

COLLEGE OF LIBERAL ARTS
DEPARTMENT OF ANTHROPOLOGY

550.01 Fiscal Administration Files (Duplicates)

Dates: 1979 -
Volume: 4 1/2 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological by fiscal year

This record series consists of the fiscal administration files maintained by the Office of the Department of Anthropology. The records generally include: copies of travel vouchers; reimbursement vouchers; and copies of the budget (multi-account expenditures). Originals are maintained with the University Offices of General Accounting and Purchasing.

This item supersedes State Records Application 87-63, item 785, 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 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.

550.02 Graduate Assistant Files (Originals)

Dates: 1979 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by fiscal year

This record series consists of the graduate assistant files maintained by the Office of the Department of Anthropology. The

records generally include: appointment papers; selective services compliance forms; and changes of assignment.

This item supersedes State Records Application 87-63, item 786, 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.

550.03 General Administrative Files (Originals and Duplicates)

Dates: 1976 -
Volume: 4 Cu. Ft.
Annual Accumulation: --
Arrangement: Alphabetical

This record series consists of the general administrative files maintained by the Office of the Department of Anthropology. The records generally include: enrollment data; blueprints (linguistic lab); achievement report and planning statements; mailing address lists; class schedules; and correspondence.

This item supersedes State Records Application 87-63, item 787, 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 three (3) years, then review files and weed out any documents possessing long term administrative, legal, or historical value (e.g., original blueprints) for permanent retention in the office and/or transfer to the University Archives. All duplicate, extraneous materials may be disposed of, provided all administrative value has expired.

550.04 Faculty Meeting Minutes and Agendas (Originals)

Dates: 1983 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of the faculty meeting minutes and agendas for the Office of the Department of Anthropology.

This item supersedes State Records Application 87-63, item 788, 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 permanently.

550.05 Search Files (Originals)

Dates: 1982 -

Volume: 3 3/4 Cu. Ft.

Annual Accumulation: 3/4 Cu. Ft.

Arrangement: None

This record series consists of the search files maintained by the Office of the Department of Anthropology. The information generally includes a record of all persons applying for open faculty positions under the department. Specific examples of records include: cover letter (letter of interest in the position; applicant vitae; letters of reference; and applicant publications (examples of books, articles published).

This item supersedes State Records Application 87-63, item 789, 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 three (3) years, then dispose of provided all administrative value has expired.

550.06 Personnel Files (Duplicates)

Dates: 1959 -

Volume: 3 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of the personnel files maintained by the Office of the Department of Anthropology. The records generally include: appointment papers; grade slips; changes of assignment; performance evaluations; tenure/promotion information; faculty research information; fringe benefit reports; and related correspondence.

This item supersedes State Records Application 87-63, item 790, 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 from employment, 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.

550.07 Tenure Files (Originals)

Dates: 1983 -

Volume: 3/4 Cu. ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of the tenure files maintained by the Office of the Department of Anthropology. The records generally include information retained on all persons under consideration for tenure/promotion. Specific examples include: basic information form; faculty vitae; guidelines; Deans letter of recommendation; performance evaluations; candidate's publications; and correspondence from students and faculty.

This item supersedes State Records Application 87-63, item 791, 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 providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

550.08 Student Files (Masters/Ph.D.) (Originals and Duplicates)

Dates: 1964 -
Volume: 9 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the student files maintained by the Office of the Director of Graduate Studies for the Department of Anthropology. The records generally include: letters of recommendation; transcripts; test scores; and certification documents. Original student records are maintained with the University's Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 792, 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.

550.09 Student Applicant Files (Originals)

Dates: 1980 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the student applicant files maintained by the Office of the Director of Graduate Studies for the Department of Anthropology. The records generally include information retained on persons who applied for admission into the masters degree/doctoral programs and were accepted/rejected. Specific examples include copies of applications and related correspondence.

This item supersedes State Records Application 87-63, item 793, 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.

550.10 Theses/Dissertations Files (Duplicates)

Dates: 1960 -
Volume: 15 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological

This record series consists of the theses/dissertations files maintained by the Office of the Director of Graduate Studies for the Department of Anthropology. The records generally include copies of student's theses for the masters degree program and copies of dissertations for the doctoral program. Originals are maintained with the University Library.

This item supersedes State Records Application 87-63, item 794, 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 until all administrative value has expired, then dispose of.

550.11 General Administrative Files (Originals and Duplicates)

Dates: 1976 -
Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the general administrative files maintained by the Office of the Director of Graduate Studies for the Department of Anthropology. The records generally include: annual reports; grade sheets; annual reviews; awards; core course materials; course descriptions; curriculum reviews; fellowships and

nominations; graduate exams; scheduling files; North Central Accreditation report (self study); grade distributions; class lists; major listings; status of graduate applications; staff statistical reports; registration information; and master course list tabulations.

This item supersedes State Records Application 87-63, item 795, 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 three (3) years, then review files and weed out any documents possessing long term administrative, legal, or historical value (e.g., annual reports, North Central Accreditation Report) for permanent retention in the office and/or transfer to the University Archives. All duplicate, extraneous materials may be disposed of provided all administrative value has expired.