

## COLLEGE OF LIBERAL ARTS

### DEAN'S OFFICE

#### 535.01 Personnel Files (Duplicates)

Dates: 1968 -  
Volume: 11 1/4 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Alphabetical

This record series consists of college level copies of personnel files primarily covering faculty, civil service, grad-assistants, and student workers. File contents predominantly consist of applications for positions, resumes, faculty promotion and tenure papers, faculty publishing documentation, sabbatical leave papers, copies of contracts for grad-assistants, and resignation forms/letters (when applicable). (More extensive personnel files are maintained on the departmental level.) University record copies of personnel files are maintained by the Office of Personnel Services and the Office of Student work and Financial Assistance in the case of student workers. These latter files will be scheduled for retention periods of sixty-five (65) years and five (5) years after termination of employment and/or enrollment respectively.

This item supersedes State Records Application 87-63, item 675, 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 separation and/or the last term of enrollment, 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.

#### 535.02 Budget and Fiscal Administration Records (Duplicates)

Dates: 1973 -  
Volume: 15 3/4 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: Chronological

This budget and fiscal administration file contains college level copies of: vouchers; requisitions; AMO 90 and 91 expenditure reports; payroll information and certification sheets on pay schedules for civil service, student workers, and faculty; budget projections; and property control forms and reports. University record copies of these forms and records are maintained by the Accounting and Disbursements Office.

This item supersedes State Records Application 87-63, item 676, 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 dispose of.

**535.03 Faculty Search Committee Folders (Originals or Record Copies)**

Dates: 1980 -

Volume: 3 3/4 Cu. Ft.

Annual Accumulation: 1/2 Cu. Ft.

Arrangement: Numerical by job number

These Faculty Search Committee folders contain job descriptions, occasional pieces of the advertisement to fill positions, Affirmative Action approval papers, letters of application and reference, and vitae of applicants. These files are duplicated in the appropriate departments. Central Affirmative Action documentation is maintained by the Office of the Assistant to the President for Affirmative Action and will be scheduled for appropriate retention periods accordingly.

This item supersedes State Records Application 87-63, item 677, 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 all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**535.04 General and Administrative Correspondence and Memoranda (Originals and Duplicates)**

Dates: 1981 -  
Volume: 27 Cu. Ft.  
Annual Accumulation: 4 1/2 Cu. Ft.  
Arrangement: Chronological and by subject

This is the college's administrative correspondence and memoranda exchanged with various university and non-university entities interacting in an official and/or professional capacity with the college.

This item supersedes State Records Application 87-63, item 678, 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 weed out any material possessing long term historical value (minutes of meetings, policy formulation correspondence, significant department reports, etc.) and transfer these records to the University Archives for permanent retention. Records which do not possess any historical value are to be disposed of.

**535.05 University and College Committee Minutes and Agenda (Originals and Duplicates)**

Dates: 1979 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: By subject and Chronological

This file contains original and college level copies of university and intra-college committee minutes and agenda. Committees documented include: the Executive Committee (comprised of the Dean, Associate Dean, and Program Chairs); the Curriculum Committee; the Personnel Committee; the Task Force Committee for Significant Issues; the Grievance Committee; and various ad hoc committees.

This item supersedes State Records Application 87-63, item 679, 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 offer to the University Archives for accessioning. If offer is refused by University Archives staff, retain office and dispose of upon discretion of college.

**535.06 Employee Grievance Files (Originals and/or Record Copies)**

Dates: 1974 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

These are the college's copies of faculty and civil service employee grievances consisting of the written charges constituting the grievance, transcript of deliberation, exhibits, grievance decisions, and related correspondence and memoranda are maintained within this record series. Employee grievance files are maintained by the Executive Office of the President and the recommended disposition for such files is disposal after lapse of three (3) years from the date of the final resolution of each respective grievance.

This item supersedes State Records Application 87-63, item 680, 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 the lapse of three (3) years from the date of the final resolution of each respective grievance, 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.

**535.07 Class Enrollment Reports and Related Demographic Data Predominately Received or Compiled From the Office of Admissions and Records (Originals and Duplicates)**

Dates: 1979 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by semester

These class enrollment reports and documents and related student demographic data are in the form of machine copies, handwritten or manuscript notes or summaries, and computer printouts originating or abstracted from various sources predominantly received from the Office of Admissions and Records. These materials have been entered on personal computer disk and/or other data and work processing utilized by the college.

This item supersedes State Records Application 87-63, item 681, 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 the input of the data to college EDP systems, then dispose of hardcopy. Retain all electronic media data in office until expiration of administrative value, then dispose of.

**535.08 Grade Sheets (Duplicates)**

Dates: 1978 -  
Volume: 3/4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

These are copies of the actual grade forms transmitted to Admissions and Records.

This item supersedes State Records Application 87-63, item 682, 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 one (1) year 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.

**535.09 Professional Activity Reports for Faculty - "Effort Reports" (Originals)**

Dates: 1982 -

Volume: 3/4 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical and Chronological

These reports (Assigned and End-of-Term Effort Reports) are used to document by percentage ratios faculty and graduate assistant time spent for teaching, researching, administration, serving on committees (etc.). The offices of record for these reports are the Office of Research and Projects within General Accounting and the Office of Institutional Research.

This item supersedes State Records Application 87-63, item 683, 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 all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**535.10 Annual Achievement Reports and Planning Statements (Originals and Duplicates)**

Dates: 1980 -

Volume: 1 1/2 Cu. ft.

Annual Accumulation: Negligible

Arrangement: Chronological

These reports originate from the departments and are submitted up to the Dean's Office for summarization and reference for further reporting and planning. Achievement Reports and Planning Statements cover activities for each past calendar year and projected five (5) year goals with discussions of research allocations needed and/or available to attain the goals.

This item supersedes State Records Application 87-63, item 684, 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 office, then offer to the University Archives for accessioning. If offer is refused by University Archives staff, retain in office and dispose of upon discretion of the office.

**535.11 Program Review and Accreditation Reports (Duplicates)**

Dates: 1981 -

Volume: 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

The record copies of these reports are forwarded to and maintained by the Vice-President's Office for Academic Affairs/Research Associate Vice President for Planning. Selected data in these reports are incorporated in formal review and accreditation reports, such as HEGIS, President's Reports (etc.).

This item supersedes State Records Application 87-63, item 685, 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 office, then offer to the University Archives for accessioning. If offer is refused by University Archives staff, retain in office and dispose of upon discretion of the college.

**535.12 Grant Project Files (Duplicates)**

Dates: 1980 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Chronological

These grant project files contain copies of applications for grant funds, related budget/fiscal administration records, and cover sheets servicing as a sign-off form for funding authorization and as a summary of funding activity. The offices of record for these files are the Office of Research and Development and Administration and/or the individual departments within the college awarded the grants.

This item supersedes State Records Application 87-63, item 686, 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 after expiration of grant or until the expiration of administrative value, whichever is longer, 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.

### **535.13 Student Evaluations of Faculty**

Dates: 1992-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series contains questionnaires completed by students for the evaluation of course content and instructors. Summaries of these evaluations are incorporated in the respective faculty members' personnel files which are maintained for sixty-five (65) years following termination of employment per approved Application 87-66, item 150.01.

**Recommendation:** Retain in office for five (5) years lapsed from the date of the evaluations, then dispose of by shredding)



providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.