



Dates: 1970 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This item supersedes State Records Application 87-63, item 881, 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.

**595.03 Budget and Fiscal Administration Records (Duplicates)**

Dates: 1982 -  
Volume: 6 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Chronological

Included in this record series are copies of invoice, travel and contractual vouchers, purchase orders, requisitions, payroll distribution reports, budget narratives, projected budgets, invoices from general stores, etc. and related correspondence for the procurement of goods and services for the department.

This item supersedes State Records Application 87-63, item 882, 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.

**595.04 Grade Sheets & Grade Books**

Dates: 1970 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological/Numerical by course number

This item supersedes State Records Application 87-63, item 883, 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 two (2) years, then dispose of provided no litigation is pending or anticipated.

**595.05 Term Papers & Exams (Originals)**

Dates: 1986 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: None

This item supersedes State Records Application 87-63, item 884, 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 two (2) years, then dispose of.

**595.06 Research Papers (Originals)**

Dates: 1970 -  
Volume: 18 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological

This record series consists of research papers prepared by doctoral candidates and theses submitted by students seeking a master in Linguistics.

This item supersedes State Records Application 87-63, item 885, 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.

**595.07 Syllabi (Originals)**

Dates: 1971 -

Volume: 1 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Numerical by course number

This item supersedes State Records Application 87-63, item 886, 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 use of the record has expired.

**595.08 Receipts of Proficiency Exams for Foreign Students (Originals)**

Dates: 1982 - 1986

Volume: 1 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical

The Linguistics Department no longer offers these exams, which allowed foreign students to receive college credits by passing a proficiency exam in their native language.

This item supersedes State Records Application 87-63, item 887, 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 the office for ten (10) years then dispose of provided no litigation is pending or anticipated.

**595.09 Proficiency Exam Results for English as a Second Language - Ling. 101, 102, 103 (Originals)**

Dates: 1982 -

Volume: 1 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical

This item supersedes State Records Application 87-63, item 888, 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 the office for ten (10) years, then dispose of provided no litigation is pending or anticipated.

**595.10 Personnel Files (Duplicates)**

Dates: 1975 -

Volume: 6 Cu. Ft.

Annual Accumulation: 1/2 Cu. Ft.

Arrangement: By type of employee

This record series includes personnel data on full-time faculty members, visiting faculty, administrative and professional employees, student workers, graduate teaching assistants and civil service employees employed in the Linguistics Department.

Included are letters of resignation or termination, letters of appointment, tenure documentation, faculty annual report, vitae, letters of recommendation, planning reports, achievement reports, resumes, time sheets (student workers), salary change forms, etc.

This item supersedes State Records Application 87-63, item 889, 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.

**595.11 Student Files (Duplicates)**

Dates: 1968 -

Volume: 12 Cu. Ft.

Annual Accumulation: 1/2 Cu. Ft.

Arrangement: Alphabetical

Included in this record series are grade reports, graduation checklists, transcripts, letters of recommendation, results of comprehensive exam (masters level), and correspondence with or about the student.

This item supersedes State Records Application 87-63, item 890, 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 last date of attendance, then dispose of provided no litigation is pending or anticipated.