



This item supersedes State Records Application 87-63, item 321, 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 providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**345.03 Fiscal Administration Files (Duplicates)**

Dates: 1980 -  
Volume: 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: By fiscal year

This record series consists of duplicate requisitions, vouchers, travel expense reimbursement requests, and telephone service requests.

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

This item supersedes State Records Application 87-63, item 322, 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 providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**345.04 Faculty Meeting Minutes (Originals)**

Dates: 1982 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This item supersedes State Records Application 87-63, item 323, 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.

**345.05 Payroll Information Files (Computer Printouts) (Duplicates)**

Dates: 1977 -  
Volume: 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of payroll information for the civil service employees and student workers of the Accountancy Department. 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 324, 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 providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**345.06 Course Syllabi (Record Copies)**

Dates: 1984 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: By course number

This item supersedes State Records Application 87-63, item 325, 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.

**345.07 Subject Correspondence and Reference File**

Dates: 1962 -  
Volume: 4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by subject

This file, arranged and used on a "subject file" basis, contains the Accountancy Department's correspondence and various types of related reports, minutes, and agendum.

Samples of records contained in this record series are: duplicate and original university memorandum and correspondence; copies of internal reviews; achievement reports; information on alumni; duplicate meeting minutes and agendum of university-wide committees; and various informational booklets and brochures.

This item supersedes State Records Application 87-63, item 326, 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 all duplicate, informational, or routine items. Transfer remaining accumulation to the University Archives for evaluation and possible accessioning of records possessing archival value.

**345.08 Vacation/Sick Leave Requests (Originals)**

Dates: 1974 -  
Volume: Negligible  
Annual Accumulation: Negligible

Arrangement: Chronological

This item supersedes State Records Application 87-63, item 327, 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 office, then dispose of provided no litigation is pending or anticipated.

**345.09 Class Scheduling Files**

Dates: 1976 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of class schedules listing all classes taught by the Accountancy Department, the time and day(s) taught, room number, name of instructor, and credit awarded. Also included in these files would be requests to change class schedules and scheduling working papers. Original class schedules are maintained by the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 328, 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, then dispose of.

**345.10 Civil Service Personnel Files (Duplicates)**

Dates: 1980 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of personnel files for the civil service employees of the Accountancy Department. Included are: Notices of Non-Academic employment; letters of reference; performance evaluations; and referral evaluations.

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

This item supersedes State Records Application 87-63, item 329, 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 date of separation from employment, then dispose of.

**345.11 Departmental University Foundation Files (Duplicates)**

Dates: 1979 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: By fiscal year

This record series contains the department's copies of University Foundation fiscal records. These files are utilized to check and substantiate University Foundation transactions involving the Accountancy Department.

Documents included in these files would be: computer printout account statements; copies of bills; copies of vouchers; and records of donations made to the Accountancy Department (through the foundation).

This item supersedes State Records Application 87-63, item 330, 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 providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**345.12 Donor Files**

Dates: 1982 -  
Volume: 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series contains information on donors to the Accountancy Department (i.e., various accounting firms and alumni). Included would be: records of contributions and contributors; contribution reports; alumni addresses; and mailing lists.

Most of this information is also available at the University Foundation.

This item supersedes State Records Application 87-63, item 331, 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 until expiration of all administrative value, then dispose of.

**345.13 Departmental Annual Reports**

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

This record series consists of the annual report prepared by the Accountancy Department outlining and giving a brief history of all faculty members, describing any special activities which have occurred during the year, highlighting the major accomplishments and achieved goals of the department during the previous year and outlining the plans and goals for the next year.

A copy of this report is submitted to the Office of the President annually.

This item supersedes State Records Application 87-63, item 332, 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.

**345.14 Departmental Newsletters (Originals)**

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

This record series consists of departmental newsletters which are periodically produced and sent out to alumni and other various subscribers. Each newsletter would include a letter from the chairman, lists of students passing the CPA exam, listings of donors and donations received, award recipients, and general information on the department and faculty.

This item supersedes State Records Application 87-63, item 333, 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.

**345.15 Professional Board of Advisors Files**

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

This file contains various correspondence, reports, meeting minutes and agendum for the Accountancy Department's Professional Board of Advisors, which is a group of Accounting



professionals who advises the department on curriculum development, fundraising and other topics.

Included would be: original meeting minutes; agendum; matching file information; copies of by-laws; periodic reports (containing recommendations); and general correspondence to and from the Board members.

This item supersedes State Records Application 87-63, item 334, 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 all duplicate, informational or routine items. Transfer remaining accumulation to the University Archives for evaluation and possible accessioning of records possessing archival value.

**345.16 Accreditation Reports (Record Copies)**

Dates: 1982 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of accreditation reports which the department is required to file with the American Association of Collegiate Schools of Business. Also included are various working papers utilized in preparing the report and related correspondence.

This item supersedes State Records Application 87-63, item 335, 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 after supersedure by new report, then offer to the University Archives for possible accessioning.

**345.17 Graduate Applicant Files**

Dates: 1980 -

Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of the graduate applicant files maintained by the Office of Accountancy. The files contain a record of all persons who have applied for admission into the department's master degree program including rejected applicants. Examples of documents included are: graduate school application, copies of transcripts, grade slips, letters of recommendation, and related correspondence. The original records of student admission and registration are maintained by the Office of the Graduate School and the Office of Admissions and Records permanently.

This item supersedes State Records Application 87-63, item 335A, 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 accepted applicant files in office for five (5) years after graduation or date of last attendance of the respective students, then dispose of providing no litigation is pending or anticipated. Retain rejected applicant files in office for three (3) years following the date of notice of rejection, then dispose of providing no litigation is pending or anticipated.