

## COLLEGE OF APPLIED SCIENCES AND ARTS

### APPLIED TECHNOLOGIES

#### 815.01 Personnel Files (Duplicates)

Dates: 1968 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of personnel files for the faculty and civil service employees of the Department of Applied Technology. Included are: copies of contracts; evaluations; resumes; vitae; requests for vacation/sick leave; and correspondence.

This item supersedes State Records Application 87-63, item 1144, 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.

#### 815.02 Departmental Reviews and Reports

Dates: 1977 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by subject

This record series consists of departmental reviews, planning statements, achievement reports, and promotion pockets (used in evaluating faculty members for promotion and/or tenure).

This item supersedes State Records Application 87-63, item 1145, 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 five (5) years in the office, then dispose of provided no litigation is pending or anticipated.

**815.03 Fiscal Administration Files (Duplicates)**

Dates: 1983 -  
Volume: 3 1/2 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: By fiscal year

This record series consists of all bills charged against the Department of Applied Technology, vouchers, purchase orders, requisitions, and C-numbers.

The originals of these documents are maintained by the General Accounting, Disbursements, and Purchasing Offices.

This item supersedes State Records Application 87-63, item 1146, 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.

**815.04 Correspondence Files**

Dates: 1968 -  
Volume: 10 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by subject

This record series consists of: correspondence on students; copies of reports; general correspondence; duplicate meeting minutes for academic advisory committee the administrative council; various duplicate reports; copies of outgoing correspondence; grade sheets; class list; add or modify a course forms; and change of class forms.

This item supersedes State Records Application 87-63, item 1147, 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 three (3) years in office, then review files and retain any materials containing information which has a long term historical value. Transfer the material to the University Archives for permanent retention. Dispose of other material.

**815.05 Student Files**

Dates: 1950 -  
Volume: 13 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by name

This record series consists of student files. Included in these are: records of entry into the university; transcripts; transfer credits; evaluations; course request forms; and certificate of graduation approval.

This item supersedes State Records Application 87-63, item 1148, 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 last date of attendance, then dispose of.