

PARKING AND TRAFFIC APPEALS
TRAFFIC & PARKING HEARING OFFICE

220.01 Correspondence File

Dates: 1985 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Chronological

This record series contains correspondence with vehicle owners.

Application 87-65, item 190.01, is superseded to reflect a change in the administrative jurisdiction of the record series.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, 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.

220.02 Personnel Records (Duplicates)

Dates: 1974 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the personnel files for the Traffic and Parking Hearing Office, consisting of items such as evaluations, correspondence, salary or classification change form, letters of resignation or termination and grievances. Original records are maintained by the Personnel Services Office.

Application 87-65, item 190.02, is superseded to reflect a change in the administrative jurisdiction of the record series.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 after separation from employment, then dispose of provided no litigation is pending or anticipated.

220.03 Fiscal Records (Duplicates)

Dates: 1985 -
Volume: 4 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological

This record series consists of the operating expense files for the Traffic and Parking Hearing Office, consisting of purchase orders, invoices, travel vouchers, contractual vouchers, telecommunications charges, printing fees and copying fees.

Application 87-65, item 190.03, is superseded to reflect a change in the administrative jurisdiction of the record series.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 for three (3) years, 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.

220.04 Administrative Reference File

Dates: 1974 -
Volume: 10 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by subject

This file contains information and correspondence from the Traffic and Parking Department.

The file contains copies of Hearing appeals, Procedures and Policies, memos, correspondence from appeal board members, schedules of appeal board hearings, personnel data reports, university calendar and vacation schedules, disaster contingency plans, and inventories.

Application 87-65, item 190.04, 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 in office, then review files and weed out any material possessing long term historical value (minutes of meetings, policies, correspondence, significant department reports, etc.) and transfer those records to the University Archives for permanent retention. Records which do not possess any historical value are to be disposed of.

220.05 Monthly Summary of Weekly Reports

Dates: 1974 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by date

Application 87-65, item 190.05, 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 five (5) years and dispose of provided all audits have been completed under the authority of the Auditor General.

220.06 Weekly Summary of Daily Appeals Logs

Dates: 1974 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Daily

This report shows a breakdown of violations for the week ending based on the total number of appeals made for the week. The summary also gives the number of appeals granted/denied as well as how many bicycle appeals are made.

Application 87-65, item 190.06, 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 five (5) years and dispose of provided all audits have been completed under the authority of the Auditor General.

220.07 Appeal Board Logs & Disposition Reports

Dates: 1974 -
Volume: 9 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological

This record series consists of daily logs. This record lists the person ticketed, number of the ticket, reason for appeal and board action taken.

Application 87-65, item 190.07, 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 in the office for two (2) years after the ticket is paid, then dispose of providing all audits have been completed.

220.08 Hearing Appeal Files (Duplicates & Originals)

Dates: 1974 -
Volume: 13 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement : Alphabetical by name

This file contains the date of the parking appeal, the applicants name, address, signature and his/her reason for appealing the parking or traffic ticket. Also included in this file is a copy of the Appeals Board decision. Original copies of this record are maintained by the Parking Office.

Application 87-65, item 190.08, 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 in the office for two (2) years, then dispose of providing all audits have been completed.

220.09 Fiscal Transaction Files

Dates: 1974 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by subject

This record series consists of the fiscal transaction files. The records generally include purchase orders, requisitions, travel vouchers, computer printout of fiscal reports, ledgers, etc. Original fiscal records are maintained with the General Accounting Office.

Application 87-65, item 190.09, 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 in office for three (3) years, 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.