

COLLEGE OF SCIENCE

COMPUTER SCIENCE

770.01 Administrative Correspondence and Reference File (Originals and Duplicates)

Dates: 1972 -
Volume: 11 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Alphabetical

This record series consists of administrative correspondence and reference file for the Computer Science Department, which was approved as an academic program independent from the Math Department in 1972. This file consists of course development materials, achievement reports, faculty meeting minutes, procedural memos and forms, conference materials, classroom scheduling lists, textbook order information, course descriptions, course evaluations, information on potential grant sources, enrollment figures, and university policy information on topics such as grievance policies and affirmative action hiring policies.

This item supersedes State Records Application 87-63, item 817, 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 the office, then dispose of provided any material of long-term historical significance (such as minutes, reports, correspondence dealing with department policy development, etc.) has been transferred to the University Archives and no litigation is pending or anticipated.

770.02 Graduate And Undergraduate Student Advisement File (Originals)

Dates: 1972 -
Volume: 12 Cu. Ft.

Annual Accumulation: 3/4 Cu. Ft.

Arrangement: Alphabetical

This record series consists of the student advisement files for both active and inactive graduate and undergraduate students in the Computer Science program. A typical file contains applications, transcripts, records that document a student's clearance to graduate and registration slips, showing the courses taken.

This item supersedes State Records Application 87-63, item 818, 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 after the date of graduation or last date of attendance at the university, then dispose of provided that no litigation is pending or anticipated.

770.03 Computer Science Grant Files (Duplicates)

Dates: 1972 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of grant materials for projects undertaken by the Computer Science Department. The original grant records are maintained by the Office of Research Development and Administration.

This item supersedes State Records Application 87-63, item 819, 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 six (6) 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.

770.04 Student Grade Sheets (Duplicates)

Dates: 1972 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of student grade sheets received at the end of each semester from Admissions and Records in order to check the accuracy of the grades recorded. Admissions and Records maintains the original records as per item 122 in this application.

This item supersedes State Records Application 87-63, item 820, 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 the office, then dispose of provided no litigation is pending or anticipated.

770.05 Inventory Records

Dates: 1972 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the computer printout from the Property Control Division under General Accounting which helps the department keep track of furniture and property. The original record is maintained in General Accounting as per item 142 of Application 87-66.

This item supersedes State Records Application 87-63, item 821, 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.

770.06 Personnel Files

Dates: 1972 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of both faculty and civil service personnel files, consisting of applications, resumes, transcripts, letters of recommendation, information on promotion or tenure and copies of important reports faculty have written and/or published about computer science. The original records of employment are maintained by Personnel Services for sixty-five (65) years after separation from employment as per item 249M of Application 87-66.

This item supersedes State Records Application 87-63, item 822, 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.

770.07 Graduate Applicant Files (Originals and Duplicates)

Dates: 1972 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the graduate applicant files maintained by the Office of Computer Science. The files generally contain a record of all persons who have applied for admission into the department's master degree program including rejected applicants. Specific examples include: graduate school application,

copies of transcripts, grade slips, letters of recommendation, and related correspondence. Some original records are maintained with the Office of the Graduate School and the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 823, 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 (accepted) applicant files in office for five (5) years after graduation or date of last attendance, then dispose of. Retain rejected applicant files in office for three (3) years, then dispose of.

770.08 Fiscal Administration Files (Duplicates)

Dates: 1972 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by fiscal year/account line

This record series consists of the fiscal administration files maintained by the Office of Computer Science. The records generally include: receipts for bills, copies of the budget, invoices, purchase orders, and General Accounting printouts (line item expenditures). Originals are maintained with the university Offices of Disbursements and General Accounting.

This item supersedes State Records Application 87-63, item 824, 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.

770.09 Course Syllabi/Exam/Handout Files (Originals)

Dates: 1972 -

Volume: 20 Cu. Ft.
Annual Accumulation: 1 1/3 Cu. Ft.
Arrangement: By semester/course number

This record series consists of the course syllabi/exam/handout files maintained by the Office of Computer Science. The records generally include course syllabi, copies of exams given and related course handouts.

This item supersedes State Records Application 87-63, item 825, 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 all syllabi/handouts in the office until updated/superseded, then dispose of. Retain one (1) copy of each exam given, in office permanently, then dispose of remaining accumulation.

770.10 Faculty Recruitment Files (Originals and Duplicates)

Dates: 1988 -
Volume: 2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: By position number

This record series consists of information on faculty recruitment activities of the Department of Computer Science. Included in these files are resumes, recommendations, transcripts, copies of theses or papers published, correspondence, certificates of awards/continuing education (etc.), replies to the department of accepting or rejecting the position, replies from the department to the candidate, and related inter and intra-office correspondence.

This item supersedes State Records Application 87-63, item 825A, 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 no litigation is pending or anticipated.