

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
DGS 550-1 (Rev. 10/92)**

Schedule No.: 2037

Page 1 of 3

Agency: University of Maryland  
College Park

Division/Unit: Center on Aging, Coll.  
of Health & Human Performance

Item No.	Description	Retention
1	General Files - alpha, subject, administrative, and chronological correspondence containing 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 Center on Aging.	Screen annually and destroy that material for which no further reference is required. Remaining material with continuing administrative or legal value to be kept in paper by the Center on Aging for 25 years, then destroyed. Material deemed to have historical value should be sent to University Archives at the University of Maryland for permanent retention.
2	<p><u>Human Resource Records</u></p> <p>A. Timekeeping Records - individual sheets approved by the supervisor that show leave taken and hours worked for student, if and when, contractual, non-exempt, and exempt employees.</p> <p>B. Faculty Time Reports - monthly reports showing days worked and leave taken by faculty members.</p>	<p>College of Health and Human Performance, Dean's Office to retain for 6 years, 3 months and until audit requirements are met, then destroy.</p> <p>Center on Aging to retain individual monthly reports for 6 years, 3 months and until audit requirements are met, then destroy. Retain summary records of monthly time reports until the faculty member leaves employment, then destroy.</p>

Authorized by Department Head or Designated Representative

Signature: James B. Smith  
Title: Fac. Res. Asst. Date: 21 Aug 98

Authorized by Vice President of Administrative Affairs

Date: 8/25/98  
Signature: Sylvia S. Stewart  
Type Name: Dr. Sylvia S. Stewart  
Title: Associate VP for Administrative Affairs

Schedule Authorized by State Archivist

**SEP 24 1998**

Date: \_\_\_\_\_  
Signature: Edward C. [Signature]

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No.: 2037
RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET) DGS 550-1A (REV. 10/92)		Page 2 of 3
Item No.	Description	Retention
3	Personnel Files - folders prepared upon the commencement of employment, including any of the following items: application and resume; appointment letter; reference checks; payroll form; 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; efficiency ratings; EOE statistical reports; health insurance benefits forms; leave forms; orientation and training material; position history; promotions and reclassifications; suggestion file; summer employment material; appointment, promotion, and tenure (APT) material, including appointment letters; faculty review files; leave without pay and sabbatical requests; Performance Review and Development files; and letters of resignation, retirement, transfer, and/or dismissal.	Center on Aging to retain for 10 years after termination of employment, then destroy. Office of Record for APT material is the Office of the Vice President for Academic Affairs.
4	Search Committee Files - search committee materials for faculty, administrators, and exempt staff. Consists of advertisements, final recommendation of the committee, meeting minutes containing final recommendation data, voting results, top candidate resumes (top 5 or 2 only - depending on size of search), and all information on appointed candidate.	Center on Aging to retain listed material for 10 years, then destroy. Other material to be destroyed after 1 year.
5	Purchasing and Accounting Records - internal account records, including copies of requisitions, invoices, packing slips, honoraria payments, contract items, revolving fund, special payments, periodic financial reports, telecommunication service and equipment bills, budget items including amendments and estimates, and other data.	Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record for HM, LM, and SM Small Procurement Orders is the Center on Aging. Office of Record for purchase orders is Procurement and Supply. Office of Record for accounting material is Comptroller, Budget and Fiscal Analysis, or Communication and Business Services.
6	Departmental Publications - newsletters, technical reports, brochures, annual reports, and other material published by the Center on Aging.	Forward a copy of publication to the University Archives at the University of Maryland at the time of publication for permanent retention. Screen annually and destroy remaining material for which no further reference is required.

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION**

Schedule No.: 2037

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**RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET) DGS 550-1A (REV. 10/92)**

Item No.	Description	Retention
8	Academic Files for Graduate Students – advising records and correspondence related to academic activity.	Retain academic files for 4 years after student leaves program (usually graduation), then destroy.
9	Course Syllabi - booklet including program requirements, study guide, suggestions for individual study, and list of required reading material.	Center on Aging to retain for 10 years, then destroy.
10	Supplemental Grade Reports - grade change reports.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the College of Health and Human Performance, Dean's Office.
11	<p>Contract and Grant Files - records that document contracts and grants received by the Center on Aging 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.</p> <p><b>If University Archives at the University of Maryland are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available at the University of Maryland, material having limited retention (i.e. 25 years) will be transferred to the State Records Center in Jessup.</b></p>	<p>Retain state contract and grant files for 3 years after the close of the contract, then destroy. For federal contract and grant files, adhere to the retention standards established in OMB Circular No. A-110, Subpart C (attached).</p> <p><b>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.</b></p>

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.

