

Assessment Office

171.01 Assessment Files

Dates: 1984 –
Volume: 8 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of ongoing materials from the Office of Assessment and Program Review on the basis of ten year site visits from the Higher Learning Commission of the North Central Association; departmental assessment plans, annual assessment reports of departments to the office of Assessment, minutes of campus-wide Assessment Committee meetings; correspondence of the Director of the Office of Assessment, and Literacy Project portfolios of student writing, plans, scoring sheets, and artifacts. These materials document the university's first coordinated comprehensive assessment activities before and immediately after the site visited by representatives from the Higher Learning Commission of the North Central Association of Colleges and Schools. These assessments are reviewed every ten years on the basis of the ten year site visits from the Higher Learning Commission of the North Central Association.

Recommendation: Retain in office for three (3) years, then microfilm and destroy originals in a secure manner after images have been verified. Retain microfilm permanently.

(Remaining retention schedule is being referenced from the Associate Provost for Academic Affairs)

240.02 Budget and Fiscal Administration Files (Duplicates)

Dates: 1979 -
Volume: 10 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: By fiscal year

This record series contains vouchers, purchase orders, requisitions, budget printouts, budget requests, and budget working papers. The originals of these documents are maintained by the General Accounting, Purchasing, Disbursements, and Budget Offices.

This item supersedes State Records Application 87-63, item 173, 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.

240.03 Personnel Files (Duplicates)

Dates: 1979 -
Volume: 6 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Alphabetical

This record series consists of personnel files for the employees of the Office of Undergraduate Academic Services. Included are copies of resumes, evaluations, requests for vacation/sick leave, and correspondence.

This item supersedes State Records Application 87-63, item 174, 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 from employment, then dispose of provided no litigation is pending or anticipated.

240.04 Payroll Information Files (Duplicates)

Dates: 1979 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible

Arrangement: By item, then Chronological

This record series consists of payroll information for the employees of the Office of Undergraduate Academic Services. Included would be: time recording sheets; Fringe Benefit printouts; Payroll Distribution printouts; and Time Transmittal printouts. This information is also maintained by the Fringe Benefits section of Personnel Services and the Payroll Office.

This item supersedes State Records Application 87-63, item 175, to provide for the incorporation of the file series into this revised records disposition application. (No change in the

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.