

## COLLEGE OF LIBERAL ARTS

### SCHOOL OF ART

#### 560.01 Curriculum Reference File

Dates: 1981 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Numerical by course number

Included in this record series are class list, end of term effort reports, solicitation sheets and course syllabus.

This item supersedes State Records Application 87-63, item 401, 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**Recommendation:** Retain in the office until revised or superseded, then dispose of.

#### 560.02 Area Correspondence File

Dates: 1981 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: 1/4 Cu. Ft.  
Arrangement: Alphabetical by area name

This record series contains correspondence from the five program areas (Academic, Crafts, Designs, Two Dimensional and Sculpture). Also included are achievement reports and planning statements along with individual letters to faculty.

This item supersedes State Records Application 87-63, item 402, 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 transfer to the University Archives. Archives staff will review files and dispose of all material possessing no administrative, organizational, legal and/or historical significance. Retain permanently documents

possessing archival value.

**560.03 Fiscal Administration File**

Dates: 1983 -  
Volume: 4 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological by fiscal year

This record series consists of fiscal files for the School of Art. Included in these files are fiscal reports, vouchers and account printouts.

This item supersedes State Records Application 87-63, item 403, 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 the 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.

**560.04 Civil Service and Faculty Personnel Files (Duplicates)**

Dates: 1979 -  
Volume: 5 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of personnel files for both faculty and civil service employees. Original personnel files are maintained in the university's Personnel Services Office as per Application 87-66.

This item supersedes State Records Application 87-63, item 404, 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 date of separation from employment, then dispose of provided no litigation is pending or anticipated.

**560.05 Student Files**

Dates: 1967 -  
Volume: 63 Cu. Ft.  
Annual Accumulation: 6 Cu. Ft.  
Arrangement: --

This record series consists of undergraduate, graduate and incomplete student files. Included in these files are grade slips, course requirement sheets, correspondence, evaluations from other colleges and grade change records.

Original records of each student's courses taken, grades received, and degree earned are maintained by the university's Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 405, 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 the office for five (5) years after date of graduation or date of last attendance at the university, 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.

**560.06 Administrative Reference File**

Dates: 1978 -  
Volume: 16 Cu. Ft.  
Annual Accumulation: 2 Cu. Ft.  
Arrangement: Alphabetical by subject

This file series consists of records used in the administration of the School of Art. Included in this record series are: Committee reports (Dean's Advanced Council, Fine Arts Complex, High Technology Committee); promotion and tenure records; policies; public relations; correspondence; personnel salary reference information; masters degree information; master list; faculty recruitment; annual projects; self study programs; equipment inventory reports; graduate assistantship contract; faculty assigned effort reports (originals to institute research); faculty meeting minutes;

departmental self study projects; sabbaticals, correspondence and material from museums and other art institutes.

This item supersedes State Records Application 87-63, item 406, 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 until administrative value has expired, then dispose of provided no litigation is pending or anticipated.

**560.07 Graduate Application Files**

Dates: 1975 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of the graduate applicant file maintained by the School of Art. These files contain a record of all persons who have applied for admission into the department's degree program including rejected applicants. Contents include graduate school applications, copies of transcripts, grade slips, letters of recommendation, and related correspondence. The Department of Admissions and Records maintains the original copies permanently per item 105.01 of this application.

**Recommendation:** Retain for five (5) years in 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.