

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No.: 2374 Page 1 of 27
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Agency: University of Maryland College Park	Division/Unit: All Units
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Item No.	Description	Retention
Administrative Records		
1	General Files – alpha, subject, administrative, and chronological files containing original incoming and copies of outgoing correspondence, reports, memoranda, e-mail, statistics, proposals, procedure statements, special projects, general operational files, and substantive material concerning the operation of the unit that maintains it.	Screen regularly and destroy that material for which no further reference is required. Material deemed to have historical or permanent administrative value to be sent to University Archives at the University of Maryland for permanent retention.
2	Meeting Minutes – documentation of discussion and action taken at meetings.	Units to retain for 5 years, then send to University Archives at the University of Maryland for permanent retention.
3	Unit Publications – newsletters, technical reports, brochures, annual reports, committee reports, commission reports, reference material, performance programs, press releases, media guides, game day programs, posters, and other material published by the unit.	Forward copy of publications to 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.
4	University Policies	Retain until superseded, then destroy. Forward copy of policies to University Archives at the University of Maryland for permanent retention.
5	Accreditation Files – accreditation standards, standards status reports, proof of compliance for purposes of accreditation, self-study material, and accreditation reports.	Retain for 1 year after subsequent reaccreditation, then send to University Archives at the University of Maryland for permanent retention.

Authorized by Department Head or Designated Representative Signature: <u>N/A</u> Title: <u>N/A</u> Date: <u>N/A</u> Authorized by Vice President of Administrative Affairs Date: <u>9/9/05</u> Signature: <u>John Farley</u> Type Name: <u>John Farley</u> Title: <u>Assistant Vice President</u>	Schedule Authorized by State Archivist Date: <u>13 Apr 06</u> Signature: <u>Edward C. Pappas</u>
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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Page 2 of 27
Item No.	Description	Retention
6	Consulting Reports for Faculty and Exempt Staff Members – individual reports and unit summaries on consulting.	Retain for 5 years, then destroy.
7	Card and Key Requests	Destroy after processing.
8	Card and Key Issue Forms	Units to retain until card/key is returned, then destroy.
9	Card and Key Creation and Issuance Records	Department of Public Safety (Office of Record) to retain for 15 years, then destroy.
10	Card and Key Pickup Sheet – signed record indicating receipt of cards and keys from the Department of Public Safety.	Department of Public Safety (Office of Record) to retain for 2 years, then destroy.
11	Key Sign-Out Sheets – records of usage of keys.	Retain for 6 months, then destroy.
12	Vehicle Sign-Out Sheets – sign-out sheets recording use of vehicles, including the name of the individual using the vehicle and the dates/times the vehicle was taken out and returned.	Retain for 1 year, then destroy.
13	Vehicle Records – acquisition records; vehicle mileage reports; inspection, maintenance, and repair reports; titles; and accident reports, investigations, and claims.	Units to destroy vehicle records upon disposal of vehicle. Department of Environmental Safety (Office of Record) to retain accident reports, investigations, and claims for 3 years after accident, then destroy. Motor Transportation Services (Office of Record) to retain vehicle title until vehicle is disposed of, then transfer title. Motor Transportation Services to retain copy of vehicle title for 3 years after vehicle disposal for vehicles purchased with State/University funds and for 10 years after disposal for vehicles purchased with federal and other sponsored funds, then destroy.
14	Equipment Maintenance and Repair Reports – records of chargeable and non-chargeable service calls for equipment maintenance and repair.	Retain for 3 years or until equipment is no longer in use (whichever is less), then destroy.
15	Alumni Material – event and project files, correspondence, reunion files, alumni cultivation files, and other alumni records.	Screen annually and destroy that material for which no further reference is required. Material deemed to have historical or permanent administrative value to be sent to University Archives at the University of Maryland for permanent retention.
16	Board of Visitors Files – biographies, correspondence, press releases, and news clippings.	Retain for 5 years, then send to University Archives at the University of Maryland for permanent retention.

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17	Faculty and Staff Parking Registration Material – applications by faculty and staff members requesting a parking permit.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Department of Transportation Services.
18	Student Parking Registration Material – requests by students for a parking permit.	Department of Transportation Services to retain for 5 years and until audit requirements are met, then destroy.
19	Temporary Medical Parking Permit Requests – applications requesting a temporary parking assignment permit with the approval of the University of Maryland Health Center.	Department of Transportation Services to retain for 1 year, then destroy.
20	Special Projects Parking Permit Requests – applications requesting the registration of visitors, service/technician representatives, faculty, staff, alumni, emeritus faculty, construction workers, etc.	Department of Transportation Services to retain for 3 years and until audit requirements are met, then destroy.
21	Parking Registration Exception Requests – requests by students ineligible to register for parking for an exception to the policy.	Department of Transportation Services to retain for 1 year, then destroy.
22	Vehicle Information Record – completed vehicle information record, backup material, and registered owner detail.	Department of Transportation Services to retain for 5 years and until audit requirements are met, then destroy.
23	Monthly Parking Agreement – agreement signed by customers to arrange for monthly parking.	Department of Transportation Services to retain for 3 years and until audit requirements are met, then destroy.
24	Carpool Program Applications – requests to obtain a carpool permit, which allows parking in closer lots.	Department of Transportation Services to retain for 1 year, then destroy.
25	Record of Impoundment – record of towing and release of vehicles.	Department of Transportation Services to retain for 5 years and until audit requirements are met, then destroy.
26	Parking Violation Notices – original, paid, and voided parking tickets.	Department of Transportation Services to retain for 10 years and until audit requirements are met, then destroy.
27	Ticket Appeals – parking ticket review material, including incoming correspondence pertaining to high-fine violations and archival printouts reflecting adjudicated tickets.	Destroy correspondence relating to voided tickets and general violations (low-fine) after resolution. Department of Transportation Services to retain other material for 3 years and until audit requirements are met, then destroy.

