

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b>	<b>Schedule No.: 2374A1</b>  <b>Page 1 of 1</b>
<b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>	

<b>Agency:</b> University of Maryland College Park	<b>Division/Unit:</b> All Units
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Item No.	Description	Retention
<b>Amendment 1 to Schedule 2374 Addition of the Following Records Series</b>		
185	Campus Recreation Services Membership Forms – applications for membership in Campus Recreation Services including payment information and membership release and informed consent document.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Campus Recreation Services.
186	Campus Recreation Services Guest Pass Forms – requests for guest pass including guest release and informed consent document.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Campus Recreation Services.
187	Campus Recreation Services Membership Service Forms – requests for additional services and/or programs by Campus Recreation Services members; includes payment information.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Campus Recreation Services.
188	Campus Recreation Services Cancellation/Refund Forms – requests for cancellations, refunds, and/or course transfers by Campus Recreation Services members.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Campus Recreation Services.
189	Campus Recreation Services Parental Release and Informed Consent Forms	Retain for 3 years, then destroy. Office of Record is Campus Recreation Services.
190	Campus Recreation Services Sport Club Release and Informed Consent Forms	Retain for 3 years, then destroy. Office of Record is Campus Recreation Services.
<p><b>If University Archives at the University of Maryland are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available at the University of Maryland, material having limited retention (i.e., 25 years) will be transferred to the State Records Center in Jessup.</b></p>		<p><b>If litigation, claims, or audits are started before a retention period ends, all related records must be retained until final action is taken.</b></p>

Authorized by Department Head or Designated Representative Signature: <u>N/A</u> Title: <u>N/A</u> Date: <u>N/A</u> Authorized by Vice President of Administrative Affairs Date: <u>5/23/06</u> Signature: <u>John Farley</u> Type Name: <u>John Farley</u> Title: <u>Assistant Vice President</u>	Schedule Authorized by State Archivist  Date: <u>8 Jun 06</u> Signature: <u>Edward C. Papenfuss Jr</u>
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