

## CONTINUING EDUCATION

### 175.01 Administrative Correspondence and Reference Files (Originals)

Dates: 1971 -  
Volume: 22 1/2 Cu. Ft.  
Annual Accumulation: 3 Cu. Ft.  
Arrangement: Alphabetical by subject/chronological

This record series consists of internal and inter-university correspondence.

This item supersedes State Records Application 87-63, item 207, 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 three (3) years, then with the assistance of the University Archives staff, review the file and transfer records possessing sufficient historical/research value to the University Archives custody for permanent retention and dispose of non-archival material.

### 175.02 Personnel Administration Files

Dates: 1966 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by name

This record series consists of the personnel records for the Division of Continuing Education. Included in this record series are appointment papers, evaluations and correspondence. Original personnel files are maintained by the university's Personnel Service Department.

This item supersedes State Records Application 87-63, item 208, 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 termination of employment, then dispose of providing no litigation is pending or anticipated.

**175.03 Class List**

Dates: 1957 -  
Volume: 8 Cu. Ft.  
Annual Accumulation: 1 1/2 Cu. Ft.  
Arrangement: Chronological by semester

This record series consists of all students who have enrolled in Continuing Education courses. Information included in this is name, student identification number, name of activity, number of hours, and if credit was received (the records office receives copy if credit was received).

This item supersedes State Records Application 87-63, item 209, 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 permanently in office or University Archives.

**175.04 Financial Records (Duplicates)**

Dates: 1972-1984 (Microfiche) 1985 Hardcopy  
Volume: 28 1/2 Cu. Ft.  
Annual Accumulation: 13 1/2 Cu. Ft.  
Arrangement: Chronological by year

This record series consists of the financial records for the Division of Continuing Education. Included in this are financial transactions, purchase requests, and invoice vouchers.

Original financial records are kept at Accounting and Disbursements.

This item supersedes State Records Application 87-63, item 210, 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.

**175.05 Individual Learning Program Instructional Documentation and Program Level Student Files (Originals and Duplicates)**

Dates: 1987 -  
Volume: 4 Cu. Ft.  
Annual Accumulation: 1 1/2 Cu. Ft.  
Arrangement: Alphabetical

This record series consists of documentation retained on students enrolled in the university's individual learning program including: copies of grade change cards, copies of program change forms, and copies of payment receipts. These forms are also maintained in the student's permanent academic file located in the Office of Admissions and Records.

Original exam identification forms, general answer sheets, instructions for proctors and original exams are also contained in this series. The data generated from these forms are transferred to grade slips which become a part of the student's permanent academic file maintained by the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 210A, 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:**

(A) Retain the program level student files in office for three (3) years following the respective student's date of graduation or

termination of enrollment, then dispose of (by shredding), providing no litigation is pending or anticipated.

(B) Retain all record series documents (other than those contained in the program level student files) for three (3) years or until expiration of administrative value, whichever is longer then dispose of providing no litigation is pending or anticipated.

**175.06 Mileage Reports (Duplicates)**

Dates: 1999-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: By Month

This record series consists of department name, department vehicle detailed mileage summary, and a travel service vehicle request form. This information is then reported to Travel Service. Travel Service maintains the original copies of this information for six (6) years per item 270.09 of Application 87-66.

**Recommendation:** Retain in office for one (1) year, then dispose of.