

PLANT & SERVICE OPERATIONS

ADMINISTRATIVE SERVICES

ADMINISTRATIVE OFFICE

**260.01 Administrative Correspondence and Reference File
(Area Files)**

Dates: 1976 -
Volume: 30 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Alphabetical by subdivision
Chronological within subdivision

This record series consists of correspondence and reference with/by Service Enterprises, Facilities Planning, Arena, Pollution Control, Physical Plant, Security, Shryock, and the Hearing Office (traffic and parking violations, procedures and weekly reports - duplicates). All of these departments are under the Vice-President for Administration.

Included in this are both correspondence and bulletins.

Application 87-65, item 100.01, is superseded to reflect a change in the administrative jurisdiction of the record series.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 three (3) years in office, then review files and retain any material containing information which has long term historical value. Transfer material to the University Archives for permanent retention. Dispose of all other material.

260.02 Fiscal Administration File

Dates: 1983 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible

Arrangement: Chronological by year

This record series consists of administrative files for the Vice-President for Administration. Included in this are purchase requisitions, equipment orders, bills and invoices, and cost data (estimates).

All original records are maintained by the University's Business Office for six (6) years per items 185 & 193 of Application 87-66.

Application 87-65, item 100.02, is superseded to reflect a change in the administrative jurisdiction of the record series.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 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.