

**DEPARTMENT OF MILITARY SCIENCE PROGRAMS
R.O.T.C.**

265.01 Payroll and Time Records

Dates: 1980 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the payroll and time records for the Department of Military Science. Included in this are time and attendance sheets, leave of absence forms, and all documents relating to payroll and time records. Also included in this are applications for employment.

Original records are maintained in the university's Personnel Services Office as per application 87-66.

This item supersedes State Records Application 87-63, item 192, 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 from employment, then dispose of providing no litigation is pending or anticipated.

265.02 Fiscal Records

Dates: 1980 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the fiscal records for the Military Science Department. Included in this are purchase orders, vouchers, and budget papers.

All original records are maintained by the university's Business Office for six (6) years per items 185, 193, and 197 of Application 87-66.

This item supersedes State Records Application 87-63, item 193, 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.