

RECORDS RETENTION AND DISPOSAL SCHEDULE

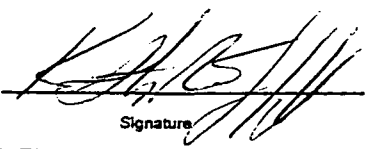
University of Maryland System - Maryland Institute of Agriculture and Natural Resources

AGENCY TO BE USED WITH ATTACHED OFFICE OF RECORD LIST DIVISION

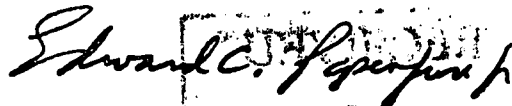
Item No.	Description	Retention
1.	<p><u>ACCOUNTING RECORDS</u></p> <p>This series includes all standard State accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.</p> <p>The following accounting records are those maintained by the Maryland Institute for Agriculture and Natural Resources (MIANR).</p> <p><u>Special Accounting Records</u></p> <p>A. Subsidiary Ledgers - State and Federal</p> <p>B. <u>Miscellaneous Accounting Records</u></p> <p>Statements and Deposit Receipts Budget Papers and Worksheets Letter of Credit Drawdowns Insurance Correspondence Memorandum Receipt and Property</p>	<p>NOTE: EVERY RETENTION SPECIFICATION WHICH INCLUDES THE PHRASE "UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN FULFILLED" MEANS THREE YEARS FOR STATE-RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL-RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL-RELATED DOCUMENTS UNDER 25,000, AND SIX YEARS THREE MONTHS FOR MONETARY FEDERAL-RELATED DOCUMENTS OVER \$25,000.</p> <p>Office of Record to retain permanently on microfilm. This is a very limited amount of material and is microfilmed and kept in fireproof safe at present. MIANR will send original copy to state archives for safekeeping. +</p> <p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

4/15/93  VP

Date Signature Title


JUN 30 1993

Date State Archivist

UNIVERSITY OF MARYLAND SYSTEM

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
	<p>Inventory Receipt and Property Plant Fund Records Paid Bills and Invoices Travel Expense Statements Periodic Financial Reports to Local/State Agencies Receiving Reports Chart of Accounts Internal/External Audits Federal Excess Property Records County Billings Requisitions and Purchase Orders Stock Record Cards State and Federal Closeout Records Annual Research Project Reports (AD-419's)</p> <p>C. <u>Purchasing Records</u></p> <p>Copy of Contract Awarded Notice of Award of Contract Purchase Order Requisition for Supplies (also Agency Interoffice Requisitions)</p> <p>D. <u>Special Payments File</u></p> <p>Consists of documents which show the honorarium payments to non-employees. The file also includes the request form, documentation supporting the payment/contract to pay.</p> <p>E. <u>Revolving Fund Records</u></p> <p>Computer-produced reports which show a listing of funds deposited and withdrawn from the revolving fund. Original Authorization Records Review of Revolving Funds</p>	<p>Retain for three (3) years and until audit, then destroy.</p> <p>Retain for three (3) years and until audit requirements have been fulfilled, then Office of Record to destroy.</p>
2.	<p><u>BUDGET AND PAYROLL RECORDS</u></p> <p>A. <u>Budget and Fiscal Planning Records</u></p> <p>Budget Estimates - State, Federal and County Budget Schedule Amendment Physical Inventory and Building Inventory Request for Position Action Funds Control and Projections Long-Range Financial Planning Final State, Federal and County Appropriations</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
	<p>B. <u>Payroll Accounting Records</u></p> <p>Employee Roster Card File Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals</p> <p>C. <u>Payroll Records</u></p> <p>Journals One Pay Certification Cards Time Sheets: Individual sheets approved by the supervisor which show leave taken and hours worked. County Leave Records Check Register W2 Labor Journal Vouchers, Payroll Transfers, and other Forms of Internal Adjustment</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then Office Of Record to destroy. Retain a terminated employees last time sheet and payroll entry for three (3) years, then destroy.</p>
3.	<p><u>DATA PROCESSING</u></p> <p>A. This series includes documentation for computer programs used in MIANR. Examples include flow charts, narratives, machine requirements, reports, descriptions, distribution lists, operating instructions, contracts and supporting correspondence.</p> <p>B. Data Processing Inventory and Purchase Orders</p>	<p>Retain for that period of time for which the computer program remains in use, then destroy.</p> <p>Retain for life of equipment plus additional three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
4.	<p><u>GENERAL FILES</u></p> <p>A. <u>Alpha, Subject, Administrative & Chronological Correspondence</u></p> <p>Maintained by all departments of MIANR. These files contain internal and external, original incoming and copies of outgoing correspondence, reports, memoranda, statistics, proposed programs, minutes, policy and procedure statements and substantive data concerning the operation of the office that maintains it.</p>	<p>Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative, legal or historical value to be microfilmed by Office of Record. Microfilm to be retained until items are superseded. If material is deemed to have permanent historical value, microfilm to be put in fireproof safe and original microfilm sent to State archives.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO. 1558

