

CAMPUS MAIL SERVICE

280.01 Administrative Correspondence and Reference File

Dates: 1982 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by subject

This record series contains letters or memos sent out by Campus Mail to vendors and university departments as well as letters about problems with mail services.

Application 87-65, item 150.01, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain three (3) years in the office, then dispose of any material that no longer has administrative value.

280.02 Personnel File (Duplicates)

Dates: 1982 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains the Personnel files for civil service and administrative/professional staff of the Campus Mail Service, including items such as applications, job descriptions, letters of reprimand or commendation and leave slips.

Application 87-65, item 150.02, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain for five (5) years in the office after separation from employment, then dispose of provided no litigation is pending or anticipated.

280.03**Student Personnel File (Duplicates)**

Dates: 1982 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains the Campus Mail Service's Student Personnel File, including items such as referrals from the Student Work and Financial Assistance Office, applications, leave slips, written reprimands, letters of recommendation, merit raise forms, change of status forms and student time sheets.

Application 87-65, item 150.03, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain five (5) years in the office after separation from employment, then dispose of provided no litigation is pending or anticipated.

280.04**Accounting File**

Dates: 1982 -
Volume: 10 1/2 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Numerical

This record series contains general correspondence; frozen account numbers and account number change information; audit reports; budget information; equipment inventory; fiscal officers report; monthly account reconciliation documents; income and expense information; payroll transmittals and distribution; current monthly expenditures (both internal and external); receipts; miscellaneous information about collection and refunds; purchase orders; blanket orders; purchase authorizations; Pitney Bowes contract; paid expenditures for items such as travel, printing and duplicating or Physical Plant services as well as meter deposits and Cash on Delivery (COD) charges; the C File for emergency expenditures and summary statements of changes.

Application 87-65, item 150.04, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain 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.

280.05

United Parcel Service (UPS) File

Dates: 1984 -
Volume: 22 1/2 Cu. Ft.
Annual Accumulation: 7 1/2 Cu. Ft.
Arrangement: Chronological

This record series contains the computer printout of what packages Campus Mail is responsible for delivering on campus for United Parcel Service (UPS) and the yellow slips that show that the departments received their packages.

Application 87-65, item 150.05, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain 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.

280.06

Bulletin Distribution File

Dates: 1982 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by month

This record series contains the request form for Campus Mail Service handling of a bulletin distribution for a university business or department and also includes a copy of the particular bulletin being sent out.

Application 87-65, item 150.06, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain 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.

280.07

Chargeback System File

Dates: 1982 -
Volume: 25 Cu. Ft.
Annual Accumulation: 5 Cu. Ft.
Arrangement: Chronological-bundled by month

This record series contains a computer print out ledger of all accounts on the Mail Chargeback System for non-profit, short paid (postage due) and business reply accounts. The file includes the meter readings and print out from the computer showing the name of the account, the account number, the number of pieces mailed, the amount billed and the balance.

Application 87-65, item 150.07, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain 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.

280.08

Accountable Mail Receipts File for Incoming Mail

Dates: 1984 -
Volume: 4 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Chronological

This record series contains Express, registered, certified and insured mail receipts, showing a signature from the office receiving the mail, the date and the cost

of the mailing which serves a verification of all accountable mail.

Application 87-65, item 150.08, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain three (3) years in the office, 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.

280.09

Accountable Mail Receipts Log for Outgoing Mail

Dates: 1982 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This log book shows the Express, registered, certified and insured mail sent out by University departments, listing the date mailed, the number assigned to the piece, the name of the department where it originated, the address sent to, the cost, a short description of the piece (usually whether box or letter) and the initials of the person entering the information.

Application 87-65, item 150.09, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

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