

**PLANT & SERVICE OPERATIONS
PHYSICAL PLANT**

250.01 Tracings and Blueprints (Originals)

Dates: 1906 -
Volume: 100 Cu. Ft.
Annual Accumulation: 1 1/4 Cu. Ft.
Arrangement: By Building Number

This record series consists of the Tracings and Blueprints maintained by the Office of the Physical Plant. The records generally include tracings (original drawings) and blueprints (drawn from the tracings) for every building on the campus (e.g., sewer systems, electrical systems).

Application 87-65, item 110.01, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain permanently in the office.

250.02 General Administrative and Correspondence Files (Originals)

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

This record series consists of the general administrative and correspondence files maintained by the Office of the Physical Plant. The records generally include: physical plant annual reports, managerial reports (e.g. GIR Costs/estimates) and related correspondence.

Application 87-65, item 110.02, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in the office for three (3) years, then review files and weed out any documents

possessing long term administrative, legal, or historical value (e.g. original annual reports) for permanent retention in the office and/or transfer to the University Archives. All routine, extraneous materials may be disposed of at the discretion of the agency.

250.03 Payroll Files (Duplicates)

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

This record series consists of the Payroll files maintained by the Office of the Physical Plant. The records generally contain computer generated payroll information indicating: hours worked per person, overtime, vacation time, and the rate of pay (e.g. temporary upgrade). Original payroll information is retained with the University Office of Payroll.

Application 87-65, item 110.03, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in the 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.

250.04 Personnel Files (Duplicates)

Dates: 1956 -
Volume: 12 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the Personnel files maintained by the Office of the Physical Plant. The records generally contain personnel information for all civil service employees including: copies of change of status, vacation/sick leave time (requests for leave), letters of recommendation, request for employment verification, and annual performance evaluations.

Application 87-65, item 110.04, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in the office for five (5) years after separation from employment then dispose of provided no litigation is pending or anticipated.

250.05

Service Requisitions/Work Orders

Dates: 1980 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1 4/5 Cu. Ft.
Arrangement: By Work Order

This record series consists of the Service Requisitions (e.g. equipment repair) and Work Orders maintained by the Office of the Physical Plant for all of its divisions (e.g. Power Plant, Grounds Maintenance).

Application 87-65, item 110.05, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for two (2) 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.

250.06

General Improvement Requests (Originals)

Dates: 1977 -
Volume: 60 Cu. Ft.
Annual Accumulation: 6 Cu. Ft.
Arrangement: Numerical by file number

This record series consists of written requests for final estimate approvals regarding improvement projects at the university.

Application 87-65, item 110.06, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Microfilm, then dispose of original paper. Retain all record series microforms in office for six (6) 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.

250.07 Fiscal File (Computer Printout)

Dates: 1980 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: By Fiscal Year

This record series consists of a computer printout containing the following: budget reports; expenditures; job cost; amount of original budget; amount spent thus far, and current balance; physical plant billing for services to other departments.

Application 87-65, item 110.07, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of 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.

250.08 Purchase Orders (Duplicate)

Dates: 1985 -
Volume: 2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: By fiscal year

This record series consists of purchase orders for the Physical Plant. Included in this are copies of: receiving report invoice vouchers; purchase orders; and correspondence with vendors.

Application 87-65, item 110.08, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

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

250.09 Associate Directors Files

Dates: 1984 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by subject

This record series consists of files kept by the Associate Director. Included in these are the following: general correspondence related to building; letters regarding complaints, future plans, and the present system.

Application 87-65, item 110.09, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office until expiration of administrative value, then offer to University Archives for permanent retention. If offer rejected, dispose of.

250.10 Accounting Statements and Listings Abstracted from Departmental Work Orders (COM)

Dates: 1990 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by month,
Numerical by file number

Contents include "Open Work Order Listings" (F484C05A) and "Statement of Charges Detail" (F482C10A).

Application 87-65, item 110.10, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain all record series microforms 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.

250.11 Fiscal Listings Summarizing Contents (COM)

Dates: 1990 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year,
Alphabetical by topic,
Numerical by file number

Contents include Annual Work Order Master Listings (F202C05A), FY Work Order Purge List (F670C05A), Transaction History Summary (F480C05A), Audit List and Forms (F660C05A), and Project Status Report (F210C05A).

