

COLLEGE OF BUSINESS & ADMINISTRATION

FINANCE DEPARTMENT

350.01 Payroll/Fringe Benefits Printouts (Duplicates)

Dates: 1979 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of fringe benefits reports which show the annual vacation and sick time for each employee in the department and payroll sheets showing the earnings and deductions of each employee.

This item supersedes State Records Application 87-63, item 336, 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.

350.02 Personnel Files (Duplicates)

Dates: 1965 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of duplicate copies of personnel records for administrative and professional employees, faculty members, civil service employees, and student workers employed in the department. Included are copies of resumes, applications, letters of recommendation, resignation, or termination, grievances,

vitae, requests for leaves, salary/classification change forms, letters of reprimands and performance evaluations.

This item supersedes State Records Application 87-63, item 337, 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 five (5) years in office, then dispose of.

350.03 Unsuccessful Job Applicant Records (Agency Record Copies)

Dates: 1972 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Included in this record series are the applications, vitae, resumes, letters of recommendation, various interview and response records received from applicants not selected for a position. Also included are related correspondence and a position description for each vacancy.

This item supersedes State Records Application 87-63, item 338, 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.

350.04 Budget and Fiscal Administration Records (Duplicates)

Dates: 1969 -
Volume: 5 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological/Alphabetical

Included in this record series are budget proposals, purchase orders, invoice vouchers, travel vouchers, requisitions, charge slips, bills, expenditure reports (status reports) and budget narratives.

This item supersedes State Records Application 87-63, item 339, 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.

350.05 Administrative Reference and Correspondence File (Agency Record Copies) (Duplicates)

Dates: 1977 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical

This record series consist of original and duplicate correspondence and administrative reference files detailing matters of the function, procedures, organization, and policy decision making of the Finance Department. Types of documents found in this file include: original agendas, meeting materials and minutes of the department's staff and executive meetings, inner-office correspondence, inter-departmental correspondence, accreditation reports, minutes of student organization meetings, class schedules, faculty assignment records, annual reports, absence reports, achievement reports, etc.

This item supersedes State Records Application 87-63, item 340, 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 review file and take the following steps for disposition:

(A) Dispose of correspondence/reference material which is merely informational or routine.

(B) Retain all original minutes of meetings (i.e., department meetings), special surveys and reports, all policies, procedures, rules and any material documenting activities and planning of the department until they no longer have administrative value, then transfer to the University Archives for permanent retention.

350.06 Grade Sheets & Grade Change Forms (Duplicates)

Dates: 1977 -

Volume: 4 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This item supersedes State Records Application 87-63, item 341, 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 of 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.