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		<b>UNIVERSITY OF MARYLAND</b>  <b>COLLEGE PARK</b>		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>11</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs/Health & Human Perf.		3. UNIT Center on Aging	
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>1980</u> TO <u>1998</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 containing 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 Center on Aging.					
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 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</u>			
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)  Building 255, Second Floor, Room 2367			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 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 that material for which no further reference is required. Remaining material having continuing administrative or legal value to be kept in paper by the Center on Aging for 25 years, then destroyed. Material deemed to have historical value should be sent to University Archives at the University of Maryland for permanent retention.		
19. NAME AND TITLE OF PREPARER Jim Zink Faculty Research Assistant		20. TELEPHONE NUMBER  301/405-2529		21. DATE  July 14, 1998	

\* 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.**

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		<b>UNIVERSITY OF MARYLAND</b>  <b>COLLEGE PARK</b>		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>2A</u> OF <u>20</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs/Health & Human Perf.		3. UNIT Center on Aging	
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 - Timekeeping Records				5. EARLIEST YEAR/LATEST YEAR <u>1995</u> TO <u>1998</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.)  Individual sheets approved by the supervisor that show leave taken and hours worked for student, if and when, contractual, non-exempt, and exempt 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>1/2</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) Folder  <u>1</u> NUMBER					
11. FILE IS USED BI-WEEKLY <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>6.25</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 255, Second Floor, Room 2367			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO HLHP, DEAN'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 checked="" 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  College of Health and Human Performance, Dean's Office to retain for 6 years, 3 months and until audit requirements are met, then destroy.		
19. NAME AND TITLE OF PREPARER Jim Zink Faculty Research Assistant		20. TELEPHONE NUMBER  301/405-2529		21. DATE  July 14, 1998	

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<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	<b>UNIVERSITY OF MARYLAND</b>  <b>COLLEGE PARK</b>	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>2B</u> OF <u>20</u>
1. AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs/Health & Human Perf.	3. UNIT Center on Aging
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 - Faculty Time Reports		5. EARLIEST YEAR/LATEST YEAR <u>1987</u> TO <u>1998</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.)  Monthly reports showing days worked and leave taken by faculty members.		
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 type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Folders</u>  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>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>5</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 255, Second Floor, Room 2367		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  Center on Aging to retain individual monthly reports for 6 years, 3 months and until audit requirements are met, then destroy. Retain summary records of monthly time reports until the faculty member leaves employment, then destroy.
19. NAME AND TITLE OF PREPARER Jim Zink Faculty Research Assistant	20. TELEPHONE NUMBER  301/405-2529	21. DATE  July 15, 1998

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



<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	<b>UNIVERSITY OF MARYLAND</b>  <b>COLLEGE PARK</b>	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>  3  </u> OF <u>  11  </u>
1. AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs/Health & Human Perf.	3. UNIT Center on Aging
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 Personnel Files	5. EARLIEST YEAR/LATEST YEAR <u>  1977  </u> TO <u>  1998  </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.) Folders prepared upon the commencement of employment, including any of the following items: application and resume; appointment letter; reference checks; payroll form; 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; efficiency ratings; EOE statistical reports; health insurance benefits forms; leave forms; orientation and training material; position history; promotions and reclassifications; suggestion file; summer employment material; appointment, promotion, and tenure (APT) material, including appointment letters; faculty review files; leave without pay and sabbatical requests; Performance Review and Development files; and letters of resignation, retirement, transfer, and/or dismissal		
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>  4  </u> NUMBER <hr/> 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 checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <span style="float:right">after termination of employment</span> <u>  10  </u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 255, First and Second Floors, Rooms 1241D and 2367	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 Center on Aging to retain for 10 years after termination of employment, then destroy. Office of Record for APT material is the Office of the Vice President for Academic Affairs.	
19. NAME AND TITLE OF PREPARER Jim Zink Faculty Research Assistant	20. TELEPHONE NUMBER  301/405-2529	21. DATE  July 15, 1998

\* 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.**

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		<b>UNIVERSITY OF MARYLAND</b>  <b>COLLEGE PARK</b>		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>4</u> OF <u>11</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs/Health & Human Perf.		3. UNIT Center on Aging	
<b>DEFINITION - RECORD SERIES:</b>		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>1994</u> TO <u>1998</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.)  Search committee materials for faculty, administrators, and exempt staff. Consists of advertisements, final recommendation of the committee, meeting minutes containing final recommendation data, voting results, top candidate resumes (top 5 or 2 only - depending on size of search), 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 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 1/2</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY) _____	
		10. ANNUAL ACCUMULATION  <u>1/4</u> <input checked="" type="checkbox"/> FILE DRAWER(S) NUMBER <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 type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1 or 10</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 255, First and Second Floors, Rooms 1241B and 2367			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 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  Center on Aging to retain listed material for 10 years, then destroy. Other material to be destroyed after 1 year.		
19. NAME AND TITLE OF PREPARER Jim Zink Faculty Research Assistant		20. TELEPHONE NUMBER  301/405-2529		21. DATE  July 15, 1998	

