

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

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| <b>DEPARTMENT OF GENERAL SERVICES<br/>RECORDS MANAGEMENT DIVISION</b><br><br><b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b> | <b>Schedule No.: 2374A6</b><br><br><b>Page 1 of 5</b> |
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|---|---------------------------------|
| <b>Agency:</b> University of Maryland<br>College Park | <b>Division/Unit:</b> All Units |
|---|---------------------------------|

| Item No. | Description   | Retention  |
|----------|---|--|
| 84       | <p align="center"><b>Amendment 6 to Schedule 2374<br/>Change to Items 84, 85, 86, 111, 131, 135, &amp; 195</b></p> <p>Research Records – records detailing research conducted by faculty and students (including research on human subjects).</p> | <p>Retain records relating to investigational new drugs for 2 years after a marketing application is approved for the drug for the indication for which the drug is being investigated, or if no application is filed or the application is not approved, retain for 2 years after the investigation is discontinued and the U.S. Food and Drug Administration (FDA) is notified, then destroy.</p> <p>Retain records relating to investigational devices for the longer of 2 years after the investigation is discontinued/completed or 2 years after the records are no longer required to support a premarket approval application or a notice of completion of a product development protocol, then destroy.</p> <p>Retain medical records of minors for 7 years after completion of research or until the minor has reached age 21 (whichever is longer), then destroy.</p> <p>Retain all other research files for 7 years after the completion of research or for a longer period of time if required by sponsor contract, then destroy.</p> <p>See Item 197-Institutional Review Board (IRB) Records and Item 198-Research Misconduct Records for related requirements.</p> |

Authorized by Department Head or Designated Representative

Signature: N/A

Title: N/A Date: N/A

Authorized by Vice President of Administrative Affairs

Date: 7/24/99

Signature: John Farley

Type Name: John Farley

Title: Assistant Vice President

Schedule Authorized by State Archivist

Date: 3 Sep 09

Signature: Edward C. Igenfus

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION**

**Schedule No.: 2374A6**

**Page 2 of 5**

**RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)**

| Item No. | Description  | Retention  |
|----------|--|--|
| 85       | Financial Records – abandoned property records, account transactions, accounts receivable material, bad check records, bank books and statements, bank debit/credit memoranda, cancelled checks, cash income reports, cash register reports, cashier settlement sheets/certificates of deposit, Central Billing transactions, charges to other units/organizations for equipment/services and associated backup, check copies, check lists, check stubs, checkbooks and related data, contract items/transactions, courtesy certificate of deposit registrations, credit card sales/receipts, credits, deposits, disbursement vouchers, endowment correspondence relating to the dispensation of revenue, financial aid records, financial management system access forms, honoraria payments, inventory data, journal vouchers, miscellaneous payment requests, packing slips, payroll transfers, periodic financial reports, Perkins assignments, petty cash documentation, photocopier meter readings; receipts, reconciliations, refunds, returned checks, revolving fund material, sales records, scholarship account records, special payments, State Central Collection Unit transactions and bankrupt and return files, student account material, student check receipts, student loan material, suspense reports, Travel Card logs and supporting receipts, trial balance sheets, working fund records, and other financial material. | For University accounts (e.g., State, revolving, self support, and auxiliary), retain for 3 years and until audit requirements are met, then destroy. For federally sponsored, State-sponsored, and private-sponsored accounts as well as cost share accounts, retain for 5 years after final payment has been received from the sponsor or for 10 complete fiscal years after the date of record creation (whichever is less), then destroy. Retain federal financial aid material for 5 years and until audit requirements are met, then destroy. Retain accounts receivable material for 3 years after payment is received and until audit requirements are met, then destroy. Office of Record for billing backup is the Department. Office of Record for other financial material is the Office of the Comptroller. |
| 86       | Payroll Records – statements of payroll charges, check register, 1099 change forms, and other payroll documents. Also includes journals and one pay certification cards used prior to implementation of the Payroll and Human Resources (PHR) System.  | For University accounts (e.g., State, revolving, self support, and auxiliary), retain for 5 years and until audit requirements are met, then destroy. For federally sponsored, State-sponsored, and private-sponsored accounts as well as cost share accounts, retain for 5 years after final payment has been received from the sponsor or for 10 complete fiscal years after the date of record creation (whichever is less), then destroy. The Payroll and Human Resources (PHR) System is the system of record. Office of Record is Payroll Services.  |
| 111      | Payroll Deduction Authorization Forms – applications by a faculty or staff member authorizing the Central Payroll Bureau to initiate or terminate deductions from an employee's paycheck.  | Retain for 5 years after the termination of deduction or employment (whichever is first), then destroy.  |

