

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No.: 2375 Page 1 of 9
---	---

Agency: University of Maryland College Park	Division/Unit: Office of the Registrar
--	---

Item No.	Description	Retention
1	Academic Transcripts --Paper and Microfilm --Microfiche --Electronic Records System	Retain paper transcripts permanently in University Archives at the University of Maryland. Retain master negative of microfilm permanently in separate secure location. Retain duplicate microfilm permanently in the Office of the Registrar at the University of Maryland. Retain master negative of microfiche permanently in University Archives at the University of Maryland. Retain duplicate microfiche permanently in the Office of the Registrar at the University of Maryland. Retain electronic records permanently at the University of Maryland, with backup in a separate secure location.
2	Grade Information for Undergraduate and Graduate Students --Faculty Grade Cards, University College Grade Cards, Candidate Grade Cards, Additional/Late Grade Cards, and Faculty Grade Sheets/Rosters (paper and microfilm) --Electronic Grading System	Retain duplicate microfilm permanently in University Archives at the University of Maryland. Retain master negative of microfilm permanently in separate secure location. Retain paper grade submittal documents permanently in University Archives at the University of Maryland. Retain electronic grade submittal documents permanently on secure server.

Authorized by Department Head or Designated Representative

Signature: *[Signature]*

Title: Registrar Date: 8-10-05

Authorized by Vice President of Administrative Affairs

Date: 9/12/05

Signature: *[Signature]*

Type Name: John Farley

Title: Assistant Vice President

Schedule Authorized by State Archivist

Date: 22 Feb 06

Signature: *[Signature]*

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No.: 2375
RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Page 2 of 9
Item No.	Description	Retention
3	Grade Reports (a.k.a. report cards) for Undergraduate and Graduate Students --Prior to 1975 (microfilm) --Reports Mailed to Student/Not Retained Since 1975	Destroy upon approval of schedule.
4	Supplemental Grade Reports – grade reports submitted after the official grade submittal period has ended --Microfilm --Optical Imaging System	Retain microfilm permanently in University Archives at the University of Maryland. Retain permanently in electronic form in the Office of the Registrar at the University of Maryland. Destroy paper forms immediately after scanning.
5	Class Lists/Rosters – list of students enrolled in a given course --Microfilm --Electronic System	Retain for 10 years, then destroy: Retain for 10 years on secure server, then purge electronic file.
6	Registration Documents for Undergraduate and Graduate Students including Student Data Forms, Registration and Pre-Registration Request Forms, Drop/Add Forms (Schedule Adjustment Forms), Grading Option and Credit Level Change Forms, and Withdrawal and Cancellation of Registration Forms --Microfilm --Optical Imaging System	Retain for 10 years, then destroy. Retain for 10 years, then purge optical imaging system files. Destroy paper forms immediately after scanning.
7	Master Books (a.k.a. Locator Books) – list of all enrolled students including major data	Retain permanently in University Archives at the University of Maryland.
8	Change of Name & Change of Social Security Number Forms --Microfilm --Optical Imaging System	Retain permanently in University Archives at the University of Maryland. Retain permanently on optical imaging server. Destroy paper forms immediately after scanning.

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No.: 2375
RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Page 3 of 9
Item No.	Description	Retention
9	Change of Address Forms	Retain paper request form for one month after entry in electronic system, then destroy. Retain current and most recent prior address (if available) in electronic system until superseded, then purge from file.
10	Change of Major/College Forms (microfilm and electronic system)	Retain for 10 years, then destroy/delete.
11	Transcript Discrepancy Forms – source documents used to indicate changes to student records --Microfilm --Optical Imaging System	Retain microfilm permanently in University Archives at the University of Maryland. Retain permanently in electronic form in the Office of the Registrar at the University of Maryland. Destroy paper forms immediately after scanning.
12	Residency Classification Files for Undergraduate and Graduate Students --Microfilm --Optical Imaging System	Retain for 3 years after semester of petition, then destroy using a secure method. Destroy paper documents upon scanning into optical imaging system. Retain electronic records for 3 years after semester of petition, then delete.
13	Athletic Certification Documents and Forms – material used to certify NCAA eligibility for student athletes (paper and microfilm)	Retain for 7 years, then destroy.
14	Athletic Audit Report – electronic log indicating individuals who have looked at Student Athlete record information on-line	Retain for 1 year, then delete.
15	Degree Clearance Documents for Undergraduate and Graduate Students (paper and electronic degree clearance system)	Retain permanently in the Office of the Registrar.
16	Commencement Programs – includes Annotated Commencement Programs indicating degrees approved (paper)	Retain in the Office of the Registrar until of no further administrative use, then send to University Archives at the University of Maryland for permanent retention.

