

dispose of (by shredding) providing no litigation is pending or anticipated.

490.04 Minutes Agenda, and Supporting Documents of Department, Committee, and Council Chairs (Originals)

Dates: 1976 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

Recommendation: Retain in office for ten (10) years or until expiration of administrative value, whichever is longer, then transfer to the University Archives for permanent retention.

490.05 Research Grant Applications (Denied)

Dates: 1988 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

Record series contents include grant reports, objectives of the research proposal, cost estimates, and pending allotments.

Recommendation: Retain in office for one (1) year following date of rejection, then dispose of pending final approval of the P.I. (Principal Investigator).

490.06 Research Grant Files (Approved)

Dates: 1980 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

Record series contents include requests for personnel, supplies, and equipment; research notes; research results; and interim and final progress reports to the fund sources. Central copies are maintained by the Sponsored Programs Management Office.

Recommendation: Retain in office for six (6) years following the termination and/or completion of the corresponding grant project(s), then dispose of providing all audits (federal and state) have been completed under the supervision of the Auditor General,

if necessary, no litigation is pending or anticipated, and providing all final reports of the grant program results are first offered to the University Archives for its acquisition and permanent retention.

490.07 Student Applicant Files (Not Accepted) (Originals)

Dates: 1986 –
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year,
Alphabetical by name

This record series consists of documents submitted by individuals who are interested in enrolling in the MEDPREP Program. Contents include applications, references, and supporting correspondence. This file contains only the applications and supporting documents which were rejected for admission.

Recommendation: Retain in office for three (3) years following the date of application rejection, then dispose of providing no litigation is pending or anticipated.

490.08 Student Files (Originals)

Dates: 1975 –
Volume: 15 Cu. Ft.
Annual Accumulation: 4 Cu. Ft.
Arrangement: Chronological by year

Record series contents include applications for admission and related materials, transcripts from other institutions, letters of recommendation, interview notes, demographic background data, evaluations, and supporting correspondence.

Recommendation: Retain in office until graduation or last date of attendance, then microfilm and dispose of original paper (by shredding). Retain all record series microforms in office permanently.