

**COLLEGE OF BUSINESS AND
ADMINISTRATION**

DEAN'S OFFICE

340.01 Personnel Files

Dates: 1950 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of faculty, civil service, A & P personnel files for the College of Business & Administration. The faculty files consist of copies of contracts, resumes, transcripts, new contracts, appointment papers, personnel transactions, tenure, awards, fellowships, absence request forms, and hiring audit forms. The civil service files consist of hiring papers, evaluations, personal information, and absence forms. A & P files contain contracts.

This item supersedes State Records Application 87-63, item 314, 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 five (5) years following the date of separation from employment, then dispose of.

340.02 General Correspondence

Dates: 1983 -
Volume: 4 Cu. ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical/Chronological

This record series consists of correspondence for the Dean's Office of the College of Business & Administration. This includes correspondence from the Dean, the Associate Dean, and various

directors. This correspondence consists of requesting information on college, requesting admission statements, and contact with other schools.

This item supersedes State Records Application 87-63, item 315, 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 review files and retain any material containing information which has long term historical value. Transfer this material to the University Archives for permanent retention. Dispose of other material.

340.03 Annual Reports

Dates: 1979 -

Volume: 4 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical by department/

Chronological within department

This record series consists of annual reports for the College of Business and Administration. Included in these reports are classes being taught by each instructor, number of students participating on masters programs/doctoral thesis, published material, presentations to organizations, the establishment of new programs (computer lab), usage rate for computers, seminars for businesses and other universities, articles on Small Business Development Center, grants received from the United States Small Business Administration, major staff changes/additions, and student activities.

This item supersedes State Records Application 87-63, item 316, 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 five (5) years, then offer to the University Archives. Any material rejected may be disposed of.

340.04 Student Files (Originals and Duplicates)

Dates: 1975 -
Volume: 31 Cu. Ft.
Annual Accumulation: 2 1/2 Cu. Ft.
Arrangement: Alphabetical and Chronological

These student files are maintained on the college level under the jurisdiction of the Assistant Dean for Student Affairs. File contents include copies of enrollment registrations, grades, office copies of advisement records, Academic Record, and any disciplinary information. Currently, the college has been microfilming their student files upon graduation or termination of enrollment.

This item supersedes State Records Application 87-63, item 317, 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 five (5) years after graduation or last period of enrollment, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. (Upon discretion of college, the record series may be microfilmed, in which case record series microforms are to be maintained and disposed of in the same manner as recommended above for the hard copy files.)

340.05 Administrative Correspondence and Related Documents (Originals and Duplicates)

Dates: 1975 -
Volume: 28 1/2 Cu. Ft.
Annual Accumulation: 12 1/2 Cu. Ft.
Arrangement: Chronological and by subject

In addition to the college's administrative correspondence, this file contains Curriculum Committee minutes and related papers, Scholastic Committee minutes, copies of contracts, awards banquet planning/staging records, relevant conference materials, summary reports of agreements, agreements (including

cooperative agreements), program activities statistics, Effort Reports, End-of-Term Reports, and internal memoranda. Much of this file is referenced as supporting documentation for the compilation of college reports which report data are ultimately captured in President's reports RAMP's, HEGIS, etc.

This item supersedes State Records Application 87-63, item 318, 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 with the assistance of University Archives staff, review the files and retain on a permanent basis in either the college's office(s) or the University Archives (if accepted by Archives) materials possessing archival/research value and dispose of the balance of materials after completion of the foregoing review(s), providing no litigation is pending or anticipated.

340.06 Budget and Fiscal Administration File (Duplicates)

Dates: 1979 -
Volume: 13 1/2 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological

This Budget and Fiscal Administration file contains college level copies of vouchers, time and attendance reports, budget accounts, salary reports (including computer printout monthly salary reports), requisitions, purchase orders, FAS reports (computer printouts), Dean's Budget reports, property control files, and related correspondence. University-wide record copies of these forms and records are maintained by the Accounting and Disbursements Office.

This item supersedes State Records Application 87-63, item 319, 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 providing all audits have been completed under the supervision of

the Auditor General, if necessary, and no litigation is pending or anticipated.

340.07 Student Course Request Forms (Originals)

Dates: 1933 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year,
Numerical by file number

This record series consists of documents used by students to add/drop various courses for enrollment registration.

Entries include name of student, social security number, address, type of student (full or part time), year, type of registration, and indication of drop or add.

The Dean's Office of the College of Business and Administration maintains "Student Files" (which includes enrollment registrations) for five years following graduation or last period of enrollment per item 317 of Application 87-76. The Assistant Dean of the College of Education maintains "Scheduling Records" for three (3) years per item 529 of Application 87-63.

This item supersedes State Records Application 87-63, item 319A, 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.