

NEW STUDENT PROGRAMS

(Referencing From Enrollment Management)

105.14 Personnel File (Duplicates)

Dates: 1960 –
Volume: 2 ¼ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains the personnel files and fringe benefit reports for all administrative and professional staff, and civil service workers of the Admissions and Records Office.

This item supersedes State Records Application 87-63, item 138, 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 a minimum of three (3) months after separation from employment before microfilming. Microfilm annual files based on July 1 – June 30 calendar on a discretionary schedule as time permits preparing the folders. Microfilmed records will be kept in a microjacket file in Admissions and Records Micrographics Center. Paper will be disposed of after microfilming, provided all audits have been completed under the authority of the Auditor General, if required, and no litigation is pending or anticipated. All microforms are to be retained for five (5) years following separation from employment.

105.28 Budget and Fiscal Administration Records (Duplicates)

Dates: 1985 –
Volume: 3 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series includes vouchers, schedules, requisitions, purchase orders, contract obligation documents and/or miscellaneous obligation documents, AMO system computer printout account status, reports/ledger, and property control files. University-wide record copies of these forms and records are maintained by the Accounting and Disbursements Offices.

This item supersedes State Records Application 87-63, item 152, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed).