

**ASSOCIATE VICE CHANCELLOR FOR ACADEMIC
AFFAIRS**

**COLLEGE OF EDUCATION
EDUCATIONAL PSYCHOLOGY AND SPECIAL
EDUCATION**

410.01 Correspondence File

Dates: 1982 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains general correspondence to and from the Department of Educational Psychology.

This item supersedes State Records Application 87-63, item 554, 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, then dispose of provided all administrative value has expired.

410.02 Graduate Student Files

Dates: 1960 -
Volume: 30 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This record series consists of graduate student files in the Educational Psychology Program, consisting of references, applications to enter program, transcripts from students' undergraduate colleges, grade sheets, schedules of program courses taken, and correspondence. Upon graduation, records are sent to Admissions and Records for microfilming in the students' permanent file with the university.

This item supersedes State Records Application 87-63, item 555, 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 after graduation or last date of attendance at the university, then dispose of provided no litigation is pending or anticipated.

410.03 Personnel Files (Duplicates)

Dates: 1960 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains the personnel files for the faculty and civil service employees, both active and inactive, of the Educational Psychology Program. Original records are maintained by the Office of Personnel Services.

This item supersedes State Records Application 87-63, item 556, 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 after separation from employment, then dispose of provided no litigation is pending or anticipated.

410.04 Class Schedules File (Duplicates)

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

This record series contains the class schedules for classes offered in Educational Psychology each semester. Both the Dean of the College of Education and the Records and Admissions Office have copies. The Records and Admissions' copy is the original and is microfilmed.

This item supersedes State Records Application 87-63, item 557, 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.

410.05 Budget Files

Dates: 1983 -
Volume: 3 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Chronological

This record series contains budget records, consisting of information on money allocated, requisitions, and printouts from General Accounting.

This item supersedes State Records Application 87-63, item 558, 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.

410.06 Budget Records (Duplicates)

Dates: 1979 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains computer printouts of expenditure reports (AMO 90's and 91's), vouchers, purchase orders, travel vouchers and fiscal information about the state account, foundation account and grant accounts. Original records are maintained by Purchasing and Disbursements.

employees, both active and inactive, consisting of appointment papers, current curriculum vitae, correspondence, change of assignment forms, and tenure/promotion documents. Original records are maintained by Personnel Service.

This item supersedes State Records Application 87-63, item 598, 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 for five (5) years after separation from employment, then dispose of provided no litigation is pending or anticipated.

410.09 Student Advisement File

Dates: 1978 -
Volume: 15 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Alphabetical by name within degree and the program

This record series contains student advisement files for active, inactive, and graduated students in both the Master's degree and the doctoral degree, consisting of application materials (i.e., transcripts, etc.), designation of advisor, grade change records, grade sheets, correspondence, approval of program and approval for graduation. The original records are microfilmed by Admissions and Records for retention as part of the student's permanent file.

This item supersedes State Records Application 87-63, item 599, 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 after graduation or last date of attendance, then dispose of provided no litigation is pending or anticipated.

410.10 Student Files (Duplicates)

Dates: 1978 -
Volume: 16 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical by student name

This record series consists of the student files (graduate/undergraduate). The records generally include transcripts, copies of correspondence, grade slips, records of courses taken, appointment papers, advisement sheets, copies of other transcripts (high schools or other colleges). Original student files are maintained with the Graduate School and the Admissions Office.

This item supersedes State Records Application 87-63, item 600, 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 last date of attendance, then dispose of.

410.11 Fiscal Transaction Files

Dates: 1976 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical by code number and yearly

This record series consists of the fiscal transaction files. The records generally include purchase orders, requisitions, travel vouchers, computer printout of fiscal reports, ledgers, etc. Original fiscal records are maintained with the General Accounting Office.

This item supersedes State Records Application 87-63, item 601, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

agency record copies of the record series are maintained by the Personnel Office.

This item supersedes State Records Application 87-63, item 603, 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 provided no litigation is pending or anticipated.

410.14 Course Material File

Dates:	1982 -
Volume:	6 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Numerical

This record series contains course syllabi, exams, Class handouts, research articles, course outlines, projects, memoranda, and course materials for the Educational Psychology Department.

Recommendation: Retain for two (2) years after superseded, then destroy.