

incorporation of the file series into this revised records disposition application.

(No change in the previously approved disposition is proposed.)

Recommendation: Retain one year in the office, then dispose of provided no litigation is pending or anticipated.

600.03 Administrative Correspondence and Reference File

Dates: 1967 -
Volume: 14 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by subject

These files contain original and duplicate correspondence and reference material generated or utilized by the Center for English as a Second Language. Examples of predominant types of documents maintained in this file include: original and duplicate University memorandums; correspondence to current and prospective students; passport information; registered mail sheets and receipts; immigration information; scheduling information; and newsletters from various professional organizations.

This item supersedes State Records Application 87-63, item 893, 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 years in the office, then dispose of all duplicate, informational, or routine items. Transfer remaining accumulation to the University Archives for evaluation and possible accessioning of records possessing archival value.

600.04 Budget and Fiscal Administration Files (Duplicates)

Dates: 1980 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.

Arrangement: By fiscal year

This record series consists of all bills charged against the Center, requisitions, purchase orders, vouchers, budget requests, budget printouts, and other budget information.

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

This item supersedes State Records Application 87-63, item 894, 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.

600.05 Payroll Information Files (Duplicates)

Dates: 1973 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of payroll information for the civil service employees of the Center for English as a Second Language. Included would be: 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 895, 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.

600.06 Personnel Files (Duplicates)

Dates: 1966 -
Volume: 5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of personnel files for the employees of the Center for English as a second language. Included are: copies of contracts; employment applications; resumes; and evaluations.

Original personnel files are maintained by the Office of Personnel Services.

This item supersedes State Records Application 87-63, item 896, 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 the date of separation from employment, then dispose of provided no litigation is pending or anticipated.

600.07 Employee Application Files

Dates: 1976 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of employment applications, transcripts, resumes, and letters of recommendation received from persons seeking employment with the Center for English as a Second Language.

This item supersedes State Records Application 87-63, item 897, 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.

600.08 TOEFL Pass/Fail Listings

Dates: 1971 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of listings of students who have passed or failed the TOEFL (Test of English as a Foreign Language). A passing score on the TOEFL is required of many foreign students before they can officially enroll in the university.

This item supersedes State Records Application 87-63, item 898, 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 two (2) years in the office, then dispose of provided no litigation is pending or anticipated.

600.09 TOEFL Score Results (Computer Printouts)

Dates: 1983 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of computer printouts listing the names and score results for all students taking the TOEFL.

This item supersedes State Records Application 87-63, item 899, 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.

600.10 CESL Schedules and Class Lists

Dates: 1971 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of class lists and schedules for all classes taught/administered by the Center for English as Second Language. Original class lists and course schedules are maintained by the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 900, 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.

600.11 Committee Meeting Minutes (Originals and Duplicates)

Dates: 1976 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By committee

This record series consists of original and duplicate meeting minutes and agenda for various University Committees (CESL Departmental Committee, Faculty Senate, Undergraduate Educational Policy Committee, Dean's Council, etc.).

This item supersedes State Records Application 87-63, item 901, 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 all duplicate materials at the discretion of the agency. Retain all original meeting minutes and agenda permanently either in the office or the University Archives.

600.12 Sponsor Billing Files (Originals)

Dates: 1966 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by
student's name

These files are utilized in the billing of sponsors of certain foreign students enrolled in the CESL Program. Included are the original bill sent to the sponsor and any correspondence related to the billing.

This item supersedes State Records Application 87-63, item 902, 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 six (6) 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.