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No.: 2375
RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Page 4 of 9
Item No.	Description	Retention
17	Class Ranking Reports (paper and electronic system)	Retain permanently in the Office of the Registrar.
18	Information Requests – transcript requests and enrollment and degree verification requests --Requests via Paper Form --Requests via Electronic System	Retain paper transcript request documents for 3 months, then destroy. Destroy paper enrollment and degree verification requests upon processing. Delete electronic request file annually.
19	Veterans' Certification Files – files of students who apply for Veterans' educational benefits, including certification of enrollment (paper and microfilm)	Retain in the Office of the Registrar for 4 years after date of last attendance, then destroy.
20	Admission Files for Admitted Undergraduate and Graduate Students – includes applications, correspondence, examination scores, letters of recommendation, transcripts from other institutions, high school transcripts, international documents, and other miscellaneous documents. This record series includes reenrollment and reinstatement files also. --Microfilm --Optical Imaging System	Retain microfilm for 15 years, then destroy. Retain paper documents for 1 month after scanning, then destroy. Retain records in electronic system for 15 years, then delete. Office of Record is the Office of the Registrar. (Note: Some international transcripts are original documents and may be returned to the applicant and not destroyed.)
21	Admissions Data/Documents for Undergraduate and Graduate Applicants Who Were Not Admitted – includes applications, correspondence, examination scores, letters of recommendation, transcripts from other institutions, high school transcripts, international documents, and other miscellaneous documents (paper)	Retain for 1 year after application term, then destroy. Office of Record is the Office of the Registrar. (Note: Some international transcripts are original documents and may be returned to the applicant and not destroyed.)

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No.: 2375
RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Page 5 of 9
Item No.	Description	Retention
22	Official Transcripts from Other Institutions That Cannot Be Matched to Applicants (T-Files)	Destroy upon approval of schedule.
23	Graduate Student Records – includes advising files for graduate students who received degrees as well as for those who did not; also includes Graduate Request for Time Extension, Graduate Report Examination Committee, Graduate Petition for Exception, and other graduate student records (paper, microfilm, and optical imaging system)	Retain for 15 years, then destroy/delete. Destroy paper forms after scanning into optical imaging system.
24	Course Catalogs	Retain in the Office of the Registrar until of no further administrative use, then send to University Archives at the University of Maryland for permanent retention. Office of Record is Academic Affairs.
25	Schedule of Classes	Retain in the Office of the Registrar for 10 years, then send to University Archives at the University of Maryland for permanent retention. Office of Record is the Office of the Registrar.
26	Program Approval Information – new program approvals from the University Senate Programs, Curricula, and Courses Committee	Retain in the Office of the Registrar for 5 years, then send to University Archives at the University of Maryland for permanent retention. Office of Record is the University Senate.
27	Student Services Website (Testudo) Activity Log – log of all student activity on Student Services Website for registration, drop/add, waitlist check-in, diploma applications, transcript requests, enrollment and degree verification requests, etc. This is transitional data that is used to create Student Information System (SIS) records.	Retain electronic log on secure server for 1 year, then delete. Retain Student Information System (SIS) electronic records created from this transitional data according to retention statements for those items. For example, see item 41 for diploma applications.
28	Student Financial Records – includes reports of financial eligibility, financial aid information, etc. (paper and microfilm)	Retain for 5 years and until audit requirements are met, then destroy. Offices of Record are the Office of the Bursar and the Office of Student Financial Aid.
29	Records Maintenance Audit Reports – daily report of all records system transactions processed by authorized staff in the Office of the Registrar	Retain for 3 years, then destroy.

