

CLINICAL CENTERS

250.01 Budget and Fiscal Administration Record (Duplicates)

Dates: 1984 -
Volume: 11 1/2 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Chronological

Included in this record series are purchase orders, invoice vouchers, travel vouchers, budget records, general accounting printouts, ledger sheets, services requests, charge slips (for laundry, postage, copying, etc.), and requisitions for the procurement of goods and services of the operation of the Clinical Center.

This item supersedes State Records Application 87-63, item 162, 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.

250.02 Annual Property Control Inventory (Duplicates)

Dates: 1983 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This item supersedes State Records Application 87-63, item 163, 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.

250.03 Payroll Records (Duplicates)

Dates: 1983 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This item supersedes State Records Application 87-63, item 164, 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.

250.04 Client Billing Files (Duplicates)

Dates: 1985 -
Volume: 6 3/4 Cu. Ft.
Annual Accumulation: 2 1/4 Cu. Ft.
Arrangement: Chronological

This record series consists of duplicate records of client billings for such services as physical therapy, diagnoses and therapy of communication disorders, hearing evaluation and rehabilitation, diagnostic reading evaluations psychological (intellectual and personality) evaluation, psychological counseling and social casework services, such as marriage counseling. Included are collection records, billing records and accounts receivable records. The agency record copies of this record series are maintained by the Bursar's Office under the authority of State Records Application 87-66.

This item supersedes State Records Application 87-63, item 165, 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.

250.05 Unsuccessful Applicant Records (Originals)

Dates: 1979 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Included in this record series are applications, resumes, and interview sheets to fill civil service and student worker vacancies.

This item supersedes State Records Application 87-63, item 166, 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.

250.06 Personnel Files (Duplicates)

Dates: 1958 -
Volume: 7 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of duplicate copies of personnel records of administrative and professional employees, faculty civil service personnel, student workers and graduate assistants employed by the Clinical Center. Included are copies of contracts, applications, resumes, letters of recommendation, resignation, reprimand, appointment, termination, requests for leaves of

absence, grievance records, referral forms from Office of Student Work and Financial Assistance, salary/classification change forms, and performance evaluation.

This item supersedes State Records Application 87-63, item 167, 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 separation from employment, then dispose of provided no litigation is pending or anticipated.