

SHRYOCK AUDITORIUM

230.01 Administrative Correspondence and Reference Files

Dates: 1984 -
Volume: 18 Cu. Ft.
Annual Accumulation: 6 Cu. Ft.
Arrangement: Alphabetical by subject

This file contains the daily administrative files for Shryock Auditorium. This file includes the following types of records: General Correspondence, General Information files, Operations files on building use, and events scheduled, and Building Equipment Inventory records.

Application 87-65, item 170.01, is superseded to reflect a change in the administrative jurisdiction of the record series.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 weed out any material possessing long term historical value (minutes of meetings, policy formulation correspondence, significant dept. reports etc.) and transfer these records to the University Archives for permanent retention. Records which do not possess any historical value are to be disposed of.

230.02 Brochure and Catalog File

Dates: 1984 -
Volume: 16 Cu. Ft.
Annual Accumulation: 5 Cu. Ft.
Arrangement: Alphabetical by vendor

This record series includes advertisement and correspondence relating to artists and booking agencies.

Application 87-65, item 170.02, is superseded to reflect a change in the administrative jurisdiction of the record series.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 until administrative use is complete, then dispose of material no longer having any administrative value.

230.03 Fiscal Transaction Files (Duplicates)

Dates: 1984 -
Volume: 6 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Numerical by account number

This record series consists of the fiscal transaction files. The records generally include purchase orders, requisitions, travel vouchers, computer printout of fiscal reports, ledgers, etc. Original fiscal records are maintained with the General Accounting Office.

Application 87-65, item 170.03, is superseded to reflect a change in the administrative jurisdiction of the record series.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 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.

230.04 Personnel Files (Duplicates) (Staff, Civil Service, Student Workers)

Dates: 1981 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of duplicate copies of employment records. These files may contain copies of evaluation appointment letters, application for employment, reference letters, vitae, letters of commendation, letters of resignation or termination,

disciplinary records, salary and/or classification data. The agency record copies of the record series are maintained by the Personnel Office.

Application 87-65, item 170.04, 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.

230.05 Program and Photo History of Shows booked to Perform at Shryock

Dates: 1966 -
Volume: 10 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name of performer or show

This record series is a historical reference file of every show that has ever performed at Shryock Auditorium. This file may contain programs of the show, photos of the show, and photos of the art work used in the show.

Application 87-65, item 170.05, 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 permanently in the office or the University Archives.

230.06 "Celebrity Series" Event Files (Originals and Duplicates)

Dates: 1989 -
Volume: 2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of documentation of events which are presented in the annual series of performing arts and professional entertainment brought to the campus. The files include all correspondence, contractual obligation documents, plans for the technical requirements needed for the event(s), publicity/program materials, and other related documentation of lodging, transportation, and catering arrangements. The files serve as a complete record of all arrangements made for each event with the exception of original contracts which are maintained and scheduled for disposition by the university's Purchasing Department.

Application 87-65, item 170.06, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then with the assistance of University Archives staff, review the series and transfer any documents possessing archival value to the University Archives for permanent retention and dispose of all extraneous materials.

230.07 Shryock Operations Files (Originals)

Dates: 1990 -
Volume: 2 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological

This record series consists of documentation retained on every event held in the Shryock Auditorium throughout each fiscal year. The files include all scheduling information, correspondence and related materials (i.e. publicity pamphlets/circulars), which pertain to the event.

Application 87-65, item 170.07, 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 with the assistance of University Archives staff, review the series and transfer any documents possessing archival value to the University Archives for permanent retention and dispose of all extraneous materials.

230.08 Employee Time Sheets (Originals)

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

This record series consists of biweekly time sheets which are completed by the employee indicating hours worked and vacation/sick leave taken.

Application 87-65, item 170.08, 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 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.