

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No.: 1894
RECORDS RETENTION AND DISPOSAL SCHEDULE		Page 1 of 3
Agency: University of Maryland College Park		Division/Unit: College of Arts and Humanities/ The Language Center
Item No.	Description	Retention
1	General Files Alpha, Subject, Administrative, and Chronological Correspondence maintained by the department. These files contain internal and external, original incoming and copies of outgoing correspondence, reports, memoranda, statistics, proposed programs, minutes, policy and procedure statements, special projects, and substantive data concerning the operation of the department.	Screen annually and destroy material for which no further reference is required. Remaining material having continuing administration or legal value related to the development of the department to be kept in paper by the Office of Record for 25 years, then destroyed. Material deemed to have historical value should be sent to University Archives in McKeldin Library for permanent retention.
2	Human Resource Records A. Timekeeping Records - individual sheets approved by the supervisor which show leave taken and hours worked for student, if and when, contractual, classified, associate staff, and administrative employees. B. Employee Leave Balances - leave balances for contractual, classified, associate staff, faculty, and administrative employees. C. Personnel Files of classified, associate staff, administrative employees. D. Personnel Files of student employees.	Retain for three (3) years and until audit requirements are met, then destroy. Retain final leave balance for three (3) years after termination of employment. ^{then destroy.} During the time the employee is active, ongoing balances will be kept for three (3) years for audit purposes. CAD: Retain for three (3) years beyond termination of employment and until audit requirements are met, then destroy.
Authorized by Department Head Signature: <u><i>Charlotte Shoy Aldridge</i></u> Title: <u><i>Acting Director</i></u> Date: <u>4/18/97</u> Authorized by Vice President of Administrative Affairs Date: _____ Signature: <u><i>Sylvia S. Stewart</i></u> KAR Type Name: <u>Dr. Sylvia S. Stewart</u> Title: <u>Associate Vice President</u>		Schedule Authorized by State Archivist Date: JUN 6 1997 Signature: <u><i>Edward C. Poper</i></u>

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No.: 1894
RECORDS RETENTION AND DISPOSAL SCHEDULE		Page 2 of 3
Agency: University of Maryland College Park		Division/Unit: College of Arts and Humanities/ The Language Center
Item No.	Description	Retention
3	Search Committee Files Refers to search committee materials for faculty, administrators, and associate staff. Consists of advertisements, notes and final recommendation of the committee, top candidate resumes, affirmative action paperwork, and all information on appointed candidate.	Retain material required in paper form for five (5) years, then destroy.
4	Payroll Records Journals, One Pay Certification Cards, Payroll Entries, and Separation Forms.	Retain for three (3) years and until all audit requirements are met, then destroy. Office of Record is Payroll Services.
5	Purchasing Records Internal account records (copies of requisitions, invoices, packing slips).	Retain for three (3) years and until all audit requirements are met, then destroy. Office of Record for HM and LM Small Procurement Orders is the department. Office of Record for remaining material is Procurement and Supply.
6	Accounting Records Honoraria payments, contract items, revolving fund, periodic financial reports, inventory data, budget items including amendments, estimates, working materials and other pertinent data, etc.	Retain for three (3) years and until all audit requirements are met, then destroy. Office of Record is Comptroller or Budget and Fiscal Analysis.
7	Student/Academic Records A. General correspondence relating to student matters. B. Advising and academic files.	Screen annually; destroy material for which no further reference is required. Remaining material having continuing administrative or legal value to be kept in paper by department for 25 years, then destroy. Retain for seven (7) years after student graduates, then destroy.

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

Item No.	Description	Retention
DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No.: 1894
RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Page 3 of 3
8	Capital/Facilities Planning/Physical Plant Records A. Physical/Building Inventory (capital and non-capital) Records consisting of: 1. Inventory Addition Forms 2. Surplus Property Forms and all materials concerning changes to inventory B. Key Material: 1. Key Authorization Forms 2. Key Request Forms	A. Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Office of the Comptroller. B. Retain for one year and until all audit requirements are met, then destroy. Retain request forms until keys are returned, then destroy.
9	Grants/Contracts Records which document grants/contracts received by the department from any source, including applications, proposals, agreements, research reports, publicity notices, acknowledgments and transfer of funds records, controlling rules and regulations, copies of periodic reports, correspondence and memoranda.	Retain State grants and contracts for three years after the close of the contract, then destroy. For federal grants and contracts, adhere to the retention standards established in OMB Circular No. A-110, Subpart C (attached).
10	Donor/Gift Files Records showing name, date, amount, receipt and account number, and related data on all gifts donated to the department by friends, alumni, corporations, associations, or foundations.	Retain for 3 years, then destroy. Office of Record is Office of Development.
11	General Academic Files A. Textbook Adoption Forms B. Grade Rosters C. Course Descriptions, Syllabi, and related matters	A. Retain for 3 years, then destroy. B. Retain for 3 years, then destroy. Office of Record is Records and Registration. C. Retain for 5 years, then destroy.
If UMCP Archives are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available at UMCP, material having limited retention (i.e. 25 years) will be transferred to the State Records Center in Jessup.		* Until audit requirements are met means 3 years for state-related documents, 3 years for non-monetary federal-related documents, 3 years for monetary federal-related documents under \$25,000, and 6 years, 3 months for monetary federal-related documents over \$25,000.

