

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No.: 2374A9
RECORDS RETENTION AND DISPOSAL SCHEDULE		Page 1 of 8
Agency: University of Maryland College Park		Division/Unit: All Units
Item No.	Description	Retention
Amendment 9 to Schedule 2374		
17	Faculty and Staff Parking Registration Material - applications by faculty and staff members requesting a parking permit.	Retain for 3 years, then destroy. Office of Record is the Department of Transportation Services.
18	Student Parking Registration Material - requests by students for a parking permit.	Department of Transportation Services to retain for 5 years, then destroy.
20	Special Projects Parking Permit Requests - applications requesting the registration of visitors, service/technician, representatives, faculty, staff, alumni, emeritus faculty, construction workers, etc.	Department of Transportation Services to retain for 3 years, then destroy.
22	Vehicle Information Record - completed vehicle information record, backup material, and registered owner detail.	Department of Transportation Services to retain for 5 years, then destroy.
23	Monthly Parking Agreement - agreement signed by customers to arrange for monthly parking.	Department of Transportation Services to retain for 3 years, then destroy.
25	Record of Impoundment - record of towing and release of vehicles.	Department of Transportation Services to retain for 5 years, then destroy.
26	Parking Violation Notices - original, paid, and voided parking tickets.	Department of Transportation Services to retain for 10 years, then destroy.
27	Ticket Appeals - parking ticket review material, including incoming correspondence pertaining to high-fine violations and archival printouts reflecting adjudicated tickets.	Destroy correspondence relating to voided tickets and general violations (low-fine) after resolution. Department of Transportation Services to retain other material for 3 years, then destroy.

Authorized by Department Head or Designated Representative

Signature: N/A

Title: N/A Date: N/A

Authorized by Vice President of Administrative Affairs

Date: 4/3/12

Signature: John N. Farley

Type Name: John N. Farley

Title: Assistant Vice President

Schedule Authorized by State Archivist

Date: 5/17/2013

Signature: Edward C. [Signature]

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28	Ticket Abatement - list of uncollected parking tickets that are 3 years old or older.	Department of Transportation Services to retain for 3 years, then destroy.
29	Archival Summaries of Parking Records - summaries of Parking Violation Notices; tickets and subsequent resolution; relevant information stemming from applications for parking permits; Department of Transportation Services address file of people not in the University System of Maryland; and statistical reports of information collected.	Department of Transportation Services to retain for 5 years, then destroy.
50	Work Orders and Requests for Facilities Management Services	Retain for 3 years, then destroy.
52	Facilities Management Operating Account and Planning & Construction Project Files - funding documentation, contract files, invoices, certified payroll for contractors, project correspondence, requests for reimbursement from bond and general construction loan funds, and cost cards.	Retain operating account records for 10 years, then destroy. Retain planning and construction project files for 5 years from the date the project is completed, then destroy.
66	Scholarship / Award Files - correspondence, applications, essays, recommendations, resumes, and other materials.	Retain for 3 years, then destroy.
69	Student Orientation Sign-Up Cards - contains student's name, Social Security Number, charges incurred, whether a new or transfer student, number of family members registering, date of attendance, additional nights in residence hall requested, charge reminders given, acknowledgement of charges, student's major, cancellations, and date changes.	Retain for 3 years, then destroy.
81	Maryland Fire and Rescue Institute Seminar Files - student sign-in sheets, class enrollment list, skill cards, student evaluation, copy of certificate given, accounting records, medical forms, and examinations.	Retain for 3 years, then destroy.

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85	<p>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.</p>	<p>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 federal financial aid material for 5 years, then destroy. Retain accounts receivable material for 3 years after payment is received, then destroy. Office of Record for billing backup is the Department. Office of Record for other financial material is the Office of the Comptroller.</p>
86	<p>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.</p>	<p>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.</p>

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Item No.	Description	Retention
87	Purchasing Records - purchase orders, requisitions, invoices, purchasing card transaction logs, University of Maryland purchasing cardholder agreements, advertising and bid requests, bids and quotes, bid tabulation records, requests for proposal and vendor responses, notices of award of contract, and purchasing register.	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. Office of Record for purchasing card transaction logs and Small Procurement Orders is the Unit. Office of Record for purchase orders is the Department of Procurement and Supply.
88	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, then destroy. Office of Record for equipment loan forms is the Unit. 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. For equipment purchased with federal funds, see Item 194 (Records of Property and Equipment Purchased With Federal Funds) for additional requirements.
89	Budget Material - annual working budgets, annual asking budgets, campus budget amendments, budget histories, budget system material, tuition revenue projections, fringe benefit projections, and indirect cost projections.	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. Office of Record is Budget and Fiscal Analysis.
93	Revenue Bond Reports	Retain for 10 years, then destroy.