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28	Ticket Abatement – list of uncollected parking tickets that are 3 years old or older.	Department of Transportation Services to retain for 3 years and until audit requirements are met, then destroy.
29	Archival Summaries of Parking Records – summaries of Parking Violation Notices; tickets and subsequent resolution; relevant information stemming from applications for parking permits; Department of Transportation Services address file of people not in the University System of Maryland; and statistical reports of information collected.	Department of Transportation Services to retain for 5 years and until audit requirements are met, then destroy.
30	Records Management Material – original records retention and disposal schedules for the University of Maryland, College Park; original certificates of records disposal; agency records inventory forms; copy of statewide records inventory reports submitted by the University of Maryland, College Park; and other pertinent supporting material.	Retain for 10 years, then destroy. Office of Record for original certificates of records disposal and agency records inventory forms is the Unit. Office of Record for other material is the Department of Business Services.
31	Hazardous Material and Environmental Safety Files – reports and other pertinent material related to asbestos, laboratory safety (including laboratory training, files, inventory records, laboratory survey records, radiation user authorization, etc.), biohazard safety, lead safety, assurance of hazardous procedures, incidence reports, permits, hazardous waste, radioactive waste, industrial hygiene, PCB transformer information, facility permits, civil defense material, and other related material.	Retain permanently in secure, fireproof location. Transfer material to University Archives at the University of Maryland as space availability requires.
32	Patient Records – medical records.	Retain and destroy medical records in accordance with the Annotated Code of Maryland s. 4-403 and the Health Insurance Portability and Accountability Act (HIPAA). Retain employee medical records related to environmental or health exposure for 30 years after termination of employment, then destroy. Office of Record for employee medical records related to environmental or health exposure is the University Health Center.
33	Maryland Fire and Rescue Institute Facility Use Reports – logistical support requests for classes, courses required, facility used, equipment to be used, and vehicles needed to support classes.	Retain for 3 years, then destroy.
34	Ombuds Office Client Files – material related to individual cases handled by the Ombuds Office.	Retain for 10 years, then destroy.

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35	President's Office of Legal Affairs Case Files – legal case files containing original correspondence, administrative correspondence, court decisions, evidence, and privileged attorney-client information.	Retain for 3 years in the President's Office of Legal Affairs, then send material with administrative, legal, and/or historical value to University Archives at the University of Maryland. President's Office of Legal Affairs to destroy remaining material. University Archives to retain transferred material for 7 additional years, then destroy material without permanent value. Remaining material to be kept permanently by University Archives at the University of Maryland.
36	President's Office of Legal Affairs Contract Files – legal contract files negotiated on behalf of the University of Maryland containing attorney notes of negotiations, correspondence, and original contracts.	Retain for 3 years in the President's Office of Legal Affairs, then send material with administrative, legal, and/or historical value to University Archives at the University of Maryland. President's Office of Legal Affairs to destroy remaining material. University Archives to retain transferred material for 7 additional years, then destroy material without permanent value. Remaining material to be kept permanently by University Archives at the University of Maryland.
37	Discrimination Complaint Files – includes complaint, investigation notes and evaluation, letter of findings, interview notes, and any related correspondence.	Retain for 5 years after case is closed, then destroy. If other cases related to the respondent exist, retain material for all cases until 5 years after the last case is closed, then destroy.
38	Legislative Audit Files	Units to retain for 3 years, then destroy. Office of Record is the Maryland General Assembly Office of Legislative Audits.
39	University System of Maryland Audit Files	Units to retain for 3 years, then destroy. Office of Record is the University System of Maryland.

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Facilities Management Records		
40	Energy Reports	Retain for 25 years, then destroy.
41	Facilities Management Funding Documentation – copies of Board of Public Works letters to Department of General Services and approval of funds transfers, copies of selected Requests for Services general back-up authorization information that does not become part of Financial files, copies of State funding and University System of Maryland Bond history, University System of Maryland-funded construction program “Project and Account Initiation Agreement” documents, Board of Regents approvals, and Maryland Legislative submissions and approvals.	Retain for 5 years from the date that the project is completed, then destroy.
42	Facilities Management Project Management Unit’s Project Files A. Requests for Estimates – individual files identified by work request (D-Log) numbers, campus, department, and building number. Includes change requests, schedules, diagrams, drawings, financial data, etc. B. Requests for Services – individual files identified by work request (D-Log) numbers, campus, department, and building number. Includes change requests, schedules, diagrams, drawings, financial data, correspondence, etc.	Retain in Facilities Management for 5 years after project completion or after placed in an inactive status, then send to the State Records Center for an additional 10 years, then destroy.
43	Facilities Management Design Files – design program, architect/engineer selection and design contract award, design meeting minutes, drawing and specification reviews, correspondence, approval of construction documents, advertisement of project, receipt of bid proposals, and recommendation of construction award.	Screen upon completion of project and destroy that material for which no further reference is required, e.g., duplicates, progress prints, personal notes, etc. Remaining material having continuing value to be microfilmed one year after building occupancy for permanent retention in University Archives at the University of Maryland. Retain specifications and 100% contract drawings in paper form for 5 years after building occupancy, then destroy. Destroy remaining material after it has been microfilmed.
44	Facilities Management Programming and Design Unit’s Building Project Files – construction contracts, work initiation meeting minutes, construction change orders, design files, invoices, progress photos, final building punchout records, building completion and acceptance, and contractor evaluations.	Retain files for 2 years after building completion, then destroy.

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45	Campus Maps – building names and numbers, topological surveys, site borings, steam lines, water lines, gas lines, electric service lines, telephone/video service lines, sanitary sewer lines, storm sewer lines, and central control and monitoring service.	Retain permanently in Facilities Management. Retain microfilmed set permanently in University Archives at the University of Maryland.
46	As-Built Drawings – as-built drawings for the University of Maryland, College Park; University of Maryland, Baltimore County; Bowie State University; Salisbury University; University of Maryland Center for Environmental Science Horn Point Laboratory; University of Maryland Eastern Shore; and Frostburg State University.	Retain permanently in paper form in Facilities Management. Retain microfilmed set permanently in University Archives at the University of Maryland.
47	Construction Documents – contract information, bid proposals, pre-bid documents, minutes, building permits, as-built files, shop drawings, requests for information, change orders/proposals, design files, construction change bulletins and schedules, progress photos, inspection reports, field/non-compliance reports, certified payrolls, payment invoices, outage notices, project orders, submittal proposals, testing/inspection reports, quality assurance/quality control, guarantees/warranties, building acceptance documents, final punch lists, contractors' evaluations, and equipment manuals.	Screen upon building completion and destroy that material for which no further reference is required, e.g., duplicates, progress prints, personal notes, etc. Retain historically significant drawings and specifications permanently in paper and microfilm at University Archives at the University of Maryland. Retain manuals for the life of the equipment, then destroy. Remaining material with non-historical value to be retained for 15 years, then destroyed. Remaining material with historical value to be microfilmed for permanent retention in University Archives at the University of Maryland.
48	Campus and Project Photography – photographic documentation of the general University of Maryland campus (aerial, districts, landscapes, buildings, architectural features) and projects (landscape and site development, buildings and structures including new and renovations/additions).	Retain in Facilities Management until inactive, then transfer to University Archives at the University of Maryland for permanent retention.
49	Tape Backup of Facilities Management Local Area Network Servers – files include project data, word processing documents, spreadsheets, and Computer-Aided Design and Drafting (CADD) material.	Retain backup tapes for 10 years, then destroy.
50	Work Orders and Requests for Facilities Management Services	Retain for 3 years and until audit requirements are met, then destroy.

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51	Department of Facilities Planning Building Project Files – building files, capital programs files, facilities planning files, working group files, land files, lease files, site files, safety files, utility files, small-scale drawings, Teaching Facilities Committee files, University System of Maryland construction program material, building inventory lists and reports, environmental issues files, and capital improvement files.	Retain in the Department of Facilities Planning until project is completed, then screen to remove that material for which no further reference is required. Consult with University Archivist to determine which material has historical value and send that material to University Archives at the University of Maryland for permanent retention. Retain remaining material for 25 years, then destroy.
52	Facilities Management Operating Account and Planning & Construction Project Files – funding documentation, contract files, invoices, certified payroll for contractors, project correspondence, requests for reimbursement from bond and general construction loan funds, and cost cards.	Retain operating account records for 10 years and until audit requirements are met, then destroy. Retain planning & construction project files for 5 years from the date the project is completed, then destroy.
Faculty and Academic Records		
53	Faculty Evaluations – surveys completed by students to evaluate teaching of faculty members.	Office of Record to retain for 10 years after survey is completed or for 3 years after termination of faculty member (whichever is less), then destroy.
54	Faculty Files – resumes; appointment, promotion, and tenure (APT) material, including appointment letters; and leave without pay and sabbatical requests.	Retain for 3 years after termination of employment, then destroy. Office of Record for APT material is the Office of the Vice President for Academic Affairs.
55	Faculty Appointment, Promotion, and Tenure Files – includes files for faculty members currently employed, those with emeriti status, and those no longer with the University of Maryland.	Retain permanently in the Office of the Vice President for Academic Affairs. Retain duplicate copy permanently in University Archives at the University of Maryland. Files prior to April 5, 1989 are retained permanently in the University System of Maryland Archives.
56	Faculty Review Files – records completed annually by each faculty member reflecting courses taught, number of credit hours, and number of students enrolled by class; administrative assignments; number of currently enrolled undergraduate and graduate students advised; names of graduate students who graduated from program; research including books and articles published; consultation; paid and unpaid State services performed; and University of Maryland services performed.	Retain for 3 years after termination of employment, then destroy.

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57	Faculty Merit Files – records on individual faculty members used to determine merit pay raises.	Retain for 3 years, then destroy.
58	Course Final Exams – copy of course final exam with correct answers included.	Office of Record to retain for 10 years, then destroy.
59	Course Syllabi	Retain until revised or course is discontinued, then destroy.
60	Comprehensive Examinations – exams that determine whether a student advances to candidacy for a doctoral degree.	Retain for 10 years, then destroy. Office of Record is the Department that administered the exam.
61	Theses and Dissertations	Retain permanently in University of Maryland Libraries.
62	Graded Final Examinations of Undergraduate and Graduate Students – graded final examinations not returned to undergraduate and graduate students.	Professors to retain final examinations for one full semester after the course has ended, then destroy. (Destroy Spring and Summer final examinations at the end of the Fall semester; destroy Fall and Winter final examinations at the end of the Spring semester.)
63	Graded Coursework of Undergraduate and Graduate Students – graded materials not returned to undergraduate and graduate students.	Professors to retain graded materials (excluding final examinations) for 30 working days (6 weeks) after the first day of instruction of the next semester, then destroy. (Destroy Spring and Summer graded material 30 working days after the first day of instruction of the Fall semester. Destroy Fall and Winter graded material 30 working days after the first day of instruction of the Spring semester.)
64	Experiential Learning Records – files for students receiving course credit for work experience. Includes experiential work contracts, evaluations, and grade reports.	Retain for 7 years after end of semester in which course credit was awarded, then destroy.
65	Academic Files for Undergraduate or Graduate Students – applications and supporting material, advising records, dissertation committee material, exception to policy requests, and correspondence related to academic activity.	Retain for 5 years after student leaves the University of Maryland, then destroy.
66	Scholarship / Award Files – correspondence, applications, essays, recommendations, resumes, and other materials.	Retain for 3 years and until audit requirements are met, then destroy.

