

## STUDENT CENTER/BOWLING AND BILLIARDS

### 230.01 Personnel Files (duplicates)

Date: 1982 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of personnel files for the employees of the Student Center's Bowling and billiards subdivision. Included are applications, resumes, evaluations, records of any disciplinary action taken, and correspondence. Original personnel files are maintained by the Office of Personnel Services for sixty-five years.

**Recommendation:** Retain in the office for five years following date of separation from employment, then dispose of provided no litigation is pending or anticipated.

### 230.02 Payroll Information Files (Duplicates)

Dates: 1984 -  
Volume ½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: By item, then  
chronological

This record series consists of payroll information for the civil service employees and administrators of the Student Center's Bowling and Billiards subdivision. Included would be: 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.

**Recommendation:** Retain three years in the office, 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.

**230.03 Vendor Reference Files**

Dates: 1979 -  
Volume: 4½ Cu. Ft.  
Annual Accumulation: ½ Cu. Ft.  
Arrangement: By sport, then  
alphabetical by vendor

This record series consists of sales catalogs, books, pamphlets, and correspondence received from vendors with whom the Bowling and Billiards subdivision conduct business.

**Recommendation:** Retain in office until expiration of all administrative value, then dispose of.

**230.04. Fiscal Administration Files (Duplicates)**

Dates: 1982 -  
Volume: ½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: By fiscal year

This record series consists of requisitions, purchase orders, and invoice vouchers. The originals of these documents are maintained by the General Accounting, Disbursements, and Purchasing Offices.

**Recommendation:** Retain in the office for three 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.

**230.05 Tournament Administration Files**

Dates: 1982 -  
Volume: 1½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

These files are utilized in the administration of various bowling and billiards tournaments held in the University Student Center. Included would be official rules, lists of participants and winners, various planning documents, duplicate fiscal information, and related correspondence.

**Recommendation:** Retain in the office for three years after each respective tournament, then offer to the University Archives for possible accessioning of records containing archival value. If Archives rejects such offer then dispose of provided no litigation is pending or anticipated.

#### **230.06 Written Proposals (Originals)**

Dates: 1985 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of written proposals submitted to the Student Center's Special Programs Director requesting funds to be spent on certain projects (buying new equipment, having maintenance work done, etc.) These proposals, if approved, may lead to purchase requisitions.

**Recommendation:** Retain in the office for six 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.