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No.: 2375
RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Page 6 of 9
Item No.	Description	Retention
30	Registration Audit Reports – report of all registration approval transactions such as course overrides, major-only approvals, and other Electronic Rubber Stamp (ERS) approvals (paper)	Retain for 1 year, then destroy.
31	Wait List Information (Zapper) Reports – reports indicating student requests for closed courses. This course demand data is used for planning cycle meetings with colleges.	Retain for 1 semester, then destroy.
32	Enrollment Data Tracker Electronic Report – weekly report used to monitor new student enrollment statistics. The report shows comparative registration data for incoming freshmen, new transfer students, returning undergraduate and graduate students, and new graduate students with students from the previous two fall semesters.	Retain electronic file on secure server for 3 years, then delete.
33	Orientation Slot Report – report recording new student orientation sign-up	Retain for 1 semester, then destroy.
34	Degree Navigator Account Request Forms – requests by University employees for a Degree Navigator account (paper)	Retain for 3 years after account is deleted, then destroy.
35	Degree Navigator Server Log Files – logs of Degree Navigator usage (electronic)	Retain for 3 years and until audit requirements are met, then delete.
36	Degree Navigator College Curriculum Requirements – record of the courses required to complete degree programs at the University of Maryland; includes associated correspondence (paper)	Retain permanently in the Office of the Registrar.
37	Degree Navigator Curriculum Change Tracking – file to track when approved curriculum changes are entered into Degree Navigator (electronic)	Retain permanently in the Office of the Registrar.
38	Degree Navigator Student Records – student information stored in Degree Navigator; includes student notes, student exceptions, and advisor log files (electronic)	Retain for 15 years, then delete.
39	Enrollment Statistics and Degree Statistics	Send to University Archives at the University of Maryland for permanent retention. Office of Record is Institutional Research and Planning.

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No.: 2375
RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Page 7 of 9
Item No.	Description	Retention
40	<p>Student and Faculty/Staff ID Card Requests – requests to replace lost/stolen ID cards</p> <p style="padding-left: 20px;">--Microfilm</p> <p style="padding-left: 20px;">--Optical Imaging System</p>	<p>Retain for 3 years, then destroy.</p> <p>Destroy paper request forms upon scanning into optical imaging system. Retain electronic file on secure server for 3 years after date of request, then delete.</p>
41	Diploma Applications – requests by undergraduate and graduate students to apply for a degree/diploma	Retain for 1 year from the semester of application, then destroy.
42	Interinstitutional Enrollment, DC Consortium Enrollment, and Other Special Programs (ITV, etc.) – registration and grade information for University of Maryland students attending another institution and registration information for visiting students (paper/microfilm)	Retain for 5 years from the end of the semester of enrollment in the special program, then destroy. Retain record of grades earned on transcript permanently. Office of Record for grade information is the institution attended.
43	Single Point of Contact (SPOC) Programs Material – includes summer school applications, registrations, and billing information (paper and electronic)	Destroy paper documents upon scanning into optical imaging system. Retain electronic file for 5 years, then delete.
44	Health Records and Infirmary Information (Prior to 1975)	Destroy upon approval of schedule.
45	Library Index Cards – microfilm of card catalog.	Send to University Archives at the University of Maryland for permanent retention.
46	Judicial Files – forms that were previously sent to the Registrar's Office to mark judicial eligibility in the computer system	Retain for 3 years, then destroy.
47	Subpoenas Received by the Office of the Registrar (paper and microfilm)	Retain for 3 years, then destroy.
48	General Files – alpha, subject, administrative, and chronological files containing original incoming and copies of outgoing correspondence, reports, memoranda, e-mail, statistics, proposals, procedure statements, special projects, general operational files, and substantive material concerning the operation of the Office of the Registrar	Screen regularly and destroy that material for which no further reference is required. Material deemed to have historical or permanent administrative value to be sent to University Archives at the University of Maryland for permanent retention.