Records Retention and Disposal Standards
Office of Management and Budget
Circular No. A-110, Subpart C
SUBPART C - Post-Award Requirements

.53 Retention and access requirements for records.

- (a) This section sets forth requirements for **record retention** and access to records for awards to recipients. Federal awarding agencies shall not impose any other **record retention** or access requirements upon recipients.
- (b) Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of three years from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by the Federal awarding agency. The only exceptions are the following.
 - 1. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
 - 2. Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.
 - 3. When records are transferred to or maintained by the Federal awarding agency, the 3-year retention requirement is not applicable to the recipient.
 - 4. Indirect cost rate proposals, cost allocations plans, etc. as specified in paragraph .53(g).
- (c) Copies of original records may be substituted for the original records if authorized by the Federal awarding agency.
- (d) The Federal awarding agency shall request transfer of certain records to its custody from recipients when it determines that the records possess long term retention value. However, in order to avoid duplicate recordkeeping, a Federal

awarding agency may make arrangements for recipients to retain any records that are continuously needed for joint use.

- (e) The Federal awarding agency, the Inspector General, Comptroller General of the United States, or any of their duly authorized representatives, have the right of timely and unrestricted access to any books, documents, papers, or other records of recipients that are pertinent to the awards, in order to make audits, examinations, excerpts, transcripts and copies of such documents. This right also includes timely and reasonable access to a recipient's personnel for the purpose of interview and discussion related to such documents. The rights of access in this paragraph are not limited to the required retention period, but shall last as long as records are retained.
- (f) Unless required by statute, no Federal awarding agency shall place restrictions on recipients that limit public access to the records of recipients that are pertinent to an award, except when the Federal awarding agency can demonstrate that such records shall be kept confidential and would have been exempted from disclosure pursuant to the Freedom of Information Act (5 U.S.C. 552) if the records had belonged to the Federal awarding agency.
- (g) Indirect cost rate proposals, cost allocations plans, etc. Paragraphs (g)(1) and (g)(2) apply to the following types of documents, and their supporting records: indirect cost rate computations or proposals, cost allocation plans and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).
 1. If submitted for negotiation. If the recipient submits to the Federal awarding agency or the subrecipient submits to the recipient the proposal, plan, or other computation to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts on the date of such submission.
 2. If not submitted for negotiation. If the recipient is not required to submit to the Federal awarding agency or the subrecipient is not required to submit to the recipient the proposal, plan, or other computation for negotiation purposes, then the 3-year retention period for the proposal, plan, or other computation and its supporting records starts at the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>11</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION College of Arts and Humanities		3. UNIT The Language Center	
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 <u>1989</u> TO <u>1997</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Alpha, subject, administrative, and chronological correspondence maintained by the department. These files contain original incoming and copies of outgoing correspondence, reports, memoranda, statistics, proposed programs, minutes, policy and procedure statements, special projects, and substantive data concerning the operation of the department.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>7</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
10. ANNUAL ACCUMULATION <u>1/2</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____					
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING.FLOOR.ROOM) Jimenez Hall, First Floor, Rooms 1106 and 1107			14. IS RECORD SERIES DUPLICATED ELSEWHERE? <small>(IF YES, SPECIFY AGENCY OR OFFICE)</small> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO <small>(IF YES, CITE LAW(S) & REGULATIONS)</small> Please see statement below.			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Screen annually and destroy material for which no further reference is required. Remaining material having administrative or legal value to be kept in paper by the Office of Record for 25 years, then destroyed. Material deemed to have historical value should be sent to University Archives at UMCP for permanent retention.		
19. NAME AND TITLE OF PREPARER Anni Schneider Administrative Assistant II		20. TELEPHONE NUMBER (301) 405-5777		21. DATE April 18, 1997	

* Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.
Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>11</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION College of Arts and Humanities		3. UNIT The Language Center	
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 Resource Records				5. EARLIEST YEAR/LATEST YEAR <u>1989</u> TO <u>1997</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) A. Timekeeping Records - individual sheets approved by the supervisor which show leave taken and hours worked for student, if and when, contractual, classified, associate staff, and administrative employees. B. Employee Leave Balances - leave balances for contractual, classified, associate staff, faculty and administrative employees. C. Personnel Files of classified, associate staff, and administrative employees. D. Personnel Files of student employees.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>2</u> NUMBER	
		10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>File Folders</u>			
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Jimenez Hall, First Floor, Room 1107			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below.			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION A. Retain for 3 years and until audit requirements are met, then destroy. B. Retain final leave balance for 3 years after termination of employment, then destroy. During the time the employee is active, ongoing balances will be kept for 3 years for audit purposes. C & D. Retain for 3 years beyond termination of employment and until audit requirements are met, then destroy.		
19. NAME AND TITLE OF PREPARER Anni Schneider Administrative Assistant II		20. TELEPHONE NUMBER (301) 405-5777		21. DATE April 18, 1997	

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1. AGENCY University of Maryland, College Park		2. DIVISION College of Arts and Humanities		3. UNIT The Language Center	
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 Search Committee Files				5. EARLIEST YEAR/LATEST YEAR <u>1989</u> TO <u>1997</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Refers to search committee materials for faculty, administrators, and associate staff. Consists of advertisements, notes and final recommendation of the committee, top candidate resumes, affirmative action paperwork, and all information on appointed candidate					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>1</u> NUMBER	
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>1/4</u> NUMBER			
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>5</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Jimenez Hall, First Floor, Room 1107			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below.			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain material required in paper form for 5 years, then destroy.		
19. NAME AND TITLE OF PREPARER Anni Schneider Administrative Assistant II		20. TELEPHONE NUMBER (301) 405-5777		21. DATE April 18, 1997	

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Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 4 OF 11

1. AGENCY
University of Maryland, College Park

2. DIVISION
College of Arts and Humanities

3. UNIT
The Language Center

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
Payroll Records

5. EARLIEST YEAR/LATEST YEAR
1989 TO 1997

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

Journals, One Pay Certification Cards, Payroll Entries, and Separation Forms

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

1
NUMBER

FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

10. ANNUAL ACCUMULATION

1
NUMBER

FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
File Folder

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

3
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)

Jimenez Hall, First Floor, Room 1107

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)

YES NO Payroll Services

15. ACCESS RESTRICTIONS* YES NO

(IF YES, CITE LAW(S) & REGULATIONS)

Please see statement below.

16. AUDIT REQUIREMENTS

NONE STATE FEDERAL INDEPENDENT

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

YES NO

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements are met, then destroy. Office of Record is Payroll Services.

19. NAME AND TITLE OF PREPARER

Anni Schneider
Administrative Assistant II

20. TELEPHONE NUMBER

(301) 405-5777

21. DATE

April 18, 1997

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>5</u> OF <u>11</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION College of Arts and Humanities		3. UNIT The Language Center	
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 Purchasing Records				5. EARLIEST YEAR/LATEST YEAR <u>1989</u> TO <u>1997</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Internal account records (copies of requisitions, invoices, packing slips)					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>1</u> NUMBER	
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>1/6</u> NUMBER			
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Jimenez Hall, First Floor, Room 1106			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Procurement & Supply; Comptroller		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below.			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain for 3 years and until all audit requirements are met, then destroy. Office of Record for HM and LM Small Procurement Orders is the department. Office of Record for remaining material is Procurement and Supply.		
19. NAME AND TITLE OF PREPARER Anni Schneider Administrative Assistant II		20. TELEPHONE NUMBER (301) 405-5777		21. DATE April 18, 1997	

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Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>6</u> OF <u>11</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION College of Arts and Humanities		3. UNIT The Language Center	
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 1989 TO 1997	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Honoraria payments, contract items, revolving fund, periodic financial reports, inventory data, budget items including amendments, estimates, working materials and other pertinent data, etc.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Jimenez Hall, First Floor, Room 1107			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Comptroller's Office		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below.			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain for 3 years and until all audit requirements are met, then destroy. Office of Record is Comptroller or Budget and Fiscal Analysis.		
19. NAME AND TITLE OF PREPARER Anni Schneider Administrative Assistant II		20. TELEPHONE NUMBER (301) 405-5777		21. DATE April 18, 1997	

