

COLLEGE OF LIBERAL ARTS
COMPUTER ASSISTED INSTRUCTIONAL
RESEARCH
LABORATORY

670.01 Budget Administration Files (Duplicates)

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

 This record series contains monthly budget printouts, budget requests, and working papers.

 Original budget files for the entire university are maintained by the Budget Office.

This item supersedes State Records Application 87-63, item 812, 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.

670.02 Student Worker/Graduate Assistant Files (Duplicates)

Dates: 1979 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of files created for the student workers and graduate assistants of the College of Liberal Arts Computer Lab. Included are: copies of contracts; student work authorizations; work schedules; and payroll printouts.

The originals of these files are maintained by the Payroll Office and the Office of Student Work and Financial Assistance.

This item supersedes State Records Application 87-63, item 813, 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 years after separation from employment, then dispose of.

670.03 Payroll Information Files (Duplicates)

Dates: 1979 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: By item, then Chronological

This record series consists of payroll information for the employees of the College of Liberal Arts' Computer Lab. 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 814, 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.

670.04 Fiscal Administration Files (Duplicates)

Dates: 1979 -

Volume: Negligible
Annual Accumulation: Negligible
Arrangement: By fiscal year

This record series consists of vouchers, purchase orders, and requisitions. The originals of these documents are maintained by the General Accounting, Disbursements, and Purchasing Offices.

This item supersedes State Records Application 87-63, item 815, 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.

670.05 General Administrative Correspondence

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

This record series consists of the routine day-to-day correspondence of the College of Liberal Arts' Computer Assisted Instructional Research Lab.

This item supersedes State Records Application 87-63, item 816, 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 the office, then dispose of provided no litigation is pending or anticipated.