

DISABILITY SUPPORT SERVICES

420.01 Administrative Correspondence & Reference Files

Dates: 1965 -
Volume: 8 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological/Alphabetical

This record series consists of original and duplicate correspondence and administrative reference files detailing matters of the function, procures, organization and policy decision making of the Disabled Student Services Office. Types of documents found in this file include: correspondence with other departments (i.e., Bursar's Office, Parking Office, Campus Mail, Housing Office, Daily Egyptian, etc.) other universities, external funding reports from Institutional Research, correspondence with students or prospective students on facilities and programs available to assist them, etc.

Recommendation: Retain in office for three (3) years, then review file and take the following steps for disposition:

A) Dispose of correspondence/reference material which is merely informational or routine.

B) Retain all originals of minutes of meetings (i.e., Departmental meeting, if applicable), special surveys and reports, all policies, procedures, rules and any material documenting activities and planning of the department until they no longer have administrative value, then transfer to the University Archives for permanent retention.

420.02 Personnel Files (Duplicates)

Dates: 1981 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.

Arrangement: Alphabetical

This record series consists of personnel files maintained by the Disabled Student Services Office on their student workers, civil service, administrative and professional employees in that office. Included are copies of appreciation for employment, contracts, performance evaluations, appointment (student workers) forms, grievance records, requests for leave of absence, letters of appointment, resignation or termination, recommendation, etc.

Recommendation: Retain in office for five (5) years after separation from employment, then dispose of providing no litigation is pending or anticipated.

420.03 Budget and Fiscal Administration Files (Duplicates)

Dates: 1973 -