PAGE 4 of 9
NO.

Item No.	Description	Retention
	<p>B. <u>Special Project Files</u></p> <p>Consists of records related to major projects undertaken by MIANR. A few examples are Affirmative Action, CPS and Capital Budgets, Desegregation, Enhancement, Peer institutions, Policies, Transition, Management Philosophy, Drug Awareness, Forms Management, Records Retention, Mission Statements, Plans of Work, Promotion and Tenure, Long-Range Plans, Vendor Payments, Telecommunications, Salary Guidelines, Building Services, Newsclips, Press Releases, etc.</p>	<p>Screen annually and destroy that material for which no further reference is required. Remaining material having administrative, legal or historical value to be microfilmed by Office of Record. Microfilm to be retained only until items are superseded. If material is deemed to have permanent historical value, microfilm to be put in fireproof safe and <u>original</u> sent to State archives.+</p>
5.	<p><u>GRANTS/CONTRACTS</u></p> <p>Consists of records which document grants/contracts received by MIANR from any source, including applications, proposals, agreements, research reports, publicity notices, acknowledgements and transfer of funds records, controlling rules and regulations, copies of periodic reports, correspondence and memoranda.</p>	<p>Retain State contracts/grants for three (3) years after the close of contract, and Federal contracts/grants under \$25,000 for three (3) years and over \$25,000 for six (6) years, three (3) months after close of contract, then Office of Record to destroy.</p>
6.	<p><u>HUMAN RESOURCES RECORDS</u></p> <p>A. <u>Faculty APT Records</u></p> <p>Appointment promotion, and tenure on or after April 5, 1989 [UMSA is Office Of Record prior to April 5, 1989]</p> <p>B. <u>Employee Records Other Than APT</u></p> <p>Personnel folders, including employee appointment, promotion, evaluation and reclassification.</p>	<p>Office of Record to maintain file in fire proof safe for five (5) years. After five years record to be microfilmed for permanent retention with <u>original</u> sent to state archives. +</p> <p>Retain for five (5) years after termination of employment, then Office of Record to microfilm for 25 year retention, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO. 1558

PAGE 5 of 9
NO.

