

## COLLEGE OF BUSINESS & ADMINISTRATION

### MARKETING DEPARTMENT

#### 360.01 Personnel Records (Duplicates)

Dates: 1978 -  
Volume: 4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of personnel records for administrative and professional employees, civil service employees, student workers, faculty and grad assistants in the Marketing Department. Included are copies of vitae, salary/classification change forms, travel vouchers and related expense statements, letters of appointment, authorization to hire student (Form A-21 from student work and Financial Assistance), letter of resignation or termination, grievances, reprimands, requests for sabbatical, performance evaluations, letters of recommendation, and employment contracts.

This item supersedes State Records Application 87-63, item 349, 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 providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

#### 360.02 Unsuccessful Job Applicant Files (Originals)

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

This record series consists of applications received by the department for various job openings. Also included are vitae and evaluations of job applicants qualifications (part of interview process) and recommendation of the search committee on hiring.

This item supersedes State Records Application 87-63, item 350, 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.

**360.03 Syllabi (Originals)**

Dates: 1986 -

Volume: 1/3 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological/Numerical by course number

This item supersedes State Records Application 87-63, item 351, 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 all administrative use has expired then dispose of record.

**360.04 Class Lists and Enrollment Sheets (Duplicates)**

Dates: 1982 -

Volume: 1 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of computer printouts showing the name of students enrolled to take a class and the class lists which shows which students to a particular course.

This item supersedes State Records Application 87-63, item 352, 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 record.

**360.05 Grade Sheets & Grade Change Forms (Duplicates)**

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

This item supersedes State Records Application 87-63, item 353, 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 record provided no litigation is pending or anticipated.

**360.06 Budget and Fiscal Administration File (Duplicates)**

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

Included in this record series are duplicate copies of invoice vouchers, purchase orders and requisitions submitted to the Business Office for the procurement of goods and services. Also included are general accounting expenditure and budget reports

(on salary, commodities), contractual services, telecommunications expenses, etc.).

This item supersedes State Records Application 87-63, item 354, 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 providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**360.07 Salary and Fringe Benefits Reports (Duplicates)**

Dates: 1983 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of fringe benefits reports which show the amount of vacation and sick time accrued by each employee. The payroll (salary) report shows the employee's (civil service, faculty, and student workers) name, classification, net pay, deductions, gross pay and the balance to date of funds allocated to the Marketing Department for personal services.

This item supersedes State Records Application 87-63, item 355, 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.

**360.08 Administrative Correspondence and Reference File (Agency Record Copies) (Duplicates)**

Dates: 1980 -  
Volume: 5 1/2 Cu. Ft.

Annual Accumulation: 1/2 Cu. Ft.

Arrangement: Chronological

This record series consists of original and duplicate correspondence and administrative reference files detailing matters of function, procedures, organization and policy decision making of the Marketing Department. Types of documents found in this record series include:

- (1) Original agendas, meeting materials and minutes of the department's staff meetings;
- (2) Examination and testing (cheating) policies of the department;
- (3) Affirmative Action policy and related reports and correspondence
- (4) Correspondence with other departments, staff, other universities, professional organizations, etc.;
- (5) Faculty planning statement (lists publications, scholarly and creative activities, grants/contracts, public/professional service activities, teaching assignments, accreditations received, etc.;
- (6) Dean's reports;
- (7) Faculty/staff development reports;
- (8) R.A.M.P. documents.

This item supersedes State Records Application 87-63, item 356, 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 review file and take the following steps:

- (A) Dispose of correspondence/reference material which is merely informational or routine.
- (B) Retain all originals of minutes of meetings (i.e. department meetings), special surveys and reports, all policies, procedures, rules and any material documenting activities and planning of the

department until they no longer have any administrative value, then transfer to the University Archives for permanent retention.

**360.09 Faculty/Staff Assigned Effort Reports (Duplicates)**

Dates: 1985 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of faculty/staff assigned effort reports which indicate the percent of effort assigned in the following activities: direct teaching, teaching support, research, public service, student services, library services, general administration, and university service.

The agency record copy of this record series is maintained by the Dean's Office of the College of Business and Administration and is scheduled for retention under this application.

This item supersedes State Records Application 87-63, item 357, 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.