

PRINTING-DUPLICATING SERVICE

290.01 Paper/Stock Inventories (Original-Diskette and Printouts)

Dates: 1987 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological/Numerical

This record series consists of daily inventories of stock on hand showing the stock number, item number, quantity on hand, description of item, size, weight, color, re-order point, etc. and printouts produced to verify data entry.

Application 87-65, item 160.01, is superseded to reflect a change in the administrative jurisdiction of the record series.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 the printouts for one (1) year, then dispose of. Retain data on diskette until all administrative use has expired, then purge data.

290.02 Job Tickets/Printing and Duplicating Requests (Agency Record Copies)

Dates: 1984 -
Volume: 132 Cu. Ft.
Annual Accumulation: 50 Cu. Ft.
Arrangement: Numerical

This record series consists of the work-orders for printing and duplicating and job tickets.

Application 87-65, item 160.02, is superseded to reflect a change in the administrative jurisdiction of the record series.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 dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

290.03 Personnel Records (Duplicates)

Dates: 1956 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of individual personnel folders for student workers and civil service employees employed by Printing and Duplicating. Included in this record series are referral forms from the Office of Student Work and Financial Assistance, grievance records, worker's comp. records, applications, resumes, requests for leaves of absence, salary/classification change forms, performance evaluations, physician's verification of illness letters, letters of appointment, letters of resignation or termination, reprimands and letters of recommendation.

Application 87-65, item 160.03, is superseded to reflect a change in the administrative jurisdiction of the record series.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 five (5) years after separation from employment, 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.

290.04 Monthly and Year-End Reports (Duplicates)

Dates: 1969 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of reports submitted to the Office of Service Enterprises showing the number of jobs received per

month, the number of jobs in process, the number of jobs completed per month, number of civil service employees, the dollar value of impressions per month, number of student workers, overtime hours worked per month, civil service salaries per month, statement of accountability, statement of accounts receivable, and a physical inventory of stock on hand.

Application 87-65, item 160.04, 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 six (6) years or until all administrative use has expired (whichever is longer) 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.

290.05 Time Cards (Original)

Dates: 1979 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

Application 87-65, item 160.05, 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 the office for six (6) years, 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.

290.06 Budget and Fiscal Administration File (Duplicates)

Dates: 1982 -
Volume: 12 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological/Alphabetical

Application 87-65, item 160.08, 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, they dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

290.09 Billing Forms & Monthly Transfer of Funds Records (Duplicates)

Dates: 1983 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

The original billing statement showing the department, the account to be billed and the amount retained by General Accounting.

Application 87-65, item 160.09, 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 the office for three (3) years, 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.

290.10 Customer Mailing Address Lists (Originals - On Diskettes)

Dates: 1987 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Numerical

Application 87-65, item 160.10, 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 data until all administrative value has expired or until superseded.