

## PROFESSIONAL CONSTITUENCIES OFFICE

### CIVIL SERVICE COUNCIL

#### 295.01 Committee Administration and Reference File

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

This record series is utilized in the administration of the various committees which fall under the Civil Service Council (e.g., Elections, Budget, Bylaws, Educational Assistance, Public Information, and other Standing, and Ad Hoc).

Examples of predominant types of documents maintained in this file include: nomination forms; committee reports; correspondence; surveys, and other reference materials.

This item supersedes State Records Application 87-63, item 1194M, 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:** Dispose of all routine working papers after one (1) year. Retain all other materials for three (3) years in office, then review file and take the following steps for disposition:

- 1) Retain all original minutes of meetings, special surveys and reports and any material documenting the planning and policy formation of the Civil Service Council permanently - offer to transfer to the University Archives for permanent retention upon the expiration of administrative value.
- 2) Dispose of materials lacking further administrative value due to supersedure by more current information, or due to materials having no ongoing reference value.

#### 295.02 Meeting Minutes and Agenda (Originals)

Dates: 1979 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the original meeting minutes and agenda of the Civil Service Council.

This item supersedes State Records Application 87-63, item 1194N, 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 the University Archives.

**295.03 File of Civil Service Council Activities and Highlights**

Dates: 1988 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of documentation of Council activities, including copies of brochures, newsletters, news articles, and related correspondence.

This item supersedes State Records Application 87-63, item 1194O, 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:** Transfer to the University Archives for permanent retention.