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Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>7</u> OF <u>11</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION College of Arts and Humanities		3. UNIT The Language Center	
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 Student / Academic Records				5. EARLIEST YEAR/LATEST YEAR <u>1980</u> TO <u>1997</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) A. General Correspondence relating to student matters. B. Advising and academic files.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>8</u> NUMBER	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>1</u> NUMBER	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1 & 7</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Jimenez Hall, First Floor, Rooms 1106 and 1107			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Records and Registration		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below.			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION A. Screen annually; destroy material for which no further reference is required. Remaining material having continuing administrative or legal value to be kept in paper by the department for 25 years, then destroyed. B. Retain for 7 years after student graduates, then destroy.		
19. NAME AND TITLE OF PREPARER Anni Schneider Administrative Assistant II		20. TELEPHONE NUMBER (301) 405-5777		21. DATE April 18, 1997	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>8</u> OF <u>11</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION College of Arts and Humanities		3. UNIT The Language Center	
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 Capital/Facilities Planning/Physical Plant			5. EARLIEST YEAR/LATEST YEAR <u>1989</u> TO <u>1997</u>		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) A. Physical/Building Inventory (capital and non-capital) Records consisting of: 1. Inventory Addition Forms 2. Surplus Property Forms and all materials concerning changes to inventory B. Key Material: 1. Key Authorization Forms 2. Key Request Forms					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <u>1/6</u> NUMBER <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>File Folder</u>			
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3 & 1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Jimenez Hall, First Floor, Room 1107			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Comptroller's Office		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below.			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION A. Retain for 3 years or until all audit requirements are met, then destroy. B. Retain for 1 year or until all audit requirements are met, then destroy. Retain request forms until keys are returned, then destroy.		
19. NAME AND TITLE OF PREPARER Anni Schneider Administrative Assistant II		20. TELEPHONE NUMBER (301) 405-5777		21. DATE April 18, 1997	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)

UNIVERSITY OF MARYLAND

COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 9 OF 11

1. AGENCY
University of Maryland, College Park

2. DIVISION
College of Arts and Humanities

3. UNIT
The Language Center

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
1989 TO 1997

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

Records which document grants / contracts received by department 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.

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

1/3
NUMBER

- FILE DRAWER(S)
- MICROFILM(S)
- COMPUTER TAPE(S)
- OTHER (SPECIFY)
4 Boxes

10. ANNUAL ACCUMULATION

Varies
NUMBER

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

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

3 & 6.25
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)

Jimenez Hall, First Floor, Room 1107 and 1112

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)

- YES NO Comptroller's Office, ORAA, etc.

15. ACCESS RESTRICTIONS* YES NO

(IF YES, CITE LAW(S) & REGULATIONS)

Please see statement below.

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

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

- YES NO

18. RECOMMENDED RETENTION

Retain State grants and contracts for three years after the close of the contract, then destroy. For federal grants and contracts, adhere to the retention standards established in OMB Circular No. A-110, Subpart C (attached).

19. NAME AND TITLE OF PREPARER

Anni Schneider
Administrative Assistant II

20. TELEPHONE NUMBER

(301) 405-5777

21. DATE

April 18, 1997

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>10</u> OF <u>11</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION College of Arts and Humanities		3. UNIT The Language Center	
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 Donor/Gift Files				5. EARLIEST YEAR/LATEST YEAR <u>1989</u> TO <u>1997</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Records showing name, date, amount, receipt and account number, and related data on all gifts donated to the department by friends, alumni, corporations, associations, or foundations.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>1/3</u> NUMBER	
				10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>File Folder</u>	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Jimenez Hall, First Floor, Room 1107			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Office of Development		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below.			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain files for 3 years, then destroy. Office of Record is Office of Development.		
19. NAME AND TITLE OF PREPARER Anni Schneider Administrative Assistant II		20. TELEPHONE NUMBER (301) 405-5777		21. DATE April 18, 1997	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>11</u> OF <u>11</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION College of Arts and Humanities		3. UNIT The Language Center	
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 Academic Files			5. EARLIEST YEAR/LATEST YEAR <u>1989</u> TO <u>1997</u>		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) A. Textbook Adoption Forms B. Grade Rosters C. Course descriptions, syllabi, and related material					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>4</u> NUMBER	
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>1/2</u> NUMBER			
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3 & 5</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING.FLOOR. ROOM) Jimenez Hall, First Floor, Room 1105			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Records and Registration		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below.			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION A. Retain for 3 years, then destroy. B. Retain for 3 years, then destroy. Office of Record is Records and Registration. C. Retain for 5 years, then destroy.		
19. NAME AND TITLE OF PREPARER Anni Schneider Administrative Assistant II		20. TELEPHONE NUMBER (301) 405-5777		21. DATE April 18, 1997	

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