

## COLLEGE OF LIBERAL ARTS

### ADMINISTRATIVE OFFICE

#### **540.01 Administrative Correspondence and Reference File**

Dates: 1980 -  
Volume: 46 1/2 Cu. Ft.  
Annual Accumulation: 6 1/2 Cu. Ft.  
Arrangement: Alphabetical

This record series contains the administrative correspondence files for the College of Liberal Arts, consisting of correspondence and reference material on all aspects of college administration from policies on academic dishonesty to research, from budgeting to personnel.

This item supersedes State Records Application 87-63, item 757, 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, then review files in order to transfer any material with long term historical value to the University Archives for permanent retention and to dispose of any material no longer having any administrative value provided no litigation is pending or anticipated.

#### **540.02 Faculty Personnel Files**

Dates: 1947 -  
Volume: 25 1/2 Cu. Ft.  
Annual Accumulation: 3/4 Cu. Ft.  
Arrangement: Alphabetical

This record series contains the College of Liberal Arts' faculty personnel file, consisting of appointment papers, contracts,

sabbatical leave records, promotion and tenure documents, curriculum vitae and correspondence.

This item supersedes State Records Application 87-63, item 758, 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 after separation from employment, then microfilm disposing of paper record provided that no litigation is pending or anticipated.

**540.03 Position Descriptions and Position Search File**

Dates: 1979 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by department

This record series contains the official approval from the Vice President for Academic Affairs to conduct the position search and position descriptions.

This item supersedes State Records Application 87-63, item 759, 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, then dispose of provided no litigation is pending or anticipated.

**540.04 Civil Service Personnel File (Duplicates)**

Dates: 1978 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by department, then Numerical

This record series contain personnel files for civil service employees, showing when hired and when retired or terminated. The purpose of this file is to maintain a record that the Dean of the College of Liberal Arts did sign off on significant personnel actions. The original records are maintained by Personnel Services.

This item supersedes State Records Application 87-63, item 760, 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 for five (5) years after separation from employment, then dispose of provided no litigation is pending or anticipated.

**540.05 Graduate Assistant Contracts (Duplicates)**

Dates: 1980 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series contains copies of the contracts signed between the College of Liberal Arts departments and the graduate student. The information includes name of the student, the name of the department, the rate of pay, and the time period covered by the contract.

This item supersedes State Records Application 87-63, item 761, 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 for five (5) years after graduation or the last date of 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.

**540.06 Hiring Audit Files**

Dates: 1980 -

Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series contains the hiring audit form required by the University's Affirmative Action Office which is submitted to the Vice President for Academic Affairs and Research as part of the process of approval to hire. When a person is hired, this form becomes a part of the appointment papers and retained in their personnel file. The forms that remain in the "Hiring Audit Files" are those people whose hiring was approved, but they decided not to take the job. Additional information included consists of the number of applicants for each position and the number of those who were minorities.

This item supersedes State Records Application 87-63, item 762, 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 after the job search has been completed, then dispose of provided no litigation is pending or anticipated.

**540.07 Graduate Assistants Ledger Book**

Dates: 1980 -  
Volume: 1 1/4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological, then Alphabetical by department

This record series is a ledger used to keep track of which assistantships are open, which are filled and by whom, and what stipends are being paid. The information is part of the computerizing tracking system used by the university.

This item supersedes State Records Application 87-63, item 763, 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 six (6) 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.

**540.08 Internal Research Funding Applicants File (Duplicates)**

Dates: 1980 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological, then Alphabetical by department

This record series contains research proposals by faculty members of the College of Liberal Arts, the Dean's approval of the research project and, then, a copy of the correspondence with the Office of Research Development and Administration (ORDA), stating whether the research project was funded or not. The funding source is within the university. The original research proposal is retained by the Office of Research Development and Administration.

This item supersedes State Records Application 87-63, item 764, 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 after the research project is completed, 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.

**540.09 External Research Funding Files (Duplicates)**

Dates: 1980 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological, then Alphabetical by department

This record series contains research proposals from faculty members of the College of Liberal Arts from such external research funding sources as the National Science Foundation or the United States Department of Agriculture, the Dean's approval of the research proposal and correspondence with the Office of Research Development and Administration on the funding level granted, if any. The original research proposal is retained by the Office of Research Development and Administration.

This item supersedes State Records Application 87-63, item 765, 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 after the research project is completed, 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.

**540.10 Achievement Reports File (Agency Record Copies)**

Dates: 1977 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series contains the achievement reports prepared annually by the College of Liberal Arts and submitted to the Vice President for Academic Affairs and Research, detailing faculty research projects, teaching milestones and methods, faculty publications, the number of majors per department, improvements in programs and new programs. A copy is sent to Morris Library.

This item supersedes State Records Application 87-63, item 766, 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 ten (10) years in the office, then transfer the original copies of the reports to the University Archives for permanent retention.

**540.11 Planning Statements File (Originals)**

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

This record series contains the annual budget planning statements from each department in the College of Liberal Arts and a summary of the College as a whole, detailing the goals, needs and requests. These planning statements are in ledger form and are submitted to the Vice President for Academic Affairs and research along with the achievement reports as a part of the budget development process.

This item supersedes State Records Application 87-63, item 767, 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 ten (10) years in the office, then transfer to the University Archives for permanent retention.