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67	Application Material of Prospective Students – student application form, transcripts, letters of recommendation, standardized test scores, statements of purpose, enrollment planner, residency information, athletic material, and merit-based award forms.	Transfer material of enrolled applicants to students' academic file upon matriculation. Retain material of applicants who do not enroll for 1 year after application term, then destroy. Office of Record is the Office of the Registrar.
68	Student Orientation Files – student and parent rosters used to verify attendance at orientation programs.	Retain for 3 years, then destroy.
69	Student Orientation Sign-Up Cards – contains student's name, Social Security Number, charges incurred, whether a new or transfer student, number of family members registering, date of attendance, additional nights in residence hall requested, charge reminders given, acknowledgement of charges, student's major, cancellations, and date changes.	Retain for 3 years and until audit requirements are met, then destroy.
70	Office of Judicial Programs and Student Ethical Development Case Files – summary reports of student judicial cases.	Office of Judicial Programs and Student Ethical Development to retain in electronic form for 3 years, then destroy.
71	Graduate School Grading Complaints – complaints by graduate students regarding arbitrary and capricious grading.	Graduate School to retain for 3 years after submission of complaint, then destroy.
72	Request for Exception to Policy – requests made by students for an exception to University policy.	Retain for 5 years after date of request, then destroy.
73	Application for Credit by Examination	Retain for 5 years after application is filed, then destroy.
74	Individual Studies Program Files – student files containing the requirements for individual students to obtain a degree through the Individual Studies Program.	Retain for 20 years after requirements are approved, then destroy.
75	Advise-5 Volunteer Records – files regarding volunteers who advise students in the Division of Letters and Sciences.	Retain for 10 years after volunteer leaves the program, then destroy.
76	Study Abroad Records – files of students studying outside of the United States, including transcripts and other pertinent information.	Forward transcripts to the Office of the Registrar for permanent retention. Retain other material for 5 years after student returns to the United States, then destroy.
77	Office of International Affairs Country Files – exchange agreements, information concerning universities in different countries, correspondence with universities in different countries, and material relating to contacts in other countries.	Office of International Affairs to retain for 25 years, then send to University Archives at the University of Maryland for permanent retention.

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78	Fulbright Files – material pertaining to the Fulbright program, including proposals, awards of fellowships, newsletters, directories of scholars and members, correspondence with visiting scholars, and research focus of scholars.	Office of International Affairs to retain for 25 years, then send to University Archives at the University of Maryland for permanent retention.
79	Immigration Records – H-1 petitions and applications for Permanent Residency and copies of I-20s and IAPs for students and scholars.	Retain H-1 petitions and applications for Permanent Residency for 6 years after filed, then destroy. Retain I-20s and IAPs for 10 years, then destroy. Office of Record for I-20s, H-1 petitions, and applications for Permanent Residency is U.S. Citizenship and Immigration Services (USCIS). Office of Record for IAPs is U.S.I.A.
80	Maryland Fire and Rescue Institute Contract Class Files – student sign-in sheets, class enrollment list, class rosters, make-up forms, skill cards, student evaluation, and copy of certificate given.	Retain for 5 years, then destroy.
81	Maryland Fire and Rescue Institute Seminar Files – student sign-in sheets, class enrollment list, skill cards, student evaluation, copy of certificate given, accounting records, medical forms, and examinations.	Retain for 3 years and until audit requirements are met, then destroy.
82	Maryland Fire and Rescue Institute Field Program Class Files – examination answer sheet, registration forms, Verification of Membership forms, student sign-in sheets, grade sheets, class and faculty evaluations, and make-up class forms.	Retain for 5 years, then destroy.
83	Course Approval Information – new courses and changes to courses approved by the Vice President’s Advisory Committee.	Retain in Units for 5 years, then send to University Archives at the University of Maryland for permanent retention. Office of Record is Academic Affairs.
84	Human Subject Files – records detailing work done by students and faculty on human subjects, review of research, and permission given by Institutional Review Board.	Retain for 10 years after completion of research, then destroy.

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Financial Records		
85	<p>Financial Records – abandoned property records, account transactions, accounts receivable material, bad check records, bank books and statements, bank debit/credit memoranda, cancelled checks, cash income reports, cash register reports, cashier settlement sheets/certificates of deposit, Central Billing transactions, charges to other units/organizations for equipment/services and associated backup, check copies, check lists, check stubs, checkbooks and related data, contract items/transactions, courtesy certificate of deposit registrations, credit card sales/receipts, credits, deposits, disbursement vouchers, endowment correspondence relating to the dispensation of revenue, financial aid records, financial management system access forms, honoraria payments, inventory data, journal vouchers, miscellaneous payment requests, packing slips, payroll transfers, periodic financial reports, Perkins assignments, petty cash documentation, photocopier meter readings, receipts, reconciliations, refunds, returned checks, revolving fund material, sales records, scholarship account records, special payments, State Central Collection Unit transactions and bankrupt and return files, student account material, student check receipts, student loan material, suspense reports, Travel Card logs and supporting receipts, trial balance sheets, working fund records, 1099 change forms, and other financial material.</p>	<p>For State/University accounts, retain for 3 years and until audit requirements are met, then destroy. For federal and other sponsored accounts, retain for 5 years after the close of the contract or for 10 years after the date of record creation (whichever is less), then destroy. Retain federal financial aid material for 5 years and until audit requirements are met, then destroy. Retain accounts receivable material for 3 years after payment is received and until audit requirements are met, then destroy. Office of Record for billing backup is the Department. Office of Record for other financial material is the Office of the Comptroller.</p>
86	<p>Payroll Records – journals, statements of payroll charges, one pay certification cards, check register, and other internal adjustment forms.</p>	<p>For State/University accounts, retain for 3 years and until audit requirements are met, then destroy. For federal and other sponsored accounts, retain for 5 years after the close of the contract or for 10 years after the date of record creation (whichever is less), then destroy. Office of Record is Payroll Services.</p>
87	<p>Purchasing Records – purchase orders, requisitions, invoices, purchasing card transaction logs, University of Maryland purchasing cardholder agreements, advertising and bid requests, bids and quotes, bid tabulation records, requests for proposal and vendor responses, notices of award of contract, and purchasing register.</p>	<p>For State/University accounts, retain for 3 years and until audit requirements are met, then destroy. For federal and other sponsored accounts, retain for 5 years after the close of the contract or for 10 years after the date of record creation (whichever is less), then destroy. Office of Record for purchasing card transaction logs and Small Procurement Orders is the Unit. Office of Record for purchase orders is the Department of Procurement and Supply.</p>