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No.: 2375
RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Page 8 of 9
Item No.	Description	Retention
49	Search Committee Files – search committee materials for faculty, administrators, and exempt staff. Consists of advertisements, final recommendation of the committee, meeting minutes containing final recommendation data, voting results, top candidate resumes (top 2 or 5 only - depending on size of search), and all information on appointed candidate	Retain listed material for 5 years, then destroy. Retain other search committee material for 1 year, then destroy.
50	Personnel Files – files prepared upon the commencement of employment, including any of the following items: application and/or resume; appointment letter; reference checks; payroll form; position action request; recruitment screening report; personnel transaction form; retirement form; transcripts; change of address forms; clearance file; commendations; contracts; correspondence; counseling sessions; grievances; disciplinary actions, including charges for removal, probation, or suspension actions; efficiency ratings; EOE statistical reports; leave forms; orientation and training material; position history; promotions and reclassifications; suggestion file; summer employment material; and letters of resignation, retirement, transfer, and/or dismissal	Office of the Registrar to retain for 3 years after termination of employment, then destroy. Office of Record for paper records is the Office of the Registrar. Office of Record for electronic information in the Payroll and Human Resources (PHR) System is University Human Resources.
51	Staff and Student Employee Timekeeping Records and Leave Balances – records approved by the supervisor that show leave taken and hours/duty days worked for student, Contingent Category I, Contingent Category II, and Regular employees; also includes leave balances for those employees eligible to earn leave	Retain for 3 years and until audit requirements are met, then destroy. The Payroll and Human Resources (PHR) System is the system of record for time entry. Offices of Record for time entry are University Human Resources and Payroll Services. For timesheets and leave balances prior to PHR implementation, Office of Record is the Office of the Registrar.
52	Performance Review and Development Files – evaluations of exempt and non-exempt staff members, which indicate employee performance factors, performance ratings given by the employee's supervisor, and employee development plans	Retain for 3 years after termination of employment, then destroy. Office of Record is the Office of the Registrar.
53	Position Files – requests for position classification action, lists of eligibles, position numbers, and position descriptions	Office of the Registrar to retain for 3 years after appointment associated with the position is abolished, then destroy. Office of Record for position numbers is University Human Resources.

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No.: 2375
RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Page 9 of 9
Item No.	Description	Retention
54	Faculty and Staff Parking Permit Material –documentation of requests by faculty and staff members for a parking permit	Retain for 3 years, then destroy. Office of Record is the Department of Transportation Services.
55	Payroll Records – journals, statements of payroll charges, one pay certification cards, check register, W2 forms, journal vouchers, and other internal adjustment forms	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Payroll Services.
56	Purchasing Records – purchase orders, requisitions, invoices, purchasing card transaction logs, and University of Maryland purchasing cardholder agreements	Retain for 3 years and until audit requirements are met, then destroy. Office of Record for purchasing card transaction logs and Small Procurement Orders is the Office of the Registrar. Office of Record for purchase orders is Procurement & Supply.
57	Financial Records – honoraria payments, contract items, revolving fund, checkbook data, special payments, periodic financial reports, budget material, miscellaneous payment requests, networking and telecommunications equipment and service orders and bills, charges to other units for equipment/services and associated backup, journal vouchers, travel expense reimbursement documentation, travel card logs and supporting receipts, packing slips and receipts, and other financial data	Retain for 3 years and until audit requirements are met, then destroy. Office of Record for billing backup, travel expense reimbursement documentation, and travel card logs is the Office of the Registrar. Office of Record for other financial material is the Office of the Comptroller.
58	Inventory Material – records of capital and sensitive equipment, including disposal of surplus property forms and equipment loan forms	Retain equipment loan forms until equipment is returned, then destroy. Retain other material for 3 years and until audit requirements are met, then destroy. Office of Record for equipment loan forms is the Office of the Registrar. Office of Record for capital and sensitive inventory material is Inventory Control, Office of the Comptroller. Office of Record for disposal of surplus property forms is the Department of Procurement and Supply.
<p>If University Archives at the University of Maryland are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available at the University of Maryland, material having limited retention (i.e., 25 years) will be transferred to the State Records Center in Jessup.</p>		<p>If litigation, claims, or audits are started before a retention period ends, all related records must be retained until final action is taken.</p>