

SCHOOL OF ALLIED HEALTH

136.01 Personnel Files (Duplicates)

Dates: 1950-
Volume: 10 Cubic Feet
Annual Accumulation: ½ Cubic Feet
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, fringe benefit reports, salary and/or classification data.

Recommendation: Retain in office for five (5) years after separation of employment, then destroy in a secure manner litigation is pending or anticipated.

136.02 Fiscal Transaction Files (Duplicates)

Dates: 1950-
Volume: 32 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Chronological

This record series consists of departmental copies of the fiscal transaction files. These records generally include copies of purchase orders, requisitions, invoice vouchers, travel vouchers, p-card purchase and information, computer printout of fiscal reports, ledgers, etc.

Recommendation: Retain in office for three (3) years, then destroy in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

136.03 Student Files (Duplicates)

Dates: 1950-
Volume: 82 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Alphabetical

