

## COLLEGE OF SCIENCE

### (Referencing From Zoology)

#### 795.05 Graduate Students File

Dates: 1979 -  
Volume: 7 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of students currently enrolled in the Zoology graduate school program. Included in this are: copy of application for the school; Entrance Exam Scores; and transcripts.

Original records of each student's courses taken, grades received, and degree earned are maintained by the university's Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 1096, 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 date of graduation or date of last attendance at the university, 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.

#### 795.09 Faculty Personnel Files

Dates: 1960 -  
Volume: 18 Cu. Ft.  
Annual Accumulation: 3-4 Cu. Ft.  
Arrangement: Alphabetical

This record series consists of the faculty personnel files. Included in this are: copies of contracts; reprints of publications; correspondence; absence request forms; vitae; and teaching evaluations.

This item supersedes State Records Application 87-63, item 1100, 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 office following termination of employment, then dispose of.

**795.11 Payroll and Fringe Benefits Files (Computer Printouts)**

Dates: 1976 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological/Alphabetical

Included in this record series are: monthly time sheets; vacation and sick time; faculty salary reports (this list salary); and faculty salary recommendation.

This item supersedes State Records Application 87-63, item 1102, 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 office, then dispose of.

**795.14 Correspondence File**

Dates: 1960 -  
Volume: 18 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of correspondence dealing with other departments, internal campus, external and general information on campus activities.

This item supersedes State Records Application 87-63, item 1105, 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 transfer to University Archives. Archives staff will review files and dispose of all material possessing no administrative, organizational, legal, and/or historic significance. Retain permanently documents possessing archival value.

**(Referencing From Plant Biology)**

**760.02 Fiscal Records (Duplicates)**

Dates:	1970 -
Volume:	5 Cu. Ft.
Annual	Accumulation: Negligible
Arrangement:	Alphabetical by account

This record series contains the fiscal reports of the Biological Sciences Department including accounts such as the Biological Sciences account for internal operations, Biological Sciences Field Trips account, Greenhouse Activities account, Biological Sciences Research - Overhead Recovery account, etc. This file consists of purchase orders, purchase requisitions, invoice vouchers, travel vouchers, contractual services such as rental of greenhouse van and photocopying services, etc. The original records are maintained in the master file on microfiche in Purchasing and Disbursements as per 186 of Application 87-66.

This item supersedes State Records Application 87-63, item 1009, 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.