

**COLLEGE OF BUSINESS & ADMINISTRATION**  
**MANAGEMENT DEPARTMENT**

**355.01      Fiscal Administration Files**

Dates:                      1973 -  
Volume:                    3 Cu. Ft.  
Annual Accumulation:    Negligible  
Arrangement:              Chronological

This record series consists of fiscal files for the Department of Management. Included in this are purchase orders, invoice vouchers, AMO90 & 91's, printouts, and bills.

All original records are maintained by the university's Business Office for six (6) years per Application 87-66.

This item supersedes State Records Application 87-63, item 342, 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 providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**355.02      Personnel Files**

Dates:                      1970 -  
Volume:                    6 Cu. Ft.  
Annual Accumulation:    Negligible  
Arrangement:              Alphabetical

This record series consists of both faculty and civil service personnel files. Included in the faculty files are copies of contracts,

course evaluations, achievement reports and special reports. Civil service files include classes and fringe benefit reports.

Original personnel files are maintained in the university's Personnel Services Office per Application 87-66.

This item supersedes State Records Application 87-63, item 343, 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 separation from employment, then dispose of providing no litigation is pending or anticipated.

**355.03 Administrative Correspondence**

Dates: 1976 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by subject

This record series consists of correspondence by faculty members, the department chairman, and by/with other department.

This item supersedes State Records Application 87-63, item 344, 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 dispose of any material which no longer has any administrative value.

**355.04 Course Scheduling File**

Dates: 1980 -  
Volume: 4 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological by semester

This record series contains the following, assigned effort reports, course listings and instructors, students dropped from course, and faculty statistical reports (course number, name, percentage of time used for course).

This item supersedes State Records Application 87-63, item 345, 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 administrative value has expired then review with the University Archives. Retain material of permanent value.

**355.05 Class List**

Dates: 1976 -  
Volume: 4 Cu. Ft.  
Annual Accumulation: --  
Arrangement: Chronological

This record series consists of lists of students in each class and the grade they received.

Original student records are kept by the University's Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 346, 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 five (5) years, 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.

**355.06 Faculty Position Recruitment File**

Dates: 1985 -  
Volume: 2 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: Alphabetical by position

This record series consists of both general applications and applications for open positions.

This item supersedes State Records Application 87-63, item 347, 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 dispose of provided no litigation is pending or anticipated.

**355.07 Departmental Information Files**

Dates: 1976 -

Volume: 6 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical by subject

This record series consists of departmental information files for the Department of Management. Included in this are achievement reports, committee meetings, faculty sabbatical slips, proposed schedule of courses, number of management majors per semester, and academic dishonesty reports.

This item supersedes State Records Application 87-63, item 348, 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 administrative value has expired or it becomes obsolete then dispose of providing no litigation is pending or anticipated.