

This record series consists of personnel files for the faculty and civil service employees of the Department of Curriculum, Instruction, and Media. Included are: evaluations; vitae; Applications for Appointment; employment referrals; and correspondence.

Original personnel files are maintained by Personnel Services for sixty-five years.

This item supersedes State Records Application 87-63, item 537, 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 following separation from employment, then dispose of.

400.03 Payroll Information Files (Duplicates)

Dates: 1976 -

Volume: 1 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: By item, then Chronological

This record series consists of payroll information for the employees of the Department of Curriculum, Instruction, and Media. Included would be: Payroll Distribution printouts; Time Transmittal printouts; Fringe Benefit printouts; and time recording sheets.

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 538, 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.

400.04 Graduate Assistantship Application Files

Dates: 1977 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of files created for students who apply for graduate assistantships. Included would be: applications; letters of recommendation; and grade transcripts.

This item supersedes State Records Application 87-63, item 539, 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 dispose of provided no litigation is pending or anticipated.

400.05 Administrative Correspondence and Reference File

Dates: 1976 -
Volume: 11 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 Department of Curriculum, Instruction, and Media. Examples of predominant types of documents maintained in this file include: original and duplicate university memorandum; duplicate meeting minutes of the College of Education; copies of internal reviews; planning documents; student questionnaires; Achievement Reports; grade distribution reports; class schedules; Tenth Day Enrollment Reports; and departmental guidelines.

This item supersedes State Records Application 87-63, item 540, 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 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.

400.06 Course Syllabi

Dates: 1986 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By course number

This item supersedes State Records Application 87-63, item 541, 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 until revised or superseded then transfer to the University Archives for appraisal and possible further retention.

400.07 Fiscal Administration File (Duplicates)

Dates: 1982 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By fiscal year

This record series consists of the department's copies of requisitions, purchase orders, vouchers, and telephone logs.

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

This item supersedes State Records Application 87-63, item 542, 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.

400.08 Staff Statistical Reports

Dates: 1979 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains statistical information on the time faculty spend teaching, doing support work, conducting research, fulfilling administrative duties and other service to the university or the public. The originals of these reports are maintained by the Office of Institutional Research.

This item supersedes State Records Application 87-63, item 543, 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 provided no litigation is pending or anticipated.

400.09 Departmental Meeting Minutes and Agendum (Originals)

Dates: 1975 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This item supersedes State Records Application 87-63, item 544, 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 permanently - either in the office or the University Archives.

400.10 Budget Administration Files (Duplicates)

Dates: 1974 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: By fiscal year

This record series contains the department's copy of their operating budget. Also included herein would be budget proposals, 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 545, 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.

400.11 Master's and Doctorate Thesis and Dissertations

Dates: 1966 -
Volume: 40 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical by author

This record series consists of the department's copies of thesis and dissertations written by graduate degree candidates of the department. The University Library receives and permanently retains a copy of each thesis and dissertation submitted to the university.

This item supersedes State Records Application 87-63, item 546, 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 ten (10) years after graduation or date of last attendance, then dispose of provided the existence of the original copy in the University Library has been confirmed.

400.12 Faculty Search committee Files (Originals)

Dates: 1982 -

Volume: 4 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: Chronological by open position

This record series consists of files resulting from faculty searches. Included would be: committee meeting minutes and agenda; guidelines for reviewing applicants' credentials; orientation material for the open position; lists of candidates; phone interview notes; memos and other correspondence.

This item supersedes State Records Application 87-63, item 547, 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 following the termination of the position vacancy, 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.