Central "contract files" are maintained for five (5) years following expiration of contract by the agency per item 96 of Application 87-66.

Application 87-65, item 110.11, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain all record series microforms in office for six (6) 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.

250.12 Payroll Time Cards (Civil Service and Student Employees) (Originals)

Dates: 1969 -
Volume: 360 Cu. Ft.
Annual Accumulation: 18 Cu. Ft.
Arrangement: Chronological by day

Application 87-65, item 110.12, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of 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.

250.13 Time and Material Work Order Files (Originals and Duplicates)

Dates: 1975 -
Volume: 12 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Numerical by contract
number work order number

This record series consists of purchase requisitions, purchase orders, invoice vouchers, certified transcripts of payroll, work orders, maintenance requests, daily labor/material charges and all related contract/work order correspondence.

Application 87-65, item 110.13, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then microfilm and dispose of hard copy documentation. Retain all record series microforms in office for six (6) years following last payment, 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.

250.14 Request for Sick, Vacation, and Absent Without Pay (Originals)

Dates: 1980-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of information on Civil Service employees, Administrative Professional employees, and faculty taking sick/vacation time that has been accrued. Contents include hours or days taken, type of leave, date and time, reason for absence, and time off per the Family Medical Leave Act. The employee's signature and date are included as well as the appropriate signatures for approval or disapproval. The University's Payroll Office maintains "Student Time Cards

(Originals)” for six (6) years per item 490.27 of Application 87-66.

Recommendation: Retain in office for six (6) 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.

250.15 Service Requisitions/Work Orders (Originals)

Dates: 1980-
Volume: 16 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Numerical by work order number

This record series consists of the Service Requisitions (e.g. equipment repair) and Work Orders maintained by the Office of the Physical Plant for all of its divisions (e.g. Power Plant, Grounds Maintenance).

This item supersedes item 250.05 of Application 87-66 in order to change the retention period from two (2) years in hard copy , then an additional five (5) years in electronic storage.

Recommendation: Retain original documents in office for two (2) years, then scan and dispose of hard copies after images have been verified. Retain electronic images for an additional five (5) years then delete file folders providing all audits have been completed and no litigation is pending or anticipated.

250.16 General Improvement Requests (Originals)

Dates: 1977-
Volume: 90 Cubic Feet
Annual Accumulation: 6 Cubic Feet
Arrangement: Numerical by project number

This record series consists of written requests for final estimate approvals regarding improvement projects at the University.

This item supersedes item 250.06 of Application 87-66 in order to change the retention from six (6) years in microfilm format to two (2) years in hard copy and an additional five (5) years in electronic format.

Recommendation: Retain original documents in office for two (2) years, then scan and dispose of hard copies after images have been verified. Retain electronic images for an additional five (5) years then delete file folders providing all audits have been completed and no litigation is pending or anticipated.

250.17 Purchase Orders (Duplicates)

Dates: 1985-
Volume: 17 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Numerical by purchase order

This record series consists of purchase orders for the Office of Physical Plant. Included in this record series are copies of purchase orders, invoice distribution forms, change orders, p-card purchasing information, and correspondence with vendors.

This record series supersedes item 250.08 of Application 87-66 in order to update the record series description.

Recommendation: Retain in office for three (3) years, then dispose of provided no litigation is pending or anticipated.

250.18 Time and Material Work Order Files

Dates: 1975-
Volume: 22 Cubic Feet
Annual Accumulation: ½ Cubic Feet
Arrangement: Numerical by contract number

This record series consists of purchase requisitions; purchase orders, invoice distribution forms, certified transcripts of payroll; daily labor/material charge and all related contract/work order correspondence.

This record series supersedes item 250.13 of Application 87-66 in order to change the microfilm format to electronic image format in the retention period.

Recommendation: Retain in office for three (3) years, then scan and dispose of hard copies after images have been verified. Retain electronic images for an additional six (6) years, then delete file folders providing all audits have been completed and no litigation is pending or anticipated.