DEPARTMENT OF PUBLIC SAFETY

ADMINISTRATIVE OFFICE

510.01   **Administrative Correspondence and Reference File**

Dates: 1975 -

Volume: 4 1/2 Cu. Ft.

Annual Accumulation: 1/2 Cu. Ft.

Arrangement: Alphabetical by subject

These files contain original and duplicate correspondence and reference material generated or received by the Security Office. Examples of documents maintained in this file include: original and duplicate University memorandum; correspondence received from fraternities, individual students, faculty members, and administrators; duplicate audit reports; duplicate copies of bills and budget printouts; and Affirmative Action information.

Application 87-65, item 130.01, is superseded to reflect a change in the administrative jurisdiction of the record series.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 years in the office, then dispose of all duplicate, information or routing items. Transfer remaining accumulation to the University Archives for evaluation and possible accessioning of records possessing archival value.

510.02   **Payroll Information Files (Duplicates)**

Dates: 1984 -

Volume: 15 Cu. Ft.

Annual Accumulation: 5 Cu. Ft.

Arrangement: Chronological

This record series consists of payroll and timekeeping information for the employers of the Security Office. Included would be: attendance Reports; Compensation Time Reports; Daily Activity

Reports; Requests for Overtime Credit; Fringe Benefit printouts; Payroll Distribution printouts; and Time Transmittal printouts.

Application 87-65, item 130.02, is superseded to reflect a change in the administrative jurisdiction of the record series.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 three 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.

510.03   **Annual Reports**

Dates: 1974 -

Volume: 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of the annual report prepared by the Security Office summarizing the past year's activities, highlighting major accomplishments and achieved goals, and outlining the plans and goals for the next year. Included herein would be statistics on all aspects of the Security Office's operations: personnel; training; criminal offenses, property loss, parking; and key control.

Application 87-65, item 130.03, 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 one set of reports permanently - either in the office or the University Archives.

510.04   **Personnel Files (Duplicates)**

Dates: 1949 -

Volume: 6 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of personnel files created for all the full-time employees of the Security Office. Included are employment applications, promotional and pay increase documents, performance ratings, training related documents, letters of commendation/reprimand, and other documents and correspondence related to individual employees.

Original personnel files are maintained for sixty-five years by the university's Personnel Office.

Application 87-65, item 130.10, 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 in the office for five years following the date of separation from employment, then dispose of providing no litigation is pending or anticipated.