

COLLEGE OF SCIENCE

DEAN'S OFFICE

750.01 Personnel Committee Files (Originals)

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

This record series consists of the personnel committee files maintained by the College of Science. The records generally include minutes of meetings and related correspondence (e.g., consideration of persons up for promotion/tenure).

This item supersedes State Records Application 87-63, item 995, 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 permanently and/or transfer to the University Archives for permanent retention.

750.02 Graduate Assistant Appointment Papers (Duplicates)

Dates: 1982 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by semester

This record series consists of duplicate copies of Graduate Assistant Appointment Papers maintained by the College of Science. Originals are maintained with the Office of the Graduate School.

This item supersedes State Records Application 87-63, item 996, 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 all administrative value has expired, then dispose of.

750.03 Department Chair Meeting Minutes (Originals)

Dates: 1982 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the Department Chair Meeting Minutes maintained by the College of Science.

This item supersedes State Records Application 87-63, item 997, 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 in the office and/or transfer to the University Archives.

750.04 Curriculum Administration Files (Duplicates)

Dates: 1981 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological by semester

This record series consists of the curriculum administration files maintained by the College of Science. The records generally include: master course file tabulations, major concentration tabulations (e.g., number of science majors), and final registration summaries. Original information is retained with the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 998, 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 provided all administrative value has expired.

750.05 Departmental Proposal Files (Duplicates)

Dates: 1982 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by subject

This record series consists of the departmental proposal files maintained by the College of Science. The records generally contain copies of every grant or proposal initiated by faculty members and signed off by the Dean. Original grants/proposal information is retained with the Office of Research Development and Administration.

This item supersedes State Records Application 87-63, item 999, 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 after the expiration of the grant, 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.

750.06 Publication Files (Duplicates)

Dates: 1979 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by faculty

This record series consists of the publication files maintained by the College of Science. The records generally include copies of

articles (e.g., A-Hard Sphere Model of Chemical Reaction in Condensed Media) written by various members of the faculty.

This item supersedes State Records Application 87-63, item 1000, 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 permanently and/or transfer to the University Archives for permanent retention.

750.07 Fiscal Administration Files (Duplicates)

Dates: 1972 -

Volume: 3 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological by fiscal year

This record series consists of the fiscal administration files maintained by the College of Science. The records generally include: activities account (budget sheet), better end field station research projects, purchase orders, endocrinology account (budget sheet), travel accounts, purchase orders, College of Science budget, salary recommendations, and student payroll time transmittals (e.g., name, social security number, amount earned). Originals are maintained with the University Office of Disbursements, General Accounting, and Financial Aid/Student Worker.

This item supersedes State Records Application 87-63, item 1001, 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.

750.08 General Administrative and Reference File (Originals and Duplicates)

Dates: 1973 -

Volume: 14 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of the general administrative and reference files maintained by the College of Science. The records generally include: Departmental Summary of Faculty Effort for Appropriated Teaching/Research Time, National Council for Accreditation of Teacher Education (Books), Salaries Reports, Fiscal Administration Salary Reviews (increases), Academic Requirements (e.g., copies of votes to change requirements), Institutional Reports, Departmental Reviews (IBHE), Board of Trustees Minutes (Duplicates), Planning Statement Guidelines (goals and objectives for the college), Instruction Assignments (printouts of teaching assignments), Department Executive Officers (DEO) memos, H.R. (Human Resource) Materials, achievement reports (Originals), RAMP (Resource Allocation Management Plan) documents, and North Central Self Studies.

This item supersedes State Records Application 87-63, item 1002, 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 files and weed out any documents possessing long term administrative, legal, or historical value (e.g., original achievement reports, original departmental reviews) for permanent retention in the office and/or transfer to the University Archives for permanent retention. All duplicates, extraneous records may be disposed of provided all administrative value has expired.

750.09 Tenure and Promotion Files (Originals and Duplicates)

Dates: 1974 -
Volume: 4 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the tenure and promotion files maintained by the College of Science. The records generally

contain all information relating to faculty tenure and promotion including: promotion/tenure evaluations (confidential), change of assignment forms, recommendations for promotion, and correspondence from the dean approving/denying the request.

This item supersedes State Records Application 87-63, item 1003, 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 with the university, then dispose of provided no litigation is pending or anticipated.

750.10 Administrative and Departmental Correspondence Files (Originals and Duplicates)

Dates: 1970 -
Volume: 7 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by department/Alphabetical

This record series consists of the administrative and departmental correspondence files maintained by the College of Science. The college contains seven academic departments: Botany, Chemistry, Geology, Mathematics, Microbiology, Physics, and Zoology. Specific examples of subjects covered include: Academic Advisement, Bureau of Miners, Career Placement Office, Pre-Med Advisory Committee, Deans council, EPA, Field Station, Health Related Programs, Institutional Research, NASA, Phi Kappa Phi, Purchasing Department, Science Fair, Touch of Nature, and Workshops.

This item supersedes State Records Application 87-63, item 1004, 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 provided all administrative value has expired.

750.11 Inactive Personnel Files (Duplicates)

Dates: 1970 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the college's copies of faculty civil service and student worker personnel files containing the usual documentation of appointment, duties, salary and pay schedules, and other related personnel and payroll administration transactions. The university's original personnel files are scheduled for appropriate disposition under separate records disposition application items.

This item supersedes State Records Application 87-63, item 1005, 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 five (5) years following termination of employment, 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.

750.12 Payroll, Fringe Benefit and Time-Keeping Records

Dates: 1983 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Reverse Chronological

This record series contains payroll, fringe benefit and timekeeping records for faculty, graduate assistants, civil service and student workers for the Botany Department. The original records are maintained by the Payroll Department as per item 75 of Application 87-66.

This item supersedes State Records Application 87-63, item 1006, 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.

750.13 Faculty and Departmental Data

Dates: 1961 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains department achievement reports, faculty achievement reports, annual planning statements, correspondence regarding faculty committees, faculty curriculum vitae and position descriptions, fringe benefit reports for faculty and graduate assistants, policies on tenure and promotion, salary adjustment, miscellaneous reports from the department, correspondence on salary recommendations, space committee information on rooms assigned and renovation or other changes in rooms, faculty appointment papers for summer term and miscellaneous reports on teaching loads.

This item supersedes State Records Application 87-63, item 1007, 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 with the assistance of the University Archives staff, review the files and retain permanently in the Archives documents possessing archival value and dispose of the remaining accumulation of extraneous materials.