

**COLLEGE OF EDUCATION
KINESIOLOGY
(FORMERLY PHYSICAL EDUCATION)**

420.01 Grant Administration Files (Duplicates)

Dates: 1985 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: By fiscal year

This record series is utilized in the administration of grants received by the department. Included would be: copies of proposals/narratives; copies of contracts; budget printouts; and correspondence.

The originals of these files are maintained by the Office of Research Development and Administration.

This item supersedes State Records Application 87-63, item 569, 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.

420.02 Achievement Reports

Dates: 1977 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

These reports are compiled routinely to reflect the department's progress on special projects and the continued performance of ongoing activities. These reports are duplicated in the office of the Vice President for Academic Affairs and Research and their data is incorporated into several academic and administrative planning documents including RAMP's, Five-Year Plans,

annual reports, audit reports, president's reports, and HEGIS reports.

This item supersedes State Records Application 87-63, item 570, 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 two (2) years in the office, then offer to the University Archives. If Archives staff refuse such offer, then dispose of.

420.03 Student Files

Dates: 1960 -
Volume: 39 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of individual files created for each student who chooses a major in Physical Education. Forms/documents which are found in a typical student file would be: high school and college transcripts; grade slips; grade change requests; graduation checklists; and correspondence.

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

This item supersedes State Records Application 87-63, item 571, 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 graduation or date of last attendance, then dispose of.

420.04 Course Syllabi

Dates: 1982 -
Volume: 4 1/2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: By course number

This item supersedes State Records Application 87-63, item 572, 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.

420.05 Personnel Files (Duplicates)

Dates: 1956 -
Volume: 7 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of personnel files for the civil service employees, faculty, and graduate assistants of the Physical Education Department. Included are copies of resumes and vitae, copies of faculty contracts, requests for vacation/sick leave, evaluations, Staff Statistical Reports, and correspondence.

Original personnel files are maintained by Personnel Services for sixty-five years.

This item supersedes State Records Application 87-63, item 573, 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.

420.06 Payroll Information Files (Duplicates)

Dates: 1982 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By item, then Chronological

This record series consists of payroll information for the employees of the Physical Education Department. Included would be: Fringe Benefit printouts; Payroll Distribution printouts; and Time Transmittal printouts. This

information is also maintained by the Fringe Benefits section of Personnel Services and the Payroll Office.

This item supersedes State Records Application 87-63, item 574, 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.

420.07 Committee Meeting Minutes (Originals)

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

This record series consists of original meeting minutes, agenda, and related correspondence for the various committees under the Physical Education Department.

This item supersedes State Records Application 87-63, item 575, 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 in the University Archives.

420.08 Equipment Inventory Sheets (Computer Printouts)

Dates: 1981 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains Equipment Inventory Sheets received from the Property Control Unit and utilized to check against equipment physically on hand.

This item supersedes State Records Application 87-63, item 576, 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.

420.09 Budget and Fiscal Administration Files

Dates: 1980 -
Volume: 3 1/2 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: By fiscal year

This record series consists of vouchers, purchase orders, requisitions, budget printouts, budget requests, and budget working papers.

This item supersedes State Records Application 87-63, item 577, 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 rovided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

420.10 Grade Sheets (Computer Printouts)

Dates: 1980 -
Volume: 3 1/2 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological then by class

This record series consists of computer printout grade sheets showing, for each class taught by the Physical Education Department, names of all students

enrolled with corresponding hours earned, grade earned, identification number, and class rank (i.e., freshman, sophomore, junior, senior). Original grade sheets are maintained on microfiche by the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 578, 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 the office, then dispose of.

420.11 Instructor Grade Books (Originals)

Dates: 1968 -
Volume: 7 1/2 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological

This record series consists of grade books turned in by instructors of courses offered by the Physical Education Department.

This item supersedes State Records Application 87-63, item 579, 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 provided no litigation is pending or anticipated.

420.12 Employee Application Files

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

This record series contains employment applications, transcripts, resumes, and letters of recommendation received from persons seeking employment with the Physical Education Department.

This item supersedes State Records Application 87-63, item 580, 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 provided no litigation is pending or anticipated.

420.13 General Education Administration Files

Dates: 1978 -
Volume: 9 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

These files are utilized in the coordination of the General Education program within the Physical Education Program. Included is correspondence to and from faculty and administrators regarding the adding/dropping of certain courses, course modifications, and changes in General Education requirements.

This item supersedes State Records Application 87-63, item 581, 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 routing items. Transfer remaining accumulation to the University Archives for evaluation and possible accessioning of records possessing archival value.

420.14 General Administrative Correspondence

Dates: 1968 -
Volume: 10 1/2 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological

This record series consists of the routine day-to-day correspondence of the Physical Education Department.

This item supersedes State Records Application 87-63, item 582, 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 provided no litigation is pending or anticipated.

420.15

Professional Organization Reference Files

Dates: 1986 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Random

This record series consists of reference material revolved from or utilized in connection with various professional organizations which the Physical Education Department deals with on a regular basis. Included would be newsletters, membership forms, and correspondence.

This item supersedes State Records Application 87-63, item 583, 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 at the discretion of the agency.