

SCHOOL OF LAW

LEGAL CLINIC

520.01 Administrative Correspondence and Reference File

Dates: 1978 -
Volume: 21 Cu. Ft.
Annual Accumulation: 2 1/2 Cu. Ft.
Arrangement: Alphabetical by subject

The administrative file contains brochures, general correspondence, maps, copies of departmental minutes and duplicate computer printouts sent from various university departments.

This item supersedes State Records Application 87-63, item 740, 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 review files and weed out any material possessing long-term historical value (minutes of meetings, policy formulation correspondence, significant department reports, etc.) and transfer these records to the University Archives for permanent retention. Records which do not possess any historical value are to be disposed of.

520.02 Fiscal Transaction Files

Dates: 1978 -
Volume: 9 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological by date and year

This record series consists of the fiscal transaction files. The records generally include purchase orders, requisitions, travel

vouchers, computer printout of fiscal reports, ledgers, etc. Original fiscal records are maintained with the General Accounting Office. This record series also contains budget preparation materials as well as various budget reports and grant records.

This item supersedes State Records Application 87-63, item 741, 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 providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

520.03 Legal Clinic Case File Index Cards

Dates: 1977 -

Volume: 4 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical by name of client

This item supersedes State Records Application 87-63, item 742, 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.

520.04 Legal Clinic Case files Opened or Closed

Dates: 1981 -

Volume: 250 Cu. Ft.

Annual Accumulation: 41 1/2 Cu. Ft.

Arrangement: Numerical by case number

The Legal Clinic provides a full range of civil legal services to persons over the age of 60. These services include the drafting of simple wills and assistance with securing public benefits and entitlements including Social Security; Supplemental Security

Income; Black Lung; Medicare; Medicaid; and Veterans' benefits. In addition the clinic handles family law (divorce, etc.) matters; consumer problems; bankruptcy and debt problems; housing problems (including Landlord/Tenant; public utilities problems; and problems involving title to real estate.

This item supersedes State Records Application 87-63, item 743, 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 after date of closing of case file and dispose of providing no litigation or appeal is pending.

520.05 Personnel Files (Duplicates) (Civil Service Student, Graduate Assistant, Faculty)

Dates: 1977 -

Volume: 8 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: Alphabetical by name of employee

This record series consists of duplicate copies of employment records. These files may contain copies of evaluations, appointment letters, application for employment, reference letters, vitaes, letters of commendation, letters of resignation or termination, disciplinary records, salary and/or classification data. The agency record copies of the record series are maintained by the Personnel Office.

This item supersedes State Records Application 87-63, item 744, 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 provided no litigation is pending or anticipated.

520.06 Correctional Institution Inmate Correspondence Files

Dates: 1976 -

Volume: 15 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of correspondence from inmates in the form of questions and answers on legal matters. There were never any legal actions taken on behalf of the inmates.

Recommendation: Retain in office for five (5) years, then dispose of.