

COLLEGE OF AGRICULTURE
AGRI-BUSINESS ECONOMICS

315.01 Faculty Search Files

Dates: 1985 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series includes the following types of records: applicant's resume, letter of application, letter of response by search committee (denial/acceptance), correspondence, reference letters from other universities, etc.

This item supersedes State Records Application 87-63, item 285, 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 two (2) years following expiration of vacancy, then dispose of providing no litigation is pending or anticipated.

315.02 Administrative Correspondence and Reference Files

Dates: 1978 -
Volume: 2 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by subject

This record series consists of operating papers, planning reports and class schedules, original and duplicate committee minute reports correspondence, class lists, grade lists, lists of majors, and of term effort reports, and diskettes of professor's manuscripts.

This item supersedes State Records Application 87-63, item 286, 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. Manuscript records of professor's publications may be disposed of upon the discretion of the agency.

315.03 Fiscal Transaction Files

Dates: 1978 -
Volume: 4 Cu. ft.
Annual Accumulation: Negligible
Arrangement: Chronological by account number/yearly

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.

This item supersedes State Records Application 87-63, item 287, 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.

315.04 Student Files (Duplicates)

Dates: 1978 -
Volume: 8 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by name within division

This record series consists of the student files (graduate/undergraduate). The 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 288, 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 five (5) years after graduation or date of last attendance, then dispose of.

315.05 Personnel Files (Duplicates)

Dates: 1978 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

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. Personnel files are kept for faculty, staff, civil service and student workers.

This item supersedes State Records Application 87-63, item 289, 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, then dispose of provided no litigation is pending or anticipated.