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88	Inventory Material – records of capital and sensitive equipment, including disposal of surplus property forms and equipment loan forms.	Retain equipment loan forms until equipment is returned, then destroy. Retain other material for 3 years and until audit requirements are met, then destroy. Office of Record for equipment loan forms is the Unit. Office of Record for capital and sensitive inventory material is Inventory Control, Office of the Comptroller. Office of Record for disposal of surplus property forms is the Department of Procurement and Supply.
89	Budget Material – annual working budgets, annual asking budgets, campus budget amendments, budget histories, budget system material, tuition revenue projections, fringe benefit projections, and indirect cost projections.	For State/University accounts, retain for 3 years and until audit requirements are met, then destroy. For federal and other sponsored accounts, retain for 5 years after the close of the contract or for 10 years after the date of record creation (whichever is less), then destroy. Office of Record is Budget and Fiscal Analysis.
90	Contract and Grant Files – records that document contracts and grants received from any source, including applications, proposals, agreements, research reports, publicity notices, acknowledgments and transfer of funds records, controlling rules and regulations, copy of periodic reports, correspondence, and memoranda.	Retain State contract and grant files for 3 years after the close of the contract, then destroy. For federal and other sponsored contract and grant files, retain for 5 years after the close of the contract, then destroy.
91	Property Files – material relating to the lease/purchase of property by the University of Maryland.	Screen upon completion of lease or purchase and destroy that material for which no further reference is required. Remaining material with non-historical value to be retained for 15 years, then destroyed. Remaining material with historical value to be microfilmed for permanent retention in University Archives at the University of Maryland.
92	Finance Committee Files – minutes, agendas, related working documents, and letters of approval/disapproval regarding items discussed at committee meetings.	Budget and Fiscal Analysis to retain for 5 years, then send to University Archives at the University of Maryland for permanent retention.
93	Revenue Bond Reports	Retain for 10 years and until audit requirements are met, then destroy.
94	Third-Party Telecommunications Billing Magnetic Tapes	Destroy after bill has been run.

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95	Networking and Telecommunications Orders and Bills – requests to install, move, or disconnect data and telecommunications equipment/service; statements of data and telecommunications charges; and documentation of reimbursement made by employees for personal long distance calls.	For State/University accounts, retain for 3 years and until audit requirements are met, then destroy. For federal and other sponsored accounts, retain for 5 years after the close of the contract or for 10 years after the date of record creation (whichever is less), then destroy. Office of Record is the Office of Information Technology.
96	Telecommunications System Accounting Records – computer tape of AT&T network bill, telephone system chargeback summary, end-of-month telephone bill summary, centrex equipment report, telephone bill adjustments, vendor telephone bills, telecommunications pricing sheets billed to Units, and contract items.	For State/University accounts, retain for 3 years and until audit requirements are met, then destroy. For federal and other sponsored accounts, retain for 5 years after the close of the contract or for 10 years after the date of record creation (whichever is less), then destroy. Destroy paper records for end-of-month telephone bill summary after microfiche or digital records are verified. Office of Record is the Office of Information Technology.
97	Tape of Student Telephone Bills and Student Account Adjustments	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Office of Information Technology.

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98	Motor Transportation Services Vehicle Reservation and Rental Material	<p><u>Electronic Records</u></p> <p>Retain all vehicle records, vehicle rental records, vehicle maintenance records, fuel records, and miscellaneous billing records for active vehicles.</p> <p>Upon vehicle disposal, delete vehicle rental records, vehicle maintenance records, fuel records, and miscellaneous billing records for State/University accounts that are more than 3 years old and for federal or other sponsored accounts that are more than 10 years old.</p> <p>Retain remaining vehicle rental records, vehicle maintenance records, fuel records, and miscellaneous billing records for 3 years after record creation for State/University accounts and for 10 years after record creation for federal or other sponsored research accounts, then delete.</p> <p>Retain vehicle records until last rental record, maintenance record, fuel record, or miscellaneous billing record associated with it has been deleted, then delete.</p> <p><u>Paper Records</u></p> <p>Destroy vehicle records, vehicle rental records, vehicle maintenance records, fuel records, and miscellaneous billing records 3 years after record creation for State/University accounts and 10 years after record creation for federal or other sponsored research accounts.</p>
99	Mail Records – daily record of meter register readings, outgoing U.S. Postal Service accountable mail record book, incoming U.S. Postal Service accountable firm book, and miscellaneous mail records.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Department of Business Services.
100	Mailbox Rental Agreements – documentation relating to the rental of mailboxes in the Mail Facility by University-affiliated organizations or individuals.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Department of Business Services.

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101	Departmental Mail Service Charge Cards – cards used by departments to authorize charges for mail services to be billed to a Financial Reporting System (FRS) number.	For State/University accounts, retain for 3 years and until audit requirements are met, then destroy. For federal and other sponsored accounts, retain for 5 years after the close of the contract or for 10 years (whichever is less), then destroy. Office of Record is the Department of Business Services.
102	Approved Travel Requests and Expense Statements – documents evidencing appropriate approval to undertake travel on behalf of the University of Maryland on official business, and documents summarizing expenses for which personal funds have been advanced by the traveler on behalf of the University of Maryland.	For State/University accounts, retain for 3 years after the date of approval of travel request/expense statement and until audit requirements are met, then destroy. For federal and other sponsored accounts, retain for 5 years after the close of the contract or for 10 years after the date of approval of travel request/expense statement (whichever is less), then destroy. Office of Record is the Department of Business Services.
103	Travel Approval Signature Cards – records of the name and signature of the individual with Unit Approving Authority and those other individuals officially designated by the Approving Authority to approve travel requests and expense statements.	Retain for 3 years after card has been superseded and until audit requirements are met, then destroy. Office of Record is the Department of Business Services.
104	Travel Card Invoices – invoices from credit card vendors for travel purchases made for the University of Maryland.	Retain for 3 years and until audit requirements are met, then destroy.
105	Travel Supplier Reports – monthly productivity reports from travel suppliers detailing tickets issued in accordance with University agreements.	Retain for 3 years and until audit requirements are met, then destroy.
106	Vending Material – documentation related to commission payments.	Retain for 3 years and until audit requirements are met, then destroy.
107	Parking Meter Collection Forms, Card Transaction System Reports, and Key Sign-Out Sheets – reports, collection schedules, sign-out sheets, and coin deposit receipts for University meter collection; Card Transaction System reports; and meter key sign-out sheets.	Department of Transportation Services to retain for 3 years and until audit requirements are met, then destroy.
108	Logistics Management Records – inbound and outbound shipment documentation, bills of lading, import and export documentation, freight invoices, delivery tickets, shipment claims, and related shipping/receiving/distribution material.	For State/University accounts, retain for 3 years and until audit requirements are met, then destroy. For federal and other sponsored accounts, retain for 5 years after the close of the contract or for 10 years after the date of record creation (whichever is less), then destroy.

