



legislators; media releases generated by the department or received by the department; Foreign Language Day program materials for high school students; information about visiting lecturers and translation services; information about policies and programs of each language section; university policy statements; information about faculty requests for sabbatical leaves; and miscellaneous correspondence with students such as major information or informal complaints about faculty.

This item supersedes State Records Application 87-63, item 846, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain three (3) years, then dispose of any material no longer having any administrative value and transferring any material with long-term historical value (minutes of meetings, policy formation correspondence, etc.) to the University Archives for permanent retention.

### **580.03 Reports File (Originals and Duplicates)**

Dates: 1970 -  
Volume: 6 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by  
subject, then Chronological  
within subject

This record series consists of College of Liberal arts achievement reports and planning statements; statistical reports generated by the department; university statistical reports such as faculty time wages, credit hours generated; Recourse Allocation Management Planning (RAMP) documents; North Central Association of Colleges and Secondary Schools reports; competency and exit exam reports, proficiency test results and other miscellaneous reports.

This item supersedes State Records Application 87-63, item 847, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain five (5) years, then weed to dispose of duplicate copies of reports that no longer have any administrative value and to transfer any reports with long-term historical value (documenting the growth and development of the department) to the University Archives for permanent retention.

#### **580.04 Personnel Files**

Dates: 1970 -  
Volume: 18 Cu. Ft.  
Annual Accumulation: 3/4 Cu. Ft.  
Arrangement: Alphabetical by name

This record series consists of personnel files of the Foreign Languages and Literatures Department for student workers, civil service employees, faculty and administrative/professional staff, both active and inactive. The files contain applications, curriculum, vitae, correspondence, publications, promotion and tenure information, evaluations and statistical reports for faculty showing the percentage of time spent doing research, teaching, etc.

This item supersedes State Records Application 87-63, item 848, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain five (5) years after separation from employment, then weed the files to retain curriculum vitae and evaluations and dispose of the remainder, provided no litigation is pending or anticipated.

#### **580.05 Expenditure Records (Duplicates)**

Dates: 1970 -  
Volume: 3 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by subject, then Chronological within subject file

This record series consists of the internal fiscal files of the Foreign Languages and Literatures Department, consisting of purchase orders and invoice for equipment, commodities, travel, state and local accounts, special grants, foundation accounts and salary information, etc. Original purchase orders are maintained by the master file for General Accounting, Purchasing and Disbursements.

This item supersedes State Records Application 87-63, item 849, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

#### **580.06 Class Scheduling File (Originals and Duplicates)**

Dates: 1981 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series contains the work copies of the class schedules sent to Admissions and Records for inclusion in the semester schedule of classes, correspondence on teaching assignments and scheduling, and the registration summary received from Admissions and Records.

This item supersedes State Records Application 87-63, item 850, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain three (3) years, then dispose of provided all administrative value has expired.

## **580.07 Payroll Records (Duplicates)**

Dates: 1976 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series contains the computer-generated payroll records which the department verifies for accuracy. The original record is maintained by the Payroll Department as per item 75 of Application 87-66.

This item supersedes State Records Application 87-63, item 851, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

## **580.08 Fringe Benefit Records (Duplicates)**

Dates: 1977 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the computer-generated fringe benefit records which the department verifies with its records of sick leave and vacation, etc. The original record is maintained by the Payroll Department as per item 75 of Application 87-66.

This item supersedes State Records Application 87-63, item 852, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

## 580.09 Equipment Inventory (Duplicates)

Dates: 1973 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the annual inventory of property as sent out by Surplus Property, showing the location of furniture and equipment, the value and its purchase date, etc. The original records are maintained by Surplus Property as per item 142 of Application 87-66.

This item supersedes State Records Application 87-63, item 853, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain until superseded by a more current listing, then dispose of.

## 580.10 Grade Lists (Duplicates)

Dates: 1980 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological by term

This record series consists of the computer printouts indicating the final grades awarded to students in each class taught in the Foreign Languages and Literatures Department. The original grade lists are maintained on microfiche in Admissions and Records as per item 126 of this application.

This item supersedes State Records Application 87-63, item 854, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain three (3) years, then dispose of provided no litigation is pending or anticipated.

**580.11 Ten-Day Class Lists (Duplicates)**

Dates: 1980 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the enrollment lists, showing the students enrolled in Foreign Language courses as of the tenth day of the term. The original record is maintained by Admissions and Records as per item 153 of this application.

This item supersedes State Records Application 87-63, item 855, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**580.12 Monthly Status Reports (Duplicates)**

Dates: 1979 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series contains the computer-generated expenditure status report sent out by General Accounting to keep the department abreast of its budgetary allotments for each account.

This item supersedes State Records Application 87-63, item 856, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision

of the Auditor General, if necessary, and no litigation is pending or anticipated.

**580.13 Committee Minutes File**

Dates: 1971 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by committee title

This record series consists of minutes and correspondence related to the following committees: Balloting, Curriculum, Grievance Appeals, Operating Paper Revision, Policy Committee, Promotion and Tenure Guidelines and other miscellaneous committees.

This item supersedes State Records Application 87-63, item 857, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain five (5) years in the office, then transfer to University Archives for review and possible permanent retention.

**580.14 Award File**

Dates: 1970 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by award name

This record series contains guidelines and applications from candidates for awards such as the Southworth of Mallarome Awards.

This item supersedes State Records Application 87-63, item 858, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain five (5) years, then dispose of materials for unsuccessful candidates



and retain permanently the materials for the winners. Transfer to the University Archives after ten (10) years.

**580.15 Programs of Study**

Dates: 1973 -  
Volume: 4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by subject, then  
Chronological

The record series contains course syllabi, ten-year plan for department, graduate program proposals, correspondence on course proposals, graduate and undergraduate catalog materials, conversion to the semester system information, self-instruction programs and study abroad language programs.

This item supersedes State Records Application 87-63, item 859, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain three (3) years, then review files for any material no longer having any administrative value in order, then dispose of.

**580.16 Textbook Order Lists**

Dates: 1980 -  
Volume: 1 Cu. ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological by semester,  
then Alphabetical by language,  
then numerical by course

This record series contains the lists of textbooks ordered for each course from the University Bookstore.

This item supersedes State Records Application 87-63, item 860, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

#### **580.17 Student Recruitment File**

Dates: 1974 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by language

This record series contain correspondence with prospective students who write to the Foreign Languages and Literatures Department requesting information about majors.

This item supersedes State Records Application 87-63, item 861, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain one (1) year, then dispose of.

#### **580.18 Job Search Files**

Dates: 1979 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by search

This record series consists of information on job searches for student workers, civil service employees, faculty and administrative/professional staff, consisting of applications, documentation, curriculum vitae, letters of recommendation and transcripts.

This item supersedes State Records Application 87-63, item 862, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for five (5) years, then dispose of provided all audits have

been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.