

COLLEGE OF SCIENCE

ZOOLOGY

795.01 Staff Publications Files

Dates: 1940's
Volume: 6 Cu. Ft.
Annual Accumulation: 1/2 - 1 Cu. Ft.
Arrangement: Alphabetical

This record series consists of actual copies of all publications, papers, and articles written by each faculty member.

This item supersedes State Records Application 87-63, item 1092, 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 administrative value has expired, then dispose of provided no litigation is pending or anticipated.

795.02 Graduate School Applications

Dates: 1973 -
Volume: 8 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of files for both those accepted and rejected by the Zoology Graduate School. Included in this are: the application itself; letters of recommendation; graduate school entrance exam; copy of transcripts; and accept or reject letters.

This item supersedes State Records Application 87-63, item 1093, 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 administrative value has expired, then dispose of provided no litigation is pending or anticipated.

795.03 Copies of Departmental Budget

Dates: 1979 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of a copy of the Zoology Department's budget. Also included in this are the effort cost analysis forms, which are an estimation of the cost of teaching per credit hour.

This item supersedes State Records Application 87-63, item 1094, 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.

795.04 Graduate Students Who Have Graduated File

Dates: 1960 -
Volume: 13 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This item supersedes State Records Application 87-63, item 1095, 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 administrative value has expired, then dispose of provided no litigation is pending or anticipated.

795.05 Graduate Students File

Dates: 1979 -
Volume: 7 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of students currently enrolled in the Zoology graduate school program. Included in this are: copy of application for the school; Entrance Exam Scores; and transcripts.

Original records of each student's courses taken, grades received, and degree earned are maintained by the university's Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 1096, 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.

795.06 Scholarship and Award File

Dates: 1960 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by scholarship/award

This file contains records of scholarships and awards given (both public and private). Included in these records are student's name, address, grade point average, and the amount received.

This item supersedes State Records Application 87-63, item 1097, 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 ten (10) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General if necessary.

795.07 Achievement Reports and Planning Statements File

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

This record series consists of the achievement reports and planning statements of the Zoology Department. Included in these files are comments by reviewers and suggestions on improving or adding programs.

This item supersedes State Records Application 87-63, item 1098, 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 ten (10) years in office, then review files and transfer any materials documenting significant planning decisions to the University Archives. Dispose of any ephemeral materials.

795.08 Research Assignment Files

Dates: 1973 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: By semester/Alphabetical

This file series consists of records of research assignments for each faculty member. Included in this is the assignment and the amount of time to be given to it.

This item supersedes State Records Application 87-63, item 1099, 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 review files and transfer any materials documenting significant planning decisions to the University Archives. Dispose of any ephemeral material.

795.09 Faculty Personnel Files

Dates: 1960 -
Volume: 18 Cu. Ft.
Annual Accumulation: 3-4 Cu. Ft.
Arrangement: Alphabetical

This record series consists of the faculty personnel files. Included in this are: copies of contracts; reprints of publications; correspondence; absence request forms; vitae; and teaching evaluations.

This item supersedes State Records Application 87-63, item 1100, 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 following termination of employment, then dispose of.

795.10 Budget Files

Dates: 1972 -
Volume: 12 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by account title

This record series consists of budget files. Included in this are: current university budget accounts; state accounts; grant accounts; list of all monies budgeted per account; and past budget files.

This item supersedes State Records Application 87-63, item 1101, 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.

795.11 Payroll and Fringe Benefits Files (Computer Printouts)

Dates: 1976 -

Volume: 2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological/Alphabetical

Included in this record series are: monthly time sheets; vacation and sick time; faculty salary reports (this list salary); and faculty salary recommendation.

This item supersedes State Records Application 87-63, item 1102, 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.

795.12 Zoology Course Syllabi

Dates: 1987 -

Volume: 1 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: By course number

This record series consists of course syllabi for the Zoology Department. Included in these are: listing of classes; times class is taught; what professor taught, and the content of the course.

This item supersedes State Records Application 87-63, item 1103, 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 review files and transfer any materials documenting significant planning decisions to the University Archives. Dispose of any ephemeral materials.

795.13 Meeting Minutes File

Dates: 1974 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This file series consists of minutes of meetings. Included in this are the following meetings: Department Chair; department committees; undergraduate committees; graduate committees; advisory committees; and the curriculum review committee.

This item supersedes State Records Application 87-63, item 1104, 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 the office or the University Archives.

795.14 Correspondence File

Dates: 1960 -
Volume: 18 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of correspondence dealing with other departments, internal campus, external and general information on campus activities.

This item supersedes State Records Application 87-63, item 1105, 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 transfer to University Archives. Archives staff will review files and dispose of all material possessing no administrative, organizational, legal, and/or historic significance. Retain permanently documents possessing archival value.

795.15 Student Class List Files

Dates: 1973 -
Volume: 8 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological by semester/Numerical by course number

This file consists of list of students enrolled in each class and grade received.

This item supersedes State Records Application 87-63, item 1106, 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.

795.16 Bookstore Book Orders File

Dates: 1978 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by semester

This record series consists of copies of order of books for classes.

This item supersedes State Records Application 87-63, item 1107, 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.

795.17 Equipment Files

Dates: 1960 -

Volume: 4 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This file series consists of records of equipment for the department. Included in these are: list of equipment purchased during the fiscal year; the cost of the item; date purchased; vendors name; and professor and room receiving item.

This item supersedes State Records Application 87-63, item 1108, 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.

795.18 Statistical Report File

Dates: 1972 -

Volume: 3 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of assigned effort reports on faculty and graduate assistants. Included in this is percentage of

time spent: teaching; researching; university service;
administration; teaching support (i.e., serving on committees).

This item supersedes State Records Application 87-63, item 1109, 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.

795.19 Graduate School Applications File

Dates: 1973 -

Volume: 9 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical

This file series contains all applicants for the Zoology graduate program who were rejected or have withdrawn. Included in these files are: letters of recommendation; graduation records; exam scores; transcripts; copy of rejection letter/or withdrawal slip, and a copy of the application itself.

This item supersedes State Records Application 87-63, item 1110, 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.