

COLLEGE OF LIBERAL ARTS
DEPARTMENT OF SPEECH COMMUNICATIONS

640.01 Defense File

Dates: 1977 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of correspondence by the Director of Speech Communications, defending decisions made by the department.

This item supersedes State Records Application 87-63, item 466, 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 three (3) years in office, then dispose of provided any administrative value has expired and no litigation is pending or anticipated.

640.02 Personnel Files

Dates: 1973 -
Volume: 2 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of personnel files for faculty and civil service employees of the Speech Communications Department, including such items as curriculum vitae, contracts, letters of recommendation and letters of commendation.

This item supersedes State Records Application 87-63, item 467, 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 for five (5) years after termination or separation of employment, then dispose of provided no litigation is pending or anticipated.

640.03 Civil Service Time and Benefit Reports

Dates: 1977 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the daily record of hours worked by civil service employees as well as sick leave and vacation time for fringe benefit reports.

This item supersedes State Records Application 87-63, item 468, 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.

640.04 Student Work Time File

Dates: 1976 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the log book of hours students worked, bi-weekly forms for reporting hours worked and the computer printouts of wages from Payroll.

This item supersedes State Records Application 87-63, item 469, 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 three (3) years after the date of last attendance at the university, then dispose of provided no litigation is pending or anticipated.

640.05 Faculty Position Files

Dates: 1981 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the materials for conducting a search for faculty in the Speech Communication Department. This file consists of search procedures, letters on the job opening, names of applicants, job descriptions and information about the approval process.

This item supersedes State Records Application 87-63, item 470, 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 three (3) years, then dispose of provided no litigation is pending or anticipated.

640.06 Assistantship Contracts File (Duplicates)

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

This record series contains the contracts signed by the graduate assistant and the Speech Communication Department.

The original copy of the contract is maintained by the Graduate School.

This item supersedes State Records Application 87-63, item 471, 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 after the last date of attendance at the university, then dispose of provided no litigation is pending or anticipated.

640.07 Faculty Fringe Benefit Reports (Duplicates)

Dates: 1977 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains the monthly faculty fringe benefit reports which the department checks for accuracy. The Personnel Office keeps the original of this record.

This item supersedes State Records Application 87-63, item 472, 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.

640.08 Job Applicant Files

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

This record series consists of applications from people seeking jobs in the Speech Communication Department. The file would contain successful and unsuccessful applicants' curriculum vitae, letters of reference, writing samples and publications by the candidates. Some of these applications are referred by the Speech Communication Association (SCA).

This item supersedes State Records Application 87-63, item 473, 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.

640.09 Department Budget Records

Dates: 1976 -
Volume: 4 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains purchase orders for line item expenditures of the Speech Communication Department.

This item supersedes State Records Application 87-63, item 474, 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.

640.10 Inventory Records

Dates: 1977 -
Volume: Negligible
Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of the computer cards and computer printouts of furniture and equipment in the Speech Communication Department which are inventoried once a year. The file records the cost, date of purchase location and value of department property.

This item supersedes State Records Application 87-63, item 475, 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 until superseded by a more current listing, then dispose of.

640.11 Statistical Reports

Dates: 1966 -

Volume: 1 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of statistical information on the time faculty spend teaching, doing support work, conducting research, fulfilling administrative duties and other service to the university. The original copy of these reports are maintained by Institutional Research for submission to the Board of Higher Education to make budget decisions.

This item supersedes State Records Application 87-63, item 476, 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, then dispose of provided no litigation is pending or anticipated.

640.12 Graduate and Undergraduate Student Files (Original)

Dates: 1976 -

Volume: 15 Cu. Ft.

Annual Accumulation: 1 1/2 Cu. Ft.

Arrangement: Alphabetical

This record series consists of the academic files of graduate and undergraduate students in Speech Communication. A typical file would include undergraduate and graduate admissions test scores, transcripts, grade reports, correspondence and checklists towards graduation.

This item supersedes State Records Application 87-63, item 477, 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 the date of graduation or date of last attendance at the university, then dispose of provided no litigation is pending or anticipated.

640.13 Faculty Committee Minutes

Dates: 1977 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

This record series contains agendas and minutes of meetings of the faculty of the Department of Speech Communication.

This item supersedes State Records Application 87-63, item 478, 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 ten (10) years, then transfer to the University Archives for permanent retention.

640.14 Student Grades (Duplicates)

Dates: 1980 -

Volume: 1 1/2 CU. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This record series contain the student grades per course per term which the Speech Communication Department checks for accuracy and which is maintained as the original copy in the Admissions and Records Office.

This item supersedes State Records Application 87-63, item 479, 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, then dispose of.