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109	Procurement Contracts – master contracts, construction and non-construction project contracts, freight rate contracts, moving contracts, and related documents.	Retain for 3 years after the close of the contract, then destroy.
110	Procurement and Supply Vendor List – includes goods and services offered by responding vendors and indicates vendor identification of small business and minority business eligibility.	Retain until superseded, then destroy.
111	Payroll Deduction Authorization Forms – applications by a faculty or staff member authorizing the Central Payroll Bureau to initiate or terminate deductions from an employee's paycheck.	Retain for 3 years after the termination of deduction or employment (whichever is first), then destroy.
112	Supplemental Retirement Annuity Authorization Forms	Retain for 1 year after termination of employment, then destroy.
113	Pay Reports – W-2, master exception, labor distribution, check register by Social Security Number, check register by account, and deductions taken.	Retain for 25 years for customer service research, then destroy.
114	Non-Resident Alien Tax Exemption Forms – W-4, 8233, and 1001 Internal Revenue Service forms and Citizenship status forms.	Retain for 10 years and until audit requirements are met, then destroy.
115	Miscellaneous Payroll Services Reports – computer-generated multiple and alphabetical lists, and W-4 reports.	Retain for 6 weeks, then destroy.
116	Office of the Comptroller Systems Payroll Certifications – payroll certification journals, one pay appointment cards, certification cards, overtime sheets, and receipts for University of Maryland Eastern Shore petty cash.	Retain in paper form for 16 weeks, then transfer to microfilm. Retain microfilm for 10 years, then destroy. Destroy paper records upon receipt of microfilm.
117	Office of the Comptroller Sponsored Project Records – accounting-related portion of award agreements, account set-up information, accounting transaction forms, copies of invoices sent to sponsors, correspondence, record of collection activity, reconciliation work papers, financial status reports, and other related information.	Retain in the Office of the Comptroller for 6 years, then for 4 additional years in storage and until audit requirements are met, and then destroy.
118	Office of the Comptroller Work Papers for Restricted Fund Financial Reports, Ad Hoc Studies and Analyses, and Other Periodic Reports/Statements	Retain for 6 years, then destroy.
119	Office of the Comptroller Work Papers for Indirect Cost Study and Rate Proposal, Ad Hoc Studies and Analyses, and Other Periodic Reports/Materials	Retain for 6 years, then destroy.

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120	Effort Report Files – semester-based summaries of payroll account data that list accounts from which faculty, staff, and some graduate students are paid. Effort reports are supporting documentation for the Indirect Cost Study, cost sharing, and effort charged to federal awards.	Retain in the Office of the Comptroller for 6 years, then for 4 additional years in storage and until audit requirements are met, and then destroy.
121	Sponsored Project Equipment Records – material used to prepare equipment reports for federal sponsors annually and when the account is being closed. Includes budget, purchase requisitions, purchase orders, inventory documents, and reports made to sponsoring agencies.	Retain in the Office of the Comptroller for 6 years, then for 4 additional years in storage and until audit requirements are met, and then destroy.
122	Books of Final Entry – ledgers.	Retain in the Office of the Comptroller for 10 years, then send to University Archives at the University of Maryland for permanent retention.
123	Batch Control Daily Reports and Overhead Program	Retain until month end has been successfully completed, then destroy.
124	Batch Sheets and Reports – exception summary sheets, update summary sheets, pension reports, travel batches, ISTORE and VSTORE reports, check cancellation batches, overpayment batches, and medical insurance subsidy report and batches.	Retain for 3 years and until audit requirements are met, then destroy.
125	Financial Records System Documents – account create requests and abandoned property information.	Retain for 25 years or until implementation of new accounting system, then destroy. Retain abandoned property records for 25 years after recovery of funds or attempt to recover has been denied, then destroy.
126	Office of the Comptroller Interface Reports – daily reports supporting interface of the Financial Records System (FRS) to the State’s Accounting and Reporting System (STARS) or the Relational State’s Accounting and Reporting System (RSTARS).	Retain subsets of reversals, transmittals, and RSTARS reports for 3 years, then destroy. Screen other material annually and destroy that material with no further value.
127	Office of the Comptroller Interagency Reports – original RSTARS transaction register, Interagency batches and supporting invoices, transaction reconciliation worksheet files, and summary printouts of annual Interagency activity.	Retain for 3 years and until audit requirements are met, then destroy.

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128	Office of the Comptroller Reconciliation Material – supporting documentation for the Financial Records System (FRS) - Relational State's Accounting and Reporting System (RSTARS) revenue, and expense and cash reconciliation on a monthly basis.	Retain for 3 years and until audit requirements are met, then destroy.
129	Tax Submissions – employee relocation, tuition remission, and athletic ticket forms.	Retain for 10 years and until audit requirements are met, then destroy.
130	Stop Payments, Check Cancellations, and Refunds – documentation for stop payments, check cancellations, and refunds.	Screen annually and destroy material for which no further reference is required. Office of Record is the Central Payroll Bureau.
Human Resources Records		
131	Staff and Student Employee Timekeeping Records and Leave Balances – records approved by the supervisor that show leave taken and hours/duty days worked for student, Contingent Category I, Contingent Category II, and Regular employees; also includes leave balances for those employees eligible to earn leave.	For State/University accounts, retain for 3 years and until audit requirements are met, then destroy. For federal and other sponsored accounts, retain for 5 years after the close of the contract or for 10 years after the date of record creation (whichever is less), then destroy. The Payroll and Human Resources (PHR) System is the system of record for time entry. Offices of Record for time entry are University Human Resources and Payroll Services. For timesheets and leave balances prior to PHR implementation, Office of Record is the Unit.
132	Faculty Time Reports and Leave Balances – monthly reports showing days worked and leave taken by faculty members.	For State/University accounts, retain for 3 years and until audit requirements are met, then destroy. For federal and other sponsored accounts, retain for 5 years after the close of the contract or for 10 years after the date of record creation (whichever is less), then destroy. Office of Record is the Unit.
133	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 2 or 5 only - depending on size of search), and all information on appointed candidate.	Office of Record (generally main office of the unit seeking the candidate) to retain listed material for 5 years, then destroy. Retain other search committee material for 1 year, then destroy.

