

COLLEGE OF AGRICULTURE

ADMINISTRATIVE OFFICE

305.01 Personnel Files (Duplicates)

Dates: 1950 -
Volume: 10 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical by employee name

This record series consists of duplicate copies of employment records. These files may contain copies of evaluations, 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.

This item supersedes State Records Application 87-63, item 273, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

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

305.02 Fiscal Transaction Files

Dates: 1970 -
Volume: 32 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological by date/subject

This record series consists of the fiscal transaction files. These 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.

This item supersedes State Records Application 87-63, item 274, to provide for the incorporation of the file series into this revised records disposition application. (No change in 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.

305.03 Student Files (Duplicates) (Active/Inactive)

Dates: 1950 -
Volume: 82 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical by name of student

This record series consists of the student files (graduate/undergraduate). These records generally include: transcripts, copies of correspondence, grade slips, records of courses taken, appointment papers, advisement sheets, copies of other transcripts (high schools or other colleges). Original student files are maintained with the Graduate School and the Admissions Office.

This item supersedes State Records Application 87-63, item 275, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in the office for five (5) years after graduation or date of last attendance, then dispose of.

305.04 Research Publications from the School of Agriculture

Dates: 1950 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible

Arrangement: Chronological by subject matter

This record series consists of copies of publications for the School of Agriculture which are written by the faculty on project results. Copies of these publications are also kept at Morris Library.

This item supersedes State Records Application 87-63, item 276, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain one (1) copy permanently in the office or the University Archives.

305.05 Research Files

Dates: 1970 -

Volume: 8 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical by faculty member

This record series includes research proposals from faculty, approved by Chairman and Dean's Office, request for funds from companies, applications for grants with state government or private industry.

This item supersedes State Records Application 87-63, item 277, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain six (6) years, then dispose of.

305.06 Administrative Correspondence & Reference Files

Dates: 1950 -

Volume: 16 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: Alphabetical by subject

This record series includes general (outgoing) correspondence from the department to other school agencies, incoming correspondence, achieve reports and planning statements used to request funds, and also used as an implementation plan for future courses. This file also contains statistical reports kept by the Associate Dean for Instruction.

This item supersedes State Records Application 87-63, item 270, to provide for the incorporation of the file series into this revised records disposition application. (No change in 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 department 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.