

CAREER PREPARATION

(Referencing from Center For Academic Success)

121.01 Payroll Information Files (Duplicates)

Dates: 1977 –
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By item, then Chronological

This record series consists of payroll information for the administrative/professional staff, civil service employees, and student workers of the Center for Academic Success. Included are: time recording sheets, Fringe Benefit printouts; Payroll Distribution printouts, and Time Transmittal printouts. This information is also maintained by the Employee Records Center of the Human Resource Department and the Payroll Office.

Application 87-63, item 169, is superseded to reflect a change in the administrative jurisdiction of the record series. (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.

121.02 Student Files (Duplicates)

Dates: 1977 –
Volume: 16 Cu. Ft.
Annual Accumulation: 1 ½ Cu. Ft.
Arrangement: Alphabetical

The Center for Academic Success offers special academic assistance through laboratory instruction, small group sessions, workshops, seminars, and individual tutorials in study/learning skills, speech communication, selected freshman-level content courses, and personal and career counseling and guidance.

This record series consists of individual files created for each student who enrolls in the Center for Academic Success. Forms/documents which are found in a typical student file include: high school transcripts; biographical data sheets; admission test results; progress reports, and grade slips.

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

Application 87-63, item 170, is superseded to reflect a change in the administrative jurisdiction of the record series. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for five (5) years following graduation or date of last attendance, then dispose of.

(Referencing from Aerospace Studies)

120.02 General and Administrative Correspondence File (Agency Record Copies and Duplicates)

Dates: 1985 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of both general and administrative correspondence, including special events files (i.e., awards night set-up arrangements, lists of guests, publicity materials, awards given, etc.).

This item supersedes State Records Application 87-63, item 190, 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.