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134	Position Files – requests for position classification action, lists of eligibles, position numbers, and position descriptions.	Units to retain for 3 years after appointment associated with the position is abolished, then destroy. University Human Resources (Office of Record) to retain position numbers permanently. University Human Resources to retain other position material for 3 years after the appointment associated with the position is abolished.
135	Personnel Files – files prepared upon the commencement of employment, including any of the following items: application and/or resume; appointment letter; reference checks; payroll 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 actions; efficiency ratings; EOE statistical reports; leave forms; orientation and training material; position history; promotions and reclassifications; suggestion file; summer employment material; and letters of resignation, retirement, transfer, and/or dismissal.	Units to retain for 3 years after termination of employment, then destroy. Office of Record for paper records is the Unit. Office of Record for information in the Payroll and Human Resources (PHR) System is University Human Resources.
136	Performance Review and Development Files – evaluations of exempt and non-exempt staff members, which indicate employee performance factors, performance ratings given by the employee's supervisor, and employee development plans.	Retain for 3 years after termination of employment, then destroy. Office of Record is the Unit.
137	Employment Applications – applications for employment by people who were not hired.	Retain applications for 1 year, then destroy.
138	Worker's Compensation First Report of Injury – State of Maryland form that includes the following information: employer's name and State mailing address; insurance policy; employee's name, address, Social Security Number, and occupation; occurrence - place of accident, date of injury/illness; physician's name and address; and hospital's name and address.	Worker's Compensation unit in the Health Center (Office of Record) to retain for 30 years. Units to retain until employee leaves the Unit.

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Information Technology Records		
139	Software Documentation – software documentation for operating systems used in information management including machine specifications, production reports, operating instructions, training materials, reference materials, contracts, and supporting correspondence.	Retain while subject equipment is in use, then destroy.
140	Tape Backup Records – list of files copied onto backup tapes.	Retain until tape is reused, then destroy.
141	Information Technology Shift Log – summary of system problems reported that may continue over more than one operator's shift.	Retain for 6 months, then destroy.
142	Information Technology Problem Reports – records of open and closed problems with information technology systems.	Retain for 2 years, then destroy.
143	Information Technology System Operator Logs – record of system operators' daily activities including routine operational tasks, system problems, and any non-routine occurrences.	Retain for 6 months, then destroy.
144	Information Technology System Downtime Log – record of downtime for system, including notation of time system went down, time operations resumed, and reason for downtime.	Retain for 1 year, then destroy.
145	FCC License Applications	Retain for 25 years, then destroy.
146	Telecommunications Trouble Tickets – requests for telecommunications repair service.	Retain for 3 years, then destroy. Office of Record is the Office of Information Technology.
147	Calling Card Orders – requests for calling cards.	Retain for 3 years after card becomes inactive, then destroy. Office of Record is the Office of Information Technology.

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Library Records		
148	Gifts to the Libraries Material – correspondence, gift agreements, collection inventories, processing notes, publicity materials, and working papers documenting gifts of library materials to the University of Maryland Libraries.	Retain permanently in University of Maryland Libraries.
149	Interlibrary Loan Borrowing Requests – requests generated by University of Maryland patrons to borrow books and other materials from off-campus sources.	Retain for 3 years, then destroy.
150	Filled Interlibrary Loan Requests – requests by non-University of Maryland patrons to borrow books and other materials owned by the University of Maryland Libraries.	Retain for 3 years, then destroy.
151	Backup Logs for the University of Maryland Libraries – records listing dates of backups of the Libraries’ databases and indicating which tapes were used.	Retain until tapes are reused, then destroy.
152	University of Maryland Libraries Transaction Logs – records of interactions of patrons and library materials, including financial transactions and borrowing and returning of items.	Retain for 3 years and until audit requirements are met, then destroy.
153	University of Maryland Libraries Patron Information – names and contact information of patrons.	Retain in paper for 6 months, then destroy. Retain in electronic form on a perpetual basis, destroy as borrower becomes inactive.
154	University of Maryland Libraries Patron Notices – copies of recall, availability, and overdue notices sent to patrons.	Retain for 3 years and until audit requirements are met, then destroy.
155	University of Maryland Libraries Collection Information Reports – reports listing temporary conversion records (TCR) created and books identified as missing.	Retain TCR reports until online record appears, then destroy. Retain missing book reports for 1 year, then destroy.
156	University of Maryland Libraries Manual Charge Slips for Reserves – records of items on reserve charged out manually to patrons.	Retain for 1 month, then destroy.
157	University of Maryland Libraries Faculty Lists for Reserves – lists of materials that faculty members have requested be held on reserve.	Retain for 2 years, then destroy.

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158	University of Maryland Libraries Statistics – circulation statistics, reserves processing, holds, recalls, temporary conversions, tracers, and claims returned; includes transaction log and snapshots.	Retain for 1 year, then destroy.
159	University of Maryland Libraries Traffic Reports – records of hourly turnstile exit counts.	Retain for current year and previous year, then destroy.
160	University of Maryland Libraries Preservation Treatment Files – records of routine preservation treatments performed on library materials, such as rebinding, reformatting, and enclosing.	Retain for 1 year, then destroy.
161	University of Maryland Libraries Maryland Room Guest Registers – sign-in sheets recording names, addresses, and status of individuals who have used materials serviced in the Maryland Room.	Retain for 7 years, then destroy.
162	University of Maryland Libraries Maryland Room Call Slips – copies of call slips used by patrons to request materials held by the Marylandia and Rare Books Department.	Retain for 7 years, then destroy.
163	University of Maryland Libraries Use and Agreement Forms for Archives and Manuscripts – forms signed by researchers indicating that they have read and agree to abide by the rules established for the use of primary source/original materials; includes user's name, address, and identification information.	Retain permanently in paper form. Transfer periodically from unit to University Archives at the University of Maryland.
164	University of Maryland Libraries Collection and Retrieval Requests for Archives and Manuscripts – records of manuscripts materials, photographs, and memorabilia that have been requested for use by patrons.	Retain permanently in paper form. Transfer periodically from unit to University Archives at the University of Maryland.

