

includes faculty, civil service, student workers and graduate assistants. Included in these files are: faculty workloads, statistical reports, contracts, resumes, time and attendance records, salary, documentation of employment/enrollment termination or separation.

Original personnel files are maintained at the Personnel Services Office.

This item supersedes State Records Application 87-63, item 364, 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 termination of employment, graduation or date of last attendance, 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.

700.03 Student Records

Dates: 1980 -
Volume: 12 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of course withdrawal forms, late withdrawals, graduation appeals, graduation checklist, discipline reports and grade distribution list.

This item supersedes State Records Application 87-63, item 365, 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 five (5) years following the date of graduation or date of last attendance of each student, 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.

700.04 Program Developmental Files

Dates: 1984 -
Volume: 6 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological

This record series consists of outside funding sources, grants and applications, reference publication and general information.

This item supersedes State Records Application 87-63, item 366, 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Recommendation: Retain until superseded by more current information, then dispose of.

700.05 Correspondence Files

Dates: 1960 -
Volume: 25 1/2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: --

This record series consists of correspondence generated by the College of Communications and Fine Arts. Included in this series are minutes of faculty staff meetings, advisory committee, chair and director's, and the high-tech committee meetings: AMO 90 & 90A's, and general correspondence.

This item supersedes State Records Application 87-63, item 367, 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 with the assistance of University Archives staff, review the series and transfer any documents possessing archival value to the University Archives for permanent retention and dispose of all extraneous materials.