

COLLEGE OF LIBERAL ARTS

PSYCHOLOGY

630.01 Student Files - Graduate Students

Dates: 1974 -
Volume: 30 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical by student

This record series consists of graduate student files for the Department of Psychology. Forms/documents found in a typical student file would be: transcripts, grade slips, entrance applications, graduation applications, major/minor proposals, coursework outlines, evaluations, and information regarding assignments, stipends, grades, etc.

Original graduate student files are maintained permanently by the Graduate School.

This item supersedes State Records Application 87-63, item 926, 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 graduation or date of last attendance, then dispose of.

630.02 Student Files - Undergraduate Students

Dates: 1963 -
Volume: 2 1/2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This record series consists of informational files on all undergraduate Psychology majors. Until 1987 these files took the

form of 5" x 7" cards, they currently consist of standard 8 1/2 " x 11" folders. Information included would be: name, address and phone number, high school or junior college attended, and any special correspondence.

Original undergraduate student files are maintained permanently by the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 927, 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 graduation or date of last attendance, then dispose of.

630.03 Budget and Fiscal Administration Files (Duplicates)

Dates: 1985 -
Volume: 7 1/2 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: By fiscal year

This record series consists of duplicate requisitions, purchase orders, invoices, vouchers, budget printouts, budget requests, and budget working papers.

The originals of these documents are maintained by General Accounting, Disbursements, Purchasing, and Budget Offices.

This item supersedes State Records Application 87-63, item 928, 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.

630.04 Payroll Information Files (Duplicates)

Dates: 1985 -

Volume: 4 1/2 Cu. Ft.

Annual Accumulation: 1 1/2 Cu. Ft.

Arrangement: Chronological

This record series consists of payroll information for the civil service employees of the Psychology Department. Included would be: time recording sheets, Fringe Benefit printouts, Payroll Distribution printouts, and Time Transmittal printouts. This information is also maintained by the Fringe Benefits section of Personnel Services and the Payroll Office.

This item supersedes State Records Application 87-63, item 929, 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.

630.05 Civil Service Personnel Files (Duplicates)

Dates: 1983 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: By active & inactive, then Alphabetical

This record series consists of personnel files for the civil service employees of the Psychology Department. Included are resumes, employment applications, evaluations, and correspondence.

Original personnel files for the entire university are maintained by the Office of Personnel Services for sixty-five years.

This item supersedes State Records Application 87-63, item 930, 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 following separation of employment, then dispose of provided no litigation is pending or anticipated.

630.06 Faculty Personnel Files (Duplicates)

Dates: 1975 -
Volume: 7 1/2 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: By active & inactive, then Alphabetical

This record series consists of personnel files for the faculty of the Psychology Department. Included are vitae, appointment papers, copies of contracts, grant applications, evaluations, and correspondence.

Original personnel files for the entire university are maintained by the Office of Personnel Services for sixty-five years.

This item supersedes State Records Application 87-63, item 931, 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 following separation of employment, then dispose of provided no litigation is pending or anticipated.

630.07 Students' Evaluations of Faculty (Originals)

Dates: 1985 -
Volume: 2 Cu. ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: By faculty member, then Chronological

This record series consists of forms completed by students evaluating instructors' performances in several areas and categories. These forms are reviewed each term by the corresponding instructors.

This item supersedes State Records Application 87-63, item 932, 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 five (5) years in the office, then dispose of provided no litigation is pending or anticipated.

630.08 Grant Administration Files

Dates: 1958 -
Volume: 17 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By grant number

This record series consists of files utilized in the administration of grants. Included are grant proposals, expenditure reports, periodic reports, final reports, payroll information, and other related general information.

Original grant files are maintained by the University's Research Development and Administration Office.

This item supersedes State Records Application 87-63, item 933, 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 following termination of grant, 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.

630.09 Entrance Applications - Denied or Did Not Attend

Dates: 1987 -
Volume: 18 Cu. Ft.
Annual Accumulation: 6 Cu. Ft.
Arrangement: By semester

This record series consists of applications to the Psychology Department's graduate program from students who were denied or did not attend. These applications go inactive at the start of the term applied for.

This item supersedes State Records Application 87-63, item 934, 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 one (1) year after gaining inactive status, then dispose of provided no litigation is pending or anticipated.

630.10 Class Grade Sheets (Computer Printouts)

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

This record series consists of computer printout grade sheets showing, for each class under the Psychology Department, names of all students enrolled with corresponding hours earned, grade earned, identification number, and class rank (i.e., freshman, sophomore, junior or senior). Original grade sheets are maintained on microfiche by the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 935, 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 five (5) years in the office, then dispose of.

630.11 Class Schedules (Duplicates)

Dates: 1982 -
Volume: 2 1/2 Cu. Ft.
Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of class schedules listing all classes taught by the Psychology Department, the time and days taught, room number, name of instructor, and credit awarded. Also included are class schedule working papers.

Original class schedules are maintained by the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 936, 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 five (5) years in office, then dispose of.

630.12 Student Worker Files

Dates: 1974 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Alphabetical by name

This record series consists of documents which summarize the employment histories of students at the university. Contents include timesheets, student work authorizations, work referrals, I-9 forms, merit increases, work performance data, and supporting correspondence. Original Student Payroll files are maintained by the Financial Aid Office for twelve (12) years per item 470.12 of Application 87-64.

The university's Sociology Department maintains Student Worker Personnel Files for five (5) years from separation from employment per item 645.14 of this application.

Recommendation: Retain in office for five (5) years following termination/separation from employment of the respective employee(s), then dispose of providing no litigation is pending or anticipated.

630.13 Staff Effort Reports

Dates: 1974 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of documents which indicate the amount of time/effort utilized by staff in administrative, administrative professional, or faculty positions. Data include raw statistics on the percentage of time an individual spends in a specific job position. Originals of the record series are maintained for three (3) years in the Salary Reports at the Institutional Research and Studies Department per item 850.01 of this application.

Recommendation: Retain in office for two (2) 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.