**540.12 Faculty Position Ledgers (Originals)**

Dates: 1977 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by department, then Numerical

This record series is a ledger used to keep track of which positions are open, which positions are filled and by whom, and what salaries are being paid. Each position has a number because it is part of the Personnel and Payroll Information System (PPIS), the computerizing tracking system used by the university. Copies of correspondence related to filling positions is also included.

This item supersedes State Records Application 87-63, item 768, 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 ten (10) years in the office, 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.

**540.13 Summer Budget Information File (Originals)**

Dates: 1977 -

Volume: 1 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological, then Alphabetical

This record series contains manual ledger sheets used to keep track of faculty on summer teaching appointments, consisting of name of faculty member, the department, what courses person is teaching and the salary. Since the summer term falls in two fiscal years, the College of Liberal Arts needs to retain the information for two fiscal years as a budget tracking and planning aid. Correspondence and a copy of the contract (which later is transferred to the personnel file) are also maintained as a part of this record series.

This item supersedes State Records Application 87-63, item 769, 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 six (6) fiscal 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.

**540.14 Salary Increases File (Originals)**

Dates: 1977 -

Volume: 1 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological, then Alphabetical by department

This record series contains correspondence and worksheets related to calculating salary increases. The worksheet is sent by the College of Liberal Arts to all department chairs to list all faculty eligible for increases and the specific percentages; then, the form is returned to the Accounting Division of the College to convert the percentages into actual dollar amounts.

This item supersedes State Records Application 87-63, item 770, 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 six (6) years in the office, 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.

**540.15 Fiscal Records for Dean's Office (Originals and Duplicates)**

Dates: 1981 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series is the monthly record of expenditures with supporting documents attached to the purchase orders for the eight College of Liberal Arts accounts: General, Administration, Activities, Overhead Recovery, Entity Administration, Constituents Society, Activities - Foundation Account, and Advisement. Monthly statements of these accounts are also included.

This item supersedes State Records Application 87-63, item 771, 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 six (6) 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.

**540.16 OTS Book (Originals)**

Dates: 1977 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series contains the Other-Than-Salaries (OTS) Book which is also called the "Support Cost Budget" for the college of Liberal Arts. The file is used to record the receipt and disbursements of state appropriations for costs other than salaries such as wages, commodities, travel, contractual services, etc. The Dean of the college handles distributions to each department's accounts.

This item supersedes State Records Application 87-63, item 772, 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 six (6) 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.

**540.17 Payroll Certification File (Duplicates)**

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

This record series contains the computer printout from the Payroll Office which is used to certify the payroll records of the staff in the Dean's Office as well as the Advisement Dean and that section's employees. Payroll retains the original for six (6) years.

This item supersedes State Records Application 87-63, item 773, 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, 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.

**540.18 General Administrative Correspondence File**

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

This record series consists of the routine day-to-day correspondence of the College of Liberal Arts.

This item supersedes State Records Application 87-63, item 774, 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 office, then dispose of provided no litigation is pending or anticipated.

**540.19 Tuition Waiver Files**

Dates: 1984 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: By category of waiver

This record series contains applications for tuition waivers, lists of students who received tuition waivers, notices of credit to students' accounts (originals of which are sent to the bursar's Office), and related correspondence. Tuition waivers must be renewed yearly.

This item supersedes State Records Application 87-63, item 775, 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 office, then dispose of provided no litigation is pending or anticipated.

**540.20 Fringe Benefit Reports (Computer Printouts)**

Dates: 1982 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: By account, then Chronological

This record series consists of computer printout Fringe Benefit Reports showing accrued sick leave and vacation time for the civil service employees of the College of Liberal Arts.

Originals of these reports are maintained by the Fringe Benefits Section of Personnel Services.

This item supersedes State Records Application 87-63, item 776, 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.

**540.21 Student Worker Time Sheets**

Dates: 1979 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This item supersedes State Records Application 87-63, item 777, 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 dispose of provided no litigation is pending or anticipated.

**540.22 Curriculum Development Files**

Dates: 1984 -

Volume: 14 Cu. Ft.

Annual Accumulation: 2 Cu. Ft.

Arrangement: Alphabetical by department, then by course number

This record series is utilized in the development of the curriculum for the College of Liberal Arts. Included are course proposals (and amendments), course approval forms, duplicate enrollment reports, related notes, and correspondence.

This item supersedes State Records Application 87-63, item 778, 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 office, then dispose of.

**540.23 Student Disciplinary Records and Appeals (Duplicates)**

Dates: 1983 -

Volume: 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical by student

This record series is utilized to track disciplinary actions and appeals relevant to the College of Liberal arts (e.g., grade appeals, forged grade changes or course requests). Included are reprimand charge letters, student disciplinary reports, judicial options forms (which serve as written verification of disciplinary charges filed against a student), Notification of Decision of Hearing forms, written grievances, grade appeals, exhibits, and related correspondence.

The Office of Student Life maintains the originals of these records.

This item supersedes State Records Application 87-63, item 779, 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 provided no litigation is pending or anticipated.

**540.24 Senior Check Lists (Holdovers and Inactive)**

Dates: 1959 -

Volume: 7 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of graduation checklists for students who only require a few more courses to graduate but fail to complete these requirements for several years.

This item supersedes State Records Application 87-63, item 780, 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.