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION**

**Schedule No.: 2374A6**

**Page 3 of 5**

**RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)**

| Item No. | Description   | Retention  |
|----------|---|--|
| 131      | Faculty, 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, Faculty, Contingent Category I, Contingent Category II, and Regular employees; also includes leave balances for those employees eligible to earn leave   | For University accounts (e.g., State, revolving, self support, and auxiliary), retain for 5 years, then destroy. For federally sponsored, State-sponsored, and private-sponsored accounts as well as cost share accounts, retain for 5 years after final payment has been received from the sponsor or for 10 complete fiscal years after the date of record creation (whichever is less), 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 Unit. |
| 135      | Personnel Files – files prepared upon the commencement of employment, including any of the following items: application and/or resume; appointment letter; reference checks; payroll documents; 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. | Retain payroll documents for 5 years, then destroy. Retain all other material for 3 years after termination of employment, then destroy. Office of Record for paper records is the Unit. Office of Record for information in the Payroll and Human Resources (PHR) System is University Human Resources.   |
| 195      | Travel Management System - electronic records related to travel approval requests, travel expense statements, Travel Card transactions, and University contract travel agency transactions. This includes trip record data (such as travel approval request data, expense statement data, reimbursement information, journal vouchers for payroll travel expense reimbursement, and trip record modification log), credit card transaction data and cardholder list from Travel Card vendor, and Travel Card Management System data (e.g., credit card reallocation data).  | For University accounts (e.g., State, revolving, self support, and auxiliary), retain for 3 years, then destroy. For federally sponsored, State-sponsored, and private-sponsored accounts as well as cost share accounts, retain for 5 years after final payment has been received from the sponsor or for 10 complete fiscal years after the date of record creation (whichever is less), then destroy. Retain Travel Services user account information until last trip record modification log entry for user is deleted, then delete. Office of Record is the Department of Business Services.  |

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

| DEPARTMENT OF GENERAL SERVICES<br>RECORDS MANAGEMENT DIVISION   |   | Schedule No.: 2374A6  |
|---|---|---|
| RECORDS RETENTION AND DISPOSAL SCHEDULE<br>(CONTINUATION SHEET) |   | Page 4 of 5   |
| Item No.  | Description   | Retention   |
| <b>Deletion of the Following Records Series</b>                 |   |   |
| 132   | Faculty Time Reports and Leave Balances – monthly reports showing days worked and leave taken by faculty members.<br><br>[Note: This records series is now part of item 131.]                           | For State/University accounts, retain for 3 years and until audit requirements are met, then destroy. For federal and other sponsored accounts, retain for 5 years after the close of the contract or for 10 years after the date of record creation (whichever is less), then destroy. Office of Record is the Unit.   |
| <b>Addition of the Following Records Series</b>                 |   |   |
| 197   | Institutional Review Board (IRB) Records – records documenting the activities of the IRB, including meeting minutes, research proposals, and correspondence between the IRB and investigators.          | Retain records relating to Department of Veterans Affairs research for 5 years after the completion of research, then destroy. Retain records relating to all other research that is conducted for 3 years after the completion of research, then destroy. Retain all other records for 3 years from the date of record creation, then destroy. Office of Record is the Institutional Review Board. |
| 198   | Research Misconduct Records – records relating to research misconduct allegations and investigations.   | Retain for 7 years after final action is taken, then destroy.   |
| 199   | Unemployment Compensation Forms – jurisdictional unemployment forms and supporting documentation (such as disciplinary letters and payroll records).  | Retain for 5 complete fiscal years, then destroy. Office of Record is University Human Resources.   |
| 200   | Department of Business Services Server Log Files  | Retain for 30 days, then delete. Office of Record is the Department of Business Services.   |
| 201   | Department of Business Services Linux System Log Files  | Retain for 12 months, then delete. Office of Record is the Department of Business Services.   |
| 202   | Department of Business Services Email Deleted by Users – email messages and associated data files stored on the Department of Business Services mail server) that have been marked as deleted by users. | Retain for 7 days after user marks the message as deleted, then expunge. Office of Record is the Department of Business Services.   |
| 203   | Department of Business Services Data Backup Tapes   | Retain data on backup tape for 2 weeks, then reuse the tape. Office of Record is the Department of Business Services.   |

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|---|--|---|
| <b>RECORDS RETENTION AND DISPOSAL SCHEDULE<br/>(CONTINUATION SHEET)</b>   |  | <b>Page 5 of 5</b>  |
| Item No.  | Description  | Retention   |
| <b>Addition of the Following Records Series</b>   |  |   |
| 204   | Department of Business Services Database Backup Extract Files – text files containing data extract of Department of Business Services database system.   | Retain for 30 days, then delete. Office of Record is the Department of Business Services.   |
| 205   | Travel Card Data Import Files – daily transaction file provided by Travel Card vendor.   | Import data from file into the Travel Management System database, retain file for 1 year, and then delete. Office of Record is the Department of Business Services. |
| 206   | Travel Agency Data Files – monthly transaction files provided by the University contract travel agencies.  | Import data from file into the Travel Management System database, retain file for 1 year, and then delete. Office of Record is the Department of Business Services. |
| 207   | Employee Travel Reimbursement Data Files – files generated by the Travel Management System that are sent to Payroll Services to reimburse employees for travel expenses via paycheck; files generated by the Travel Management System that are sent to the Office of the Comptroller as JV (Journal Voucher) feeder files. | Retain 10 complete fiscal years after record creation, then delete. Office of Record is the Department of Business Services.  |
| <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> |  | <b>If litigation, claims, complaints, or audits are started before a retention period ends, all related records must be retained until final action is taken.</b>   |