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Item No.	Description	Retention
95	Networking and Telecommunications Orders and Bills - requests to install, move, or disconnect data and telecommunications equipment/service; statements of data and telecommunications charges; and documentation of reimbursement made by employees for personal long distance calls.	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. Office of Record for reimbursement documentation is the Unit. Office of Record other material is the Office of Information Technology.
96	Telecommunications System Accounting Records - batch reports from the Office of the Comptroller and vendor telephone bills in electronic form.	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. Office of Record is the Office of Information Technology.
99	Mail Records - daily record of meter register readings, outgoing U.S. Postal Service accountable mail record book, incoming U.S. Postal Service accountable firm book, and miscellaneous mail records.	Retain for 3 years, then destroy. Office of Record is the Department of Business Services.
100	Mailbox Rental Agreements - documentation relating to the rental of mailboxes in the Mail Facility by University-affiliated organizations or individuals.	Retain for 3 years, then destroy. Office of Record is the Department of Business Services.
101	Departmental Mail Service Charge Cards - cards used by departments to authorize charges for mail services to be billed to a Financial Reporting System (FRS) number.	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. Office of Record is the Department of Business Services.

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Item No.	Description	Retention
103	Travel Approval Signature Cards - records of the name and signature of the individual with Unit Approving Authority and those other individuals officially designated by the Approving Authority to approve travel requests and expense statements.	Retain for 10 complete fiscal years after card has been superseded, then destroy. Office of Record is the Department of Business Services.
104	Travel Card Master Invoices - invoices from credit card vendors for travel purchases made for the University of Maryland.	Retain for 3 years, then destroy. Office of Record is the Department of Business Services.
105	Travel Supplier Reports - monthly productivity reports from travel suppliers detailing tickets issued in accordance with University agreements.	Retain for 3 years, then destroy.
106	Vending Material - documentation related to commission payments.	Retain for 3 years, then destroy.
107	Parking Meter Collection Forms, Card Transaction System Reports, and Key Sign-Out Sheets - reports, collection schedules, sign-out sheets, and coin deposit receipts for University meter collection; Card Transaction System reports; and meter key sign-out sheets.	Department of Transportation Services to retain for 3 years, then destroy.
108	Logistics Management Records - inbound and outbound shipment documentation, bills of lading, import and export documentation, freight invoices, delivery tickets, shipment claims, and related shipping/receiving/distribution material.	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.
114	Non-Resident Alien Tax Exemption Forms - W-4, 8233, and 1001 Internal Revenue Service forms and Citizenship status forms.	Retain for 10 years, then destroy.
124	Batch Sheets and Reports - exception summary sheets, update summary sheets, pension reports, travel batches, check cancellation batches, overpayment batches, and medical insurance subsidy report and batches.	Retain for 3 years, then destroy.
127	Office of the Comptroller Interagency Reports - original Relational Statewide Accounting and Reporting System (R*STARS) transaction register, Interagency batches and supporting invoices, transaction reconciliation worksheet files, and summary printouts of annual Interagency activity.	Retain for 3 years, then destroy.

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128	Office of the Comptroller Reconciliation Material - supporting documentation for the Financial Records System (FRS) - Relational Statewide Accounting and Reporting System (R*STARS) revenue, and expense and cash reconciliation on a monthly basis.	Retain for 3 years, then destroy.
129	Tax Submissions - employee relocation, tuition remission, and athletic ticket forms.	Retain for 10 years, then destroy.
134	Position Files – requests for position classification action, position numbers, and position descriptions.	Units to retain for 3 years after appointment associated with the position is abolished, then destroy. University Human Resources (Office of Record) to retain position numbers until the position is abolished by the University, then destroy. University Human Resources to retain other position material for 3 years after the appointment associated with the position is abolished, then destroy.
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 with unit, 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.
136	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 with unit, then destroy. Office of Record is the Unit.
137	Employment Applications / Resumes – applications for employment and/or resumes provided by people who were not hired. Records may also include lists of eligibles.	Retain employment applications, resumes, and lists of eligibles for 3 years after hiring decision is made, then destroy.
152	University of Maryland Libraries Transaction Logs - records of interactions of patrons and library materials, including financial transactions and borrowing and returning of items.	Retain for 3 years, then destroy.

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Item No.	Description	Retention
154	University of Maryland Libraries Patron Notices - copies of recall, availability, and overdue notices sent to patrons.	Retain for 3 years, then destroy.
171	Donor/Gift Files - records showing name, date, amount, receipt and account number, and related data on gifts to the University by friends, alumni, corporations, associations, or foundations.	Forward material with historical value to University Archives at the University of Maryland for permanent retention. Retain non-historical material for 3 years, then destroy. Office of Record is University Relations.
172	Endowment Material - memorandums of understanding, historical information on donors/recipients, and financial statements.	Retain financial records for 3 years, then destroy. Forward memorandums of understanding and historical information on donors/recipients to University Archives at the University of Maryland for permanent retention.
181	NCAA Compliance Material - required documentation for the recruiting, eligibility, financial aid, etc. for student-athletes as required by the NCAA.	Retain for 5 years, then destroy.
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 after last effective date, 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 after last effective date, 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, 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, then destroy. Office of Record is Campus Recreation Services.
New Records Series		
216	Travel Reimbursement Reports – reports listing employees and visitors who receive reimbursements for travel expenses via a Travel Expense Statement.	Retain for 10 complete fiscal years after last day of pay period in which reimbursement took place, then destroy. Office of Record is the Department of Business Services.