

PROFESSIONAL CONSTITUENCIES OFFICE

FACULTY SENATE

280.01 Administrative Correspondence and Reference File

Dates: 1971 -
Volume: 7 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by correspondent or subject

These files contain original and duplicate correspondence and reference material generated or utilized by the Faculty Senate Office. Examples of predominant types of documents maintained in this file include: original and duplicate university memorandum; duplicate minutes and agenda from campus-wide committees and organizations; Collective Bargaining surveys and reports; Affirmative Action information; duplicate IBHE reports; and duplicate National Faculty Exchange Reports.

This item supersedes State Records Application 87-63, item 1188, 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 years in the office, then dispose of all duplicate, informational or routine items. Transfer remaining accumulation to the University Archives for evaluation and possible accessioning of records possessing archival value.

280.02 Committee Administration and Reference File

Dates: 1974 -
Volume: 4 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By committee

This record series is utilized in the administration of the various committees which fall under the Faculty Senate (e.g.,

College Elections, Budget, Committee on Committees, Faculty Status and Welfare, Governance, Undergraduate Educational Policy, Standing, and Ad Hoc).

Examples of predominant types of documents maintained in this file include: nomination forms, faculty listings; committee reports; duplicate faculty grievance forms; correspondence; election ballots, surveys, meeting agenda and minutes, and other reference materials.

This item supersedes State Records Application 87-63, item 1189, 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: Dispose of all routine working papers after one (1) year. Retain all other materials for three (3) years in office, then review file and take the following steps for disposition: Retain all original minutes of meetings, special surveys and reports, and any material documenting the planning and policy formulation of the Faculty Senate permanently - offer to transfer to the University Archives for permanent retention upon the expiration of administrative value. Dispose of materials lacking further administrative value due to supersedure by more current information, or due to materials having no ongoing reference value.

280.03 Fiscal Administration Files (Duplicates)

Dates: 1978 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By fiscal year

This record series consists of all bills charged against the Faculty Senate, computer printout Statement of Charges, vouchers, purchase orders, and requisitions.

The originals of these documents are maintained by the General Accounting, Disbursements and Purchasing Offices.

This item supersedes State Records Application 87-63, item 1190, 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.

280.04 Budget Administration Files (Duplicates)

Dates: 1970 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: By fiscal year

This record series contains the Faculty Senate's copy of their operating budget. Also included herein would be budget proposals, requests, and working papers.

Original Budget Files for the entire university are maintained by the Budget Office.

This item supersedes State Records Application 87-63, item 1191, 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.

280.05 Payroll Information Files

Dates: 1979 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of payroll information for civil service workers, student workers, faculty, and ombudsman of the Faculty Senate. Contents include time recording sheets; Fringe Benefit Printouts; Payroll Distribution Printouts; Time Transmittal Printouts; and miscellaneous financial aid forms. The information is also maintained by the Fringe Benefits Section of the Human Resources and Payroll (Financial Aid) Offices.

This item supersedes State Records Application 87-63, item 1192, to provide for the incorporation of the file series into this revised records disposition application. (No change in the retention period 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.

280.06 Grievance Procedures (Originals & Duplicates)

Dates: 1980 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of Faculty Senate Civil Service and Administrative Professional grievance hearing reports, correspondence, and hearing outcome documents.

This item supersedes State Records Application 87-63, item 1192A, 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 following the disposition of the respective hearing(s), 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.

280.07 Property Control Files (Duplicates)

Dates: 1982 -

Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of inventories, transfer sheets, and inventory change reports utilized to regulate and control university property. The originals of these records are maintained by the Property Control Office.

This item supersedes State Records Application 87-63, item 1193, 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 in the office, then dispose of.

280.08 Meeting Minutes and Agenda (Originals)

Dates: 1965 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the original meeting minutes and agenda of the Faculty Senate.

This item supersedes State Records Application 87-63, item 1194, 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 permanently - either in the office or the University Archives.