

1. Department/Agency Morgan State University	2. Division Office of Sponsored Programs	3. Unit Academic Affairs
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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 Unfunded Proposals	5. Earliest Year/Latest Year 1996 to 2005
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6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Unfunded/Funded Proposals (See attached list)

ALL PROPOSALS CONSISTS OF APPLICATIONS, SUMMARY, BUDGET, INTERNAL REVIEW FORMS, LETTERS AND AGENCY GUIDELINES.

<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input checked="" type="checkbox"/> 5 cub. ft. Computer Tape(s) Number</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input checked="" type="checkbox"/> 25 cub. ft. Computer Tape(s) Number</p> <p><input type="checkbox"/> Other (specify) _____</p>
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<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>5 yrs. <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Number</p>
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<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Washington Service Center Morgan State University</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
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<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>
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<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p style="text-align: center;">5 years</p>
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<p>19. Name and Title of Preparer</p> <p>Patricia Mines Assistant to AVAA/Sponsored Programs</p>	<p>20. Telephone Number</p> <p>443-885-4044</p>	<p>21. Date</p> <p>October 8, 2010</p>
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