

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 297, 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.

325.03 Personnel Files (Duplicates)

Dates: 1970 -
Volume: 6 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 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 298, 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 separation from employment, then dispose of provided no litigation is pending or anticipated.

325.04 Student Files (Duplicates)

Dates: 1965 -
Volume: 24 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: Alphabetical

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 299, 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.