

COLLEGE OF ENGINEERING

MILITARY PROGRAMS

225.01 Fiscal Administration Files (Duplicates)

Dates: 1975 -
Volume: 10 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year/Numerical
Alphabetical

This record series consists of the fiscal administration files maintained by the Office of Military Programs/Industrial Technology. The files generally contain fiscal records retained for off campus military programs (college degree) including: invoices, billings, purchase orders, budget (e.g., commodities) back-up documentation, and related correspondence. Originals are maintained with the university Offices of Purchasing, Disbursements and General Accounting.

This item supersedes State Records Application 87-63, item 109, 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.

225.02 Payroll Files (Duplicates)

Dates: 1975 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by fiscal year

This record series consists of the payroll files maintained by the Office of Military Programs/Industrial Technology. The records

generally include printouts for faculty, student workers, and civil service employees indicating their names, social security number, number of hours worked, and pay rates (for civil service). Originals are maintained with the University Payroll Office.

This item supersedes State Records Application 87-63, item 110, 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.

225.03 Personnel Files (Originals and Duplicates)

Dates: 1979 -
Volume: 9 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This record series consists of the personnel files maintained by the Office of Military Programs/Industrial Technology. The files generally contain personnel information for all faculty, adjunct faculty, and civil service employees including: hiring forms, adjunct faculty contracts, evaluations, resignations, personal data, and related correspondence. Originals are retained with the University Office of Personnel Services.

This item supersedes State Records Application 87-63, item 111, 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.

225.04 Base Evaluations (Originals)

Dates: 1979 -
Volume: 3/4 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of the base evaluations maintained by the Office of Military Programs/Industrial Technology. The records generally include annual/semi-annual student evaluations of base instructors and program coordinators.

This item supersedes State Records Application 87-63, item 112, 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 the instructor/coordinators separation from employment, then dispose of.

225.05 Grade Sheets (Duplicates)

Dates: 1979 -

Volume: 4 1/2 Cu. Ft.

Annual Accumulation: 1/2 Cu. Ft.

Arrangement: Alphabetical by base/Chronological

This record series consists of the grade sheets maintained by the Office of Military Programs/Industrial Technology. The files generally contain a record of students' grades submitted by each instructor that taught at a particular base for that semester. Official student grades are retained with the University's Office of Admissions and Records. An additional printout of grades, submitted to Rand A, is returned to the base instructor for verification.

This item supersedes State Records Application 87-63, item 113, 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.