Item No.	Description	Retention
	<p>C. <u>Grievance Material</u></p> <p>All materials associated with official grievances.</p> <p>D. <u>Equal Employment Opportunity</u></p> <p>Reports, records and other materials concerning equal employment standards and status.</p> <p>E. <u>Search Committee Files</u></p> <p>Records which document the recruitment/selection of faculty and associate staff.</p>	<p>Retain until grievance has been completely adjudicated and then Office Of Record to microfilm for 25 year retention, then destroy.</p> <p>Office of Record to microfilm records for fifteen (15) years retention, then destroy.</p> <p>Office of Record to retain material legally required (for example, advertisements, committee recommendations and voting and top candidate resumes) on microfilm for permanent retention in fireproof cabinet, and original microfilm sent to state archives. +</p>
7.	<p><u>PLANT RECORDS/BUILDING/PROPERTY PROJECT FILES</u></p> <p>A. <u>Plant Records</u></p> <p>This series of records document the financial and historical information on the purchase, construction, additions and destruction of buildings, the improvement of roadways, utilities, and related activities at all MIANR institutions, generally involving a capital budget expenditure.</p> <p>B. <u>Building Project Files</u></p> <p>Contain planning information relating to the utilization of newly constructed or leased buildings at all MIANR institutions. Files may include space classifications, facilities utilization, leases, progress reports, revised programs and projections, and correspondence with various departments of State Government and the institution involved.</p>	<p>Retain for two (2) years after completion of project, then Office of Record to microfilm for 25 year retention , then destroy.</p> <p>Retain until project is completed; screen to remove that material for which no further reference is required. Remaining material having continued reference value to be microfilmed by Office of Record for 25 year retention , then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
	<p>C. <u>Property and Building Records</u></p> <p>Consist of material relating to the purchase of selective property, and the construction, renovation and improvement of buildings on all campuses. Files may include correspondence, reports, memoranda, cost estimates, accounts, appraisals and negotiation agreements.</p> <p>+ MIANR HAS SEVERAL FIREPROOF SAFES FOR STORAGE OF HISTORICAL DATA. IN CASES WHERE MATERIAL IS DESIGNATED FOR PERMANENT RETENTION, MIANR AGREES TO SEND DUPLICATE MICROFILM COPY TO STATE ARCHIVES* FOR SAFEKEEPING. IN CASES WHERE MATERIAL IS DESIGNATED FOR LIMITED RETENTION PERIOD (10,15,20,25 YEARS), MIANR AGREES TO SEND DUPLICATE COPY OF MATERIAL TO JESSUP ARCHIVES* UNTIL SUCH TIME AS DESTRUCTION IS NOTED. ALL MATERIAL REQUIRING ARCHIVAL STORAGE WILL BE SENT TO STATE ARCHIVES*.</p> <p>* STATE ARCHIVES REFERS TO: MARYLAND STATE ARCHIVES ** JESSUP ARCHIVES REFERS TO: STATE RECORDS CENTER</p>	<p>Retain until project is completed; screen to remove that material for which no further reference is required. Remaining material having continued reference value to be microfilmed by Office of Record for 25 year retention; then destroy.</p>

8. MIANR OFFICE OF RECORD LIST

Accounting Records - General and Special (Financial Office)
Accounts Payable Records (Financial Office)
Advisory Council (President/Director)
Affirmative Action/Equal Opportunity Employment (Personnel)
Appointments, Promotions and Tenure File for Faculty (Director)
Audits (Financial Office)

BB4 - Data Processing (Computer and Information Systems)
Board of Regents (President)
Building Project Files (Research Facilities)
Building Services Records
 Building and Ground Maintenance (Research Facilities)
 Floor Plans, Mechanical Equipment Plant (Research Facilities)
 Motor Vehicle Correspondence and Operator's Report (Financial Office)
 Parking Regulations and Permit Control (Personnel)
 Building Site Security, Security Reports (Research Facilities)
 Personnel Safety (Personnel)
 Locks and Key Control (Vice President)
 Building Environmental Studies/Reports (Research Facilities)

Capital Budget (Vice President)
CPS Budget (Financial Office)
Pre-CPS Budget (Financial Office)
Commission on Excellence (President)
Compensation Study - Mercer Meidinger Hansen (Personnel)
Chancellor's Council (President)
Civil Rights Audits (Personnel)
Contracts (Financial Office)

Data Processing Plans (Computer and Information Systems)

Director's File (Director)

Enhancement Planning Documents (President/Director)
Equal Employment Opportunity (Personnel)

Executive Council (President/Vice President)

Financial Report (Financial Office)
Forms Management (Personnel)
Foundation Correspondence (President/Director)

Grants (Financial Office)
Grievance Files (Personnel)

Human Resource System

Personnel and Employment Records (Personnel)
Employee Relations (Personnel)
Benefits (Personnel)
Employee Development - Tuition Remission Forms (Personnel)
Retirement Programs (Personnel)
Employee Handbooks (Personnel)
Service Awards (Personnel)

Insurance (Financial Office)

Inventory - Capital (Financial Office)

Inventory - Data Processing (Computer and Information Systems)

Leases (Financial Office)

Legislation, State--includes bills, general correspondence
and Joint Chairmen Reports and Responses (Vice President)

Master Plans (President/Director)**MHEC**

General Correspondence (President/Director)
Finance and Facilities Policy Committee (President/Director)
Educational Policy (President/Director)
Mission Statements (President/Director)

Memoranda of Understanding (Vice President)

