

applications, letters of recommendation and committee members (undergraduate school forum).

Original records for each student are maintained by the university's Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 301, 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 five (5) years after date of graduation or date of last attendance at the university, 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.

330.03 Fiscal Files

Dates: 1982 -

Volume: 14 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of fiscal files for the Department of Plant and Soil Science. Included in this are budget papers, monthly expenditure status reports, copies of vouchers and requisitions.

This item supersedes State Records Application 87-63, item 302, 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.

330.04 Correspondence

Dates: 1984 -

Volume: 6 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological

This record series consists of correspondence written and received by the Department of Plant and Soil Science. Included in this is correspondence to individuals, companies and campus offices.

This item supersedes State Records Application 87-63, item 303, 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 three (3) years, then dispose of provided no litigation is pending or anticipated.

330.05 Personnel Files

Dates: 1978 -
Volume: 9 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This record series consists of personnel files for both faculty, civil service employees and student workers. Included in this are evaluations, letters of commendation, copies of contracts, resumes, computer printout summaries of time and attendance and job descriptions.

Original personnel files are maintained in the university's Personnel Services Office.

This item supersedes State Records Application 87-63, item 304, 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 five (5) years following the date of separation of employment, then dispose of provided no litigation is pending or anticipated.

330.06 Student/Faculty Concerns Committee Minutes

Dates: 1981 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the minutes from the Student Faculty Concerns Committee.

This item supersedes State Records Application 87-63, item 305, 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 in office or the University Archives.

330.07 Department Operations File

Dates: 1980 -
Volume: 18 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: By subject

This record series consists of documents generated during the day-to-day activities of the department. Included in this are department reviews, teaching evaluations, annual reviews, research projects, staff meeting minutes, budget papers, registration summaries, inventory, applications, departmental reports, annual reports and masters degree theses.

This item supersedes State Records Application 87-63, item 306, 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 six (6) years, then with the assistance of the University Archives staff, review all

material disposing of all non-archival material provided no litigation is pending or anticipated.

330.08 Student Employment Files (Duplicates)

Dates: 1975 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of time sheets, student work authorizations, work referrals, evaluations, and job applications. The originals are maintained by the Financial Aid Office for five (5) years under the terms of approved application 87-64, item 470.09.

Recommendation: Retain in office for five (5) years lapsed from the date of graduation or last attendance of the respective student(s), 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.

330.09 Personnel Payroll Administration Files

Dates: 1975 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the following documents for Civil Service employees, student worker, administrative staff, and faculty; time transmittals, distributions, fringe benefit reports, time sheets, and salary increase information. The Office of Payroll maintains the information for six (6) years following the full payment or settlement of the corresponding employee's benefits/liabilities or following termination of employment with the university, whichever period is less under the terms of approved Application 87-66, item 490.01.

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.