

DEPARTMENT OF CINEMA AND PHOTOGRAPHY

730.01 Personnel Files (Active/Inactive) (Duplicates)

Dates: 1970-
Volume: ¾ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the personnel files maintained by the Office of the Department of Cinema and Photography. The records generally include: copies of evaluations, hiring data; disciplinary action; doctor's permits for excused absences, and related correspondence. Originals are maintained with the Office of Personnel Services.

This item supersedes State Records Application 87-63, item 407, 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.

730.02 Course Offerings and Registration Files (Duplicates)

Dates: 1978-
Volume: ¾ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by semester

This record series consists of the course offerings and registration files maintained by the Office of the Department of Cinema and Photography. The records generally include department course offerings and lists of students enrolled.

This item supersedes State Records Application 87-64, item 408, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed).

730.03 Personnel Search Files (Originals)

Dates: 1980-
Volume: 2 1/2 Cu. Ft.
Annual Accumulation: Negligible

Arrangement: Alphabetical/Chronological

This record series consists of the personnel search files maintained by the Office of the Department of Cinema and Photography. The records generally contain information retained on job applicants who applied for open positions under the department but were not hired. Specific examples include: copies of original position requests, applicants vitae, letters of recommendation and related correspondence (e.g., inquiries).

This item supersedes State Records Application 87-64, item 409, 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.

730.04 Fiscal Administration Files (Duplicates)

Dates: 1982-
Volume: 10 1/2 Cu. Ft.
Annual Accumulation: 2 ¼ Cu. Ft.
Arrangement: Chronological by fiscal year

This record series consists of the fiscal administration files maintained by the Office of the Department of Cinema and Photography. The records generally include: invoice vouchers, requisitions, purchase orders, receiving reports, copies of the budget, budget requests, General Accounting printouts (e.g., line item expenditures), general stores requests, p-card purchasing information, and related correspondence. The records further contain departmental grant information including: requests for grants, grant accounting files (expenditures) and related correspondence.

Originals are maintained with the Offices of General Accounting (Research/Projects Fiscal Management) and Research Development Administration. Original fiscal information is maintained with the Offices of General Counting, Disbursements and Purchasing.

This item supersedes State Records Application 87-64, item 410, 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.

730.05 Student Files (Active/Inactive) (Duplicates)

Dates: 1967-
Volume: 33 Cu. Ft.
Annual Accumulation: 1 2/3 Cu. Ft.
Arrangement: Alphabetical by academic year

This record series consists of the student files maintained by the Office of the Department of Cinema and Photography. The records generally contain graduate and undergraduate student files including: copies of transcripts, grade sheets, graduation checklists, entrance exam scores, class schedules and related correspondence.

This item supersedes State Records Application 87-64, item 411, 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 graduation or date of last attendance, then dispose of.

730.05 General Correspondence Files (Originals and Duplicates)

Dates: 1983-
Volume: 3 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Chronological

This record series consists of the general correspondence files maintained by the Office of the Department of Cinema and Photography.

This item supersedes State Records Application 87-64, item 412, 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 three (3) years, then dispose of provided all administrative value has expired.

730.07 Historical Files (Originals)

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

This record series consists of the historical files maintained by the Office of the Department of Cinema and Photography. The records generally contain various information documenting the history of the department including accreditation files and related correspondence.

This item supersedes State Records Application 87-64, item 413, 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 in the office and/or transfer to the University Archives.

730.08 Theses Files – Cinema/Photography Portfolio Statements (Originals)

Dates: 1978-
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: --

This record series consists of the theses files and Cinema/Photography portfolio statements maintained by the Office of the Department of Cinema and Photography. The records generally contain students theses and statement so Cinema/Photography portfolios (e.g., written paper describing the project's theme and significance).

This item supersedes State Records Application 87-64, item 414, 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 in the office and/or transfer to the University Archives.

730.09 Course Syllabi/Form 90 Files (Originals)

Dates: 1983-

Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By course number

This record series consists of the course syllabi and form 90 (add/drops) files maintained by the Office of the Department of Cinema and Photography.

This item supersedes State Records Application 87-64, item 415, 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 updated and/or superseded, then dispose of.

730.10 Department Chair Minutes and Agendas (Originals)

Dates: 1980-
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the department chair minutes and agendas maintained by the Department of Cinema and Photography.

This item supersedes State Records Application 87-64, item 416, 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 in the office and/or transfer to the University Archives.

730.11 Faculty Senate Minutes and Agendas (Originals)

Dates: 1980-
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the Faculty Senate minutes and agendas maintained by the Department of Cinema and Photography.

This item supersedes State Records Application 87-64, item 417, 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 in the office and/or transfer to the University Archives.

730.12 Departmental Working Files (Originals)

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

This record series consists of the departmental working files maintained by the Office of the Department of Cinema and Photography. The records generally include working files (e.g., statement of development) of departmental policy and procedures.

This item supersedes State Records Application 87-64, item 418, 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 in the office and/or transfer to the University Archives.

730.13 Achievement Reports and Planning Statements (Originals)

Dates: 1982-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by fiscal year

This record series consists of the achievement reports and planning statements maintained by the Office of the Department of Cinema and Photography. The records generally include working files (e.g., statement of development) of departmental policy and procedures.

This item supersedes State Records Application 87-64, item 419, 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 in the office and/or transfer to the University Archives.