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Item No.	Description	Retention
	Student Records	
165	Residency Classification Files – Petition for Change in Residency Classification for Admission, Tuition, and Charge Differential; related correspondence; and supporting documentation, which may include, but is not limited, to copies of the following items: deed, settlement statement, lease agreement and cancelled checks, proof of all income sources, most recently filed federal and state income tax returns, vehicle registration and title, driver’s license, voter’s registration card, and immigration information.	Retain for 3 years after semester of petition, then destroy using a secure method.
166	Student Housing Files – material related to students living in Residence Halls, including contracts and alpha rosters.	Retain alpha rosters for 25 years, then destroy. Retain other material for 3 years, then destroy.
167	Career Center Credential Files – files established by graduating students to support applications for employment or graduate school. Includes personal background data, employment history, scholastic preparation and qualifications, extracurricular interests, and recommendations by faculty members and employers.	Retain in Career Center for 5 years, then forward to State Records Center for an additional 30 years, and then destroy.
168	Health Professions Credential Files – credential files for Pre-Med and Allied Health students.	Retain for 5 years after student graduates, then destroy.
169	Student Activities Files – records that document student activities including officers, meetings, and programs.	Unit to retain for 5 years, then send to University Archives at the University of Maryland for permanent retention.
170	Federal Work Study Files – records that document student acceptance to the program, student evaluations, funding, and position descriptions.	Retain for 7 years after student graduates, then destroy.

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Miscellaneous Records		
171	Donor/Gift Files – records showing name, date, amount, receipt and account number, and related data on gifts to the University by friends, alumni, corporations, associations, or foundations.	Retain for 3 years and until audit requirements are met, then destroy. Material with historical value to be sent to University Archives at the University of Maryland for permanent retention. Office of Record is University Relations.
172	Endowment Material – memorandums of understanding, historical information on donors/recipients, and financial statements.	Retain financial records for 3 years and until audit requirements are met, then destroy. Forward memorandums of understanding and historical information on donors/recipients to University Archives at the University of Maryland for permanent retention.
173	Deed of Gift Records – agreement forms pertaining to donations to the University of Maryland.	Units to retain for 25 years, then send to University Archives at the University of Maryland for permanent retention.
174	Artwork Loan Agreements – forms pertaining to the loan of artworks to The Art Gallery for exhibitions.	Retain for 5 years, then destroy.
175	Flagship Channel Broadcasts – master copies of broadcasts.	Flagship Channel to retain for 25 years, then send to University Archives at the University of Maryland for permanent retention.
176	Flagship Channel Production Calendar – record and schedule of productions.	Flagship Channel to retain for 5 years, then send to University Archives at the University of Maryland for permanent retention.
177	Performance Recordings – recordings of performances by faculty, students, and guest artists.	Retain for 25 years, then send to University Archives at the University of Maryland for permanent retention.
178	Cooperative Extension Service Reporting Forms – forms completed by specialists on a monthly basis accounting for their time and indicating programs held.	Retain for 5 years, then destroy.

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179	Cooperative Extension Service Plans of Work and Narrative Annual Reports – reports completed by county agents.	Retain for 4 years, then send to University Archives at the University of Maryland for permanent retention.
180	Maryland 4-H Foundation, Inc. Program and Fundraising Material – results of contests, program information, and financial records related to program and fundraising events.	Retain financial records in accordance with retentions specified in Financial Records section of this schedule. Forward program and fundraising information to University Archives at the University of Maryland for permanent retention.
181	NCAA Compliance Material – required documentation for the recruiting, eligibility, financial aid, etc. for student-athletes as required by the NCAA.	Retain for 5 years and until audit requirements are met, then destroy.
182	Department of Intercollegiate Athletics Photographs – photographs of teams, coaches, players, fields, and game action.	Department of Intercollegiate Athletics to retain for 25 years, then send to University Archives at the University of Maryland for permanent retention.
183	Department of Intercollegiate Athletics Recordings – recordings of games, interviews, team history, instructional material, press conferences, endorsements, and documentaries.	Department of Intercollegiate Athletics to retain for 25 years, then send to University Archives at the University of Maryland for permanent retention.
184	Department of Intercollegiate Athletics Recordings of Games of Upcoming Opponents and Recruitment-Related Recordings	Department of Intercollegiate Athletics to retain recordings with historical value for 25 years, then send to University Archives at the University of Maryland for permanent retention. Other recording media to be reused as needed, then destroyed.
185	Campus Recreation Services Membership Forms – applications for membership in Campus Recreation Services including payment information and membership release and informed consent document.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Campus Recreation Services.
186	Campus Recreation Services Guest Pass Forms – requests for guest pass including guest release and informed consent document.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Campus Recreation Services.
187	Campus Recreation Services Membership Service Forms – requests for additional services and/or programs by Campus Recreation Services members; includes payment information.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Campus Recreation Services.

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188	Campus Recreation Services Cancellation/Refund Forms – requests for cancellations, refunds, and/or course transfers by Campus Recreation Services members.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Campus Recreation Services.
189	Campus Recreation Services Parental Release and Informed Consent Forms	Retain for 3 years, then destroy. Office of Record is Campus Recreation Services.
190	Campus Recreation Services Sport Club Release and Informed Consent Forms	Retain for 3 years, then destroy. Office of Record is Campus Recreation Services.
191	Maryland Industrial Partnerships Proposals – proposals submitted to Maryland Industrial Partnerships to request funding.	Maryland Industrial Partnerships to retain proposals for which contracts are awarded for 6 years from the date of funding, then transfer to University Archives at the University of Maryland for permanent retention. Maryland Industrial Partnerships to retain non-funded proposals for 5 years, then destroy.
<p>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.</p>		<p>If litigation, claims, complaints, or audits are started before a retention period ends, all related records must be retained until final action is taken.</p>