	✓ NUMERICAL		NUMBER			
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION			
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		IILE DRAWER(S)			
OTHER (SPECIFY)	☐ OTHER (SPECIFY)		MICROFILM REEL(S)			
	_		NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)			
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER			
☐ DAILY ☐ WEEKLY 🗹	MONTHLY <u>3</u>		☐ MONTH(S) ☑ YEAR(S)			
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	NUMBER 14. IS RECORD SERIES DUPLICATED ELSEWHERE?				
5th Floor Hallway South, s519, s419, s62		(IF YES, SPECIFY AGENCY OR OFFICE)				
725 W. Lombard St, Baltimore, MD 21201		□ YES 🗹 NO				
15. ACCESS RESTRICTIONS* ☐ YES ☑ NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS				
		□ NONE ☑ STATE □ FEDERAL □ INDEPENDENT				
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION				
YES NO		Retain for minimum of 3 years and until audit requirements are met, then destroy at the discretion of Office of Record. Office of Record for SM Small Procurement Orders, Master Orders, and Procurement Card Purchases is the Unit. Office of Record for purchase orders is Procurement and Supply.				
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE /			
Christine M. Kaufman	410.385.6334		11/3/04			
Business Services Specialist			<u> </u>			

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE OF		
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		UNIT Institute of Human Virology		
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
RECORD SERIES TITLE Search Committee Files (Item # 1E)			5. EARLIEST YEAR/LATEST YEAR 1998 _{TO} 2003		
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 search and selection plans, advertisements, final recommendation of committee, meeting minutes containing final recommendation data, voting results, resumes, and all information on appointed candidate.					
7. RECORD SERIES FORMAT(S) ☑ LETTER SIZE ☐ MICROFILM	8. RECORD SERIES SEQUENCE Alphabetical		9. VOLUME		
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMERICAL		NUMBER OTHER (SPECIFY) File Cabinets		
☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE	☐ CHRON		10. ANNUAL ACCUMULATION		
OTHER (SPECIFY)	☐ GEOGRAPHICAL ☐ OTHER (SPECIFY) ————————		.25 NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)		
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER		
☐ DAILY ☐ WEEKLY ☑	MONTHLY	2 NUMBER	☐ MONTH(S)		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO 5th Floor Hallway South, s515 725 W. Lombard St, Baltimore, MD 2120		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES			
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS)		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 material for minimum of 2 years, then destroy at the discretion of Office of Record. Office of Record is the Unit.			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE		
Christine M. Kaufman Business Services Specialist	410.385.6334		11/3/07		

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE				
RMGT - 201 (7/92)			PAGE OF	
AGENCY University of Maryland Biotechnology Inst	2. DIVISION N/A		3. UNIT Institute of Human Virology	
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	· · · · · · · · · · · · · · · · · · ·		5. EARLIEST YEAR/LATEST YEAR	
Human Resources Records: Timekeepin	g Records (Item # 1A)	1998 _{TO} 2003	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES SERIES, INCLUDING THE			
Individual time sheets approved by the su		leave taken and hours	s worked for exempt and non-exempt	
staff, both regular and contingent, and stu	udents.			
7. DECORD SERVES FORMAT(S)	8. RECORD SERIES SE	COLIENCE	9. VOLUME THE DRAWER(S)	
7. RECORD SERIES FORMAT(S)			MICROFILM(S)	
☑ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL		COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER	
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE			☐ FILE DRAWER(S)	
✓ OTHER (SPECIFY)	OTHER (SPECIFY)		0	
PHR database			☑ OTHER (SPECIFY)	
		Γ	PHR maintains after 2/02	
11. FILE IS USED	(12. FILE BECOMES IN 3	•	
☐ DAILY ☐ WEEKLY 🗹	MONTHLY	NUMBER	☐ MONTH(S) ☑ YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO 5th Floor Hallway South, s515	ОМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
725 W. Lombard St, Baltimore, MD 21201		□ YES ☑ NO		
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS		
(IF TES, CITE LAW(S) & REGULATIONS)		□ NONE ☑ STATE □ FEDERAL □ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION		
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES M NO		Retain for minimum of 3 years and until audit requirements are met, the destroy at the discretion of Office of Records. Office of Record before 02/23/02 is the Unit. Office of Record effective 02/23/02 is PHR.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE	
Christine M. Kaufman Business Services Specialist	410.385.6334		11/3/04	
L .	atriata d har amplicable E	adamat and Chaha larre an	d regulations. Access to any specific document	

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