

**COLLEGE OF EDUCATION**  
**EDUCATIONAL ADMINISTRATION & HIGHER**  
**EDUCATION**

**405.01 Student Files**

Dates: 1957 -  
Volume: 108 Cu. Ft.  
Annual Accumulation: 3 1/2 Cu. Ft.  
Arrangement: Alphabetical

This record series consists of individual files created for each student who pursues a degree in Education Administration and Higher Education. Forms/documents which are found in a typical student file would be: transcripts; registration forms; grade slips; copies of thesis and dissertations; students' petitions to waive certain courses; grade change requests; and correspondence. Original records of students' courses taken, grades received, and degree earned are maintained by the Office of Admissions and Records. The University Library receives permanently retains a copy of each thesis and dissertation submitted to the university.

This item supersedes State Records Application 87-63, item 548, 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.

**405.02 Personnel Files (Duplicates)**

Dates: 1982 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: By type of employee, then  
Chronological

This record series consists of personnel files for the faculty, civil service employees, and student workers of the Department of Education Administration and Higher Education. Included are resumes, letters of congratulations, copies of contracts, requests for vacation/sick leave, and sabbatical information.

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

This item supersedes State Records Application 87-63, item 549, 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 date of separation from employment, then dispose of.

**405.03 Payroll Information Files (Duplicates)**

Dates: 1982 -

Volume: Negligible

Annual Accumulation Negligible

Arrangement: By item, then Chronological

This record series consists of payroll information for the employees of the Department of Education Administration and Higher Education. 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 550, 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.

**405.04 Faculty Search Committee Files (Originals)**

Dates: 1982 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological by open position

This record series consists of files resulting from faculty searches. Included would be: applicant resumes and vitae; transcripts; letters of reference; copies of job descriptions; copies of Equal Employment Opportunity reports; and copies of correspondence sent to the applicants.

This item supersedes State Records Application 87-63, item 551, 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 following termination of the position vacancy, 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.

**405.05 Fiscal Administration Files (Duplicates)**

Dates: 1982 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Chronological by semester

This record series consists of invoices, AMO 90 and 91's (originals kept at General Accounting), purchase orders, and various computer printouts.

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 552, 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.

**405.06 Annual Reports**

Dates: 1980 -

Volume: 2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological by year

Included in this record series are planning statements and projected goals. (Dean's office has originals.)

This item supersedes State Records Application 87-63, item 553, 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.