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<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		<b>UNIVERSITY OF MARYLAND</b>  <b>COLLEGE PARK</b>		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>5</u> OF <u>11</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs/Health & Human Perf.		3. UNIT Center on Aging	
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 and Accounting Records				5. EARLIEST YEAR/LATEST YEAR <u>1988</u> TO <u>1998</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, including copies of requisitions, invoices, packing slips, honoraria payments, contract items, revolving fund, special payments, periodic financial reports, telecommunication service and equipment bills, budget items including amendments and estimates, and other data					
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 1/2</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>2</u> NUMBER <u>Folders</u>			
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>6.25</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 255, First and Second Floors, Rooms 1241D and 2367			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO    Procurement, Comptroller, BFA, DCBS		
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 checked="" 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 6 years, 3 months and until audit requirements are met, then destroy. Office of Record for HM, LM, and SM Small Procurement Orders is the Center on Aging. Office of Record for purchase orders is Procurement and Supply. Office of Record for accounting material is Comptroller, Budget and Fiscal Analysis, or Communication and Business Services.		
19. NAME AND TITLE OF PREPARER Jim Zink Faculty Research Assistant		20. TELEPHONE NUMBER  301/405-2529		21. DATE  July 15, 1998	

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<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		<b>UNIVERSITY OF MARYLAND</b>  <b>COLLEGE PARK</b>		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>6</u> OF <u>11</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs/Health & Human Perf.		3. UNIT Center on Aging	
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 Departmental Publications				5. EARLIEST YEAR/LATEST YEAR <u>1992</u> TO <u>1998</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.)  Newsletters, technical reports, brochures, annual reports, and other material published by the Center on Aging.					
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>1/2</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) <b>Folder</b>			
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" 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)  Building 255, Second Floor, Room 2367			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) &amp; 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? <small>(IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)</small> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION  Forward a copy of publication to the University Archives at the University of Maryland at the time of publication for permanent retention. Screen annually and destroy remaining material for which no further reference is required.		
19. NAME AND TITLE OF PREPARER Jim Zink Faculty Research Assistant		20. TELEPHONE NUMBER  301/405-2529		21. DATE  July 15, 1998	

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<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		<b>UNIVERSITY OF MARYLAND</b>  <b>COLLEGE PARK</b>		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>7</u> OF <u>11</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs/Health & Human Perf.		3. UNIT Center on Aging	
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 Field Placement Reports for Graduate Gerontological Certificate Students				5. EARLIEST YEAR/LATEST YEAR <u>1996</u> TO <u>1998</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.)  Field Placement Reports for Graduate Gerontological Certificate Students					
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 type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Binders</u>  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>Binders</u>	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>6</u> NUMBER <input checked="" type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 255, Second Floor, Room 2367			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 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  Professors to retain reports for one full semester after the course has ended, then destroy. (Destroy Spring and Summer reports at the end of the Fall semester; destroy Fall and Winter reports at the end of the Spring semester.)		
19. NAME AND TITLE OF PREPARER Jim Zink Faculty Research Assistant		20. TELEPHONE NUMBER  301/405-2529		21. DATE  July 15, 1998	

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<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		<b>UNIVERSITY OF MARYLAND</b>  <b>COLLEGE PARK</b>		<b>AGENCY RECORDS INVENTORY</b>	
		PAGE <u>8</u> OF <u>11</u>			
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs/Health & Human Perf.		3. UNIT Center on Aging	
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 Academic Files for Graduate Students				5. EARLIEST YEAR/LATEST YEAR <u>1994</u> TO <u>1998</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.)  Advising records and correspondence related to academic activity.					
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>1</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>6</u> NUMBER Folders			
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER    AFTER STUDENT LEAVES PROGRAM <u>4</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) PROGRAM NUMBER		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 255, Second Floor, Room 2367			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* (IF YES, CITE LAW(S) & REGULATIONS) <input type="checkbox"/> YES <input type="checkbox"/> NO  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 academic files for 4 years after student leaves program (usually graduation), then destroy.		
19. NAME AND TITLE OF PREPARER Jim Zink Faculty Research Assistant		20. TELEPHONE NUMBER  301/405-2529		21. DATE  July 15, 1998	

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1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs/Health & Human Perf.		3. UNIT Center on Aging	
<b>DEFINITION - RECORD SERIES:</b>		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 Course Syllabi			5. EARLIEST YEAR/LATEST YEAR <u>1995</u> TO <u>1998</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.)  Booklet including program requirements, study guide, suggestions for individual study, and list of required reading 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 checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>File</u>	
		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>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>10</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 255, Second Floor, Room 2367			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 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  Center on Aging to retain for 10 years, then destroy.		
19. NAME AND TITLE OF PREPARER Jim Zink Faculty Research Assistant		20. TELEPHONE NUMBER  301/405-2529		21. DATE  July 15, 1998	

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