

COLLEGE OF AGRICULTURE
AGRICULTURAL EDUCATION AND
MECHANIZATION

320.01 Personnel Files

Dates: 1981 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by name

This record series consists of the personnel files for the Agricultural Education and Mechanization Department. This record series is divided into two parts, faculty and office staff. The faculty files include fringe benefit reports, payroll sheets, contracts, employment papers, planning statement files, evaluation forms, teaching materials, articles published, research performance, vitae, personnel letters and community service. The office staff files include accrued benefits, payroll sheets, sign out for vacation/sick leave, tuition waiver evaluations and transaction documents.

Original personnel files are maintained in the University's Personnel Services Office as per Application 87-66.

This item supersedes State Records Application 87-63, item 290, 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 following the date of separation of employment, then dispose of providing no litigation is pending or anticipated.

320.02 Graduate Student Files

Dates: 1980 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible

Arrangement: Alphabetical by name

This record series consists of the graduate student files for the Agricultural Education and Mechanization Department. Included in this record series are transcripts, grade sheets, letters of recommendation, assistantship papers, faculty reviews and appointment papers.

Original records of each student are maintained at the universities Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 291, 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 of five (5) years after date of graduation or date of last attendance at the university, 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.

320.03 Ledger Books

Dates: 1982 -

Volume: 4 Cu. Ft.

Annual Accumulation: 1 Cu. ft.

Arrangement: Chronological by year

This record series consists of ledger books for the Agricultural Education and Mechanization Department. Included in this series are requisitions, purchase orders, invoice vouchers and bills. All original records are maintained by the university's Business Office for six (6) years per Application 87-66.

This item supersedes State Records Application 87-63, item 292, 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 providing all audits have been completed under the

supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

320.04 Course Book File

Dates: 1980 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical by course number

This record series consists of the current syllabus and the text books used for the courses.

This item supersedes State Records Application 87-63, item 293, 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 until administrative value has expired, then dispose of provided no litigation is pending or anticipated.

320.05 Department Information Files

Dates: 1983 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by subject

This record series consists of information pertaining to the Department of Agricultural Education and Mechanization. Included in this series are achievement reports, planning statements, faculty accomplishments, equipment (traded in, lost or stolen), account balances, faculty staff assigned effort printouts and mailing lists.

This item supersedes State Records Application 87-63, item 294, 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 until administrative value has expired, then dispose of provided no litigation is pending or anticipated.

320.06 Student Workers File

Dates: 1981 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of student worker files for the Agricultural Education and Mechanization Department. Included in this file are time sheets, record of hours worked, and A21 forms (telling payroll from which account to pay employees).

Original student worker files are kept in the Office of Student Work and Financial Assistance.

This item supersedes State Records Application 87-63, item 295, 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 graduation or date of last attendance, then dispose of.