Peer Institutions Planning Documents (President)
Personal Records Report, State of Maryland (Personnel)
Personnel and Employment Records (Personnel)
Procurement of DP Equipment and Associated Material (Computer and Information Systems)
Property Files (Financial Office)
Policy Material - Guidebook (President/Director)
President's File (President)

Plans of Work (Director)

Records Retention (Personnel)
Revolving Fund Accounts (Financial Office)
Risk Management (Personnel)

Salary Guidelines (Financial Office)

Search Committee (Director)

State Correspondence (Individual Offices depending on subject matter from Governor, DGS, DBFP, Fiscal Services, Governor, Attorney General, State Planning, DOP, Treasury, etc.)

Transition Material

BOR Review of UMS Functions (President)

Olson Study plus Other Reports (President)

Telecommunications (Computer and Information Systems)

Tax Files (Financial Office)

United Charity Campaigns (Personnel)

University Funded Construction (Research Facilities)

MIANR Correspondence (Individual Office depending on subject matters; also includes internal MIANR correspondence)

Vice Presidents Meetings (Vice President)

Wellness Program (Personnel)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 273
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

ITEM 1
PAGE 1 OF 1

1. DEPARTMENT/AGENCY
University Of Md. System

2. DIVISION Maryland
Inst. For Ag. & Nat. Res.

3. UNIT Maryland
Inst. For Ag. & Nat. Res

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
Accounting Records

5. EARLIEST YEAR/LATEST YEAR
1980 TO 1992

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

This series includes all standard State accounting forms as well as other accounting media that provide supporting data for the general accounting records.
15 file drawers of material containing current year and 11 previous years.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
- 15
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
- 1
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
3rd floor - Elkins Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO UMCP'S Comptroller's Off

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO By FAS account number & by Fiscal Year

18. RECOMMENDED RETENTION
Subsidiary ledgers permanently on microfilm, miscellaneous records for five (5) years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER
David Hess
Records Management Officer

20. TELEPHONE NUMBER
405-2919

21. DATE
4/16/92

DEPARTMENT/AGENCY: University Of Maryland Syst
 2. DIVISION: Maryland
 3. UNIT: Maryland
 Inst. For Agric & Nat Res

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: Budget and Payroll Records
 5. EARLIEST YEAR/LATEST YEAR: 1976 TO 1993

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
 This series includes all standard University and State budget, fiscal planning and payroll records and other information that provides supporting data for these specialized files.
 93 file drawers of material containing current year and 16 previous years. 3 boxes of microfiche containing selected information from 1976 to 1988.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
 3 boxes of Microfiche
 10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
 3 NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
 3RD Floor - Elkins Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
 (IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
 (IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
 By FAS Account number and by FY

18. RECOMMENDED RETENTION
 Retain for three (3) years and, until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER
 David Hess
 Records Management Officer

20. TELEPHONE NUMBER
 405-2919

21. DATE
 4/16/92

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

ITEM 3

PAGE 1 OF 1

DEPARTMENT/AGENCY
University of Md. System

2. DIVISION Maryland
Inst. for Agric & Nat Res

3. UNIT Maryland
Inst for Agric & Nat Re

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
Data Processing

5. EARLIEST YEAR/LATEST YEAR
1983 TO 1992

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series includes documentation for computer programs used in MIANR. Examples, include flow charts, narratives, machine requirements, reports, descriptions, distribution lists, operating instructions, contracts and supporting correspondence. Inventory and purchase files also included. 28 file drawers of material containing current year and 8 previous years.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

Computer Printouts

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
28 MICROFILM REEL(S)
NUMBER COMPUTER TAPE(S)
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
1 MICROFILM REEL(S)
NUMBER COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
2d Floor - Symons Hall

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES NO

Alphabetically by subject.
By FAS Account number.

18. RECOMMENDED RETENTION

Retain as long as computer program remains in use, then destroy. Other records retain for three (3) years and destroy.

19. NAME AND TITLE OF PREPARER
David Hess
Records Management Officer

20. TELEPHONE NUMBER
405-2919

21. DATE
4/16/92

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 273
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

ITEM 4

PAGE 1 OF 1

1. DEPARTMENT/AGENCY
University Of Md. System

2. DIVISION Maryland
Inst. For Ag. & Nat. Res.

3. UNIT Maryland
Inst. For Ag. & Nat. Res

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
General Files

5. EARLIEST YEAR/LATEST YEAR
1976 TO 1992

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

These files contain internal and external, original incoming and copies of outgoing correspondence, reports, memoranda, statistics, proposed programs, minutes, policy and procedure statements and substantive data concerning the operation of the office that maintains it.
64 file drawers of material containing current year and 15 previous years.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
64
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
2
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
Permanently MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
3rd floor - Elkins Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

By subject, alphabetically and chronologically

18. RECOMMENDED RETENTION
Screen annually and destroy that material for which no further reference is required. Remaining material having continuing adm., legal or historical value to be microfilmed by Office of Record for permanent retention.

19. NAME AND TITLE OF PREPARER
David Hess
Records Management Officer

20. TELEPHONE NUMBER
405-2919

21. DATE
4/16/92

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7273 WATERLOO ROAD
P.O. BOX 273
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

ITEM 5
PAGE 1 OF 1

DEPARTMENT/AGENCY
University Of Md. System

2. DIVISION Maryland
Inst. for Ag. & Nat. Res.

3. UNIT Maryland
Inst. for Ag. & Nat. Res.

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
Grants/Contracts

5. EARLIEST YEAR/LATEST YEAR
1982 TO 1992

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Consists of records which document grants/contracts received by MIANR from any source, including applications, proposals, agreements, research reports, publicity notices, acknowledgements and transfer of funds records, controlling rules and regulations, copies of periodic reports, correspondence and memoranda.

5 file drawers of material containing current year and 9 previous years.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
5 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
1 MICROFILM REEL(S)
NUMBER COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
3/6 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
3rd floor - Elkins Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
By FAS number

18. RECOMMENDED RETENTION: Retain State contracts/grants for three (3) years after the close of contract, & Federal contracts/grants under \$25,000 for three (3) years and over \$25,000 for six (6) years, three (3) months after close of contract, then Office of Record to destroy

19. NAME AND TITLE OF PREPARER
David Hess

20. TELEPHONE NUMBER
405-2919

21. DATE
4/16/92

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

ITEM 6
PAGE 1 OF 1

DEPARTMENT/AGENCY
University Of Md. System

Maryland
2. DIVISION
Inst. for Ag. & Nat. Res.

Maryland
3. UNIT
Inst. For Ag. & Nat Res.

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
Human Resources Records

5. EARLIEST YEAR/LATEST YEAR
1960 TO 1992

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Official personnel folders for each MIANR employee, including employee appointment, promotion, evaluation, reclassification, leave and travel.
56 file drawers of material containing current year and 31 previous years.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
56
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
Permanently MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
2d Floor - Symons Hall

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
File by name alphabetically

18. RECOMMENDED RETENTION: Office Of Recc to maintain faculty APT record in fire proof safe for five (5) years, then microfilm for permanent retention. Oth records retained for five (5) years after employment then microfilmed for 25 year retention, then destroy.

19. NAME AND TITLE OF PREPARER
David Hess
Records Management Officer

20. TELEPHONE NUMBER
405-2919

21. DATE
4/16/92

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

ITEM 7
PAGE 1 OF 1

DEPARTMENT/AGENCY
University Of Md. System

2. DIVISION Maryland
Inst. for Ag. & Nat. Res.

3. UNIT Maryland
Inst. for Ag. & Nat. Res

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
Plant Records/Building/Property Projects

5. EARLIEST YEAR/LATEST YEAR
1983 TO 1992

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

This series of records document the financial and historical information on the purchase, construction, additions and destruction of buildings, the improvement of roadways, utilities, and related activities at all MIANR institutions, generally involving a capital budget expenditure. 50 file drawers of material containing current year and 8 previous years.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
50
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
3
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
7
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Rooms 1113, 1119, 119A Symons Hall

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

File alphabetically by project

18. RECOMMENDED RETENTION: Retain until project is completed; screen to remove that material for which no further reference is required. Remaining material having continued reference value to be microfilmed by Office of Record for 25 year retention, then destroy.

19. NAME AND TITLE OF PREPARER
David Hess
Records Management Officer

20. TELEPHONE NUMBER
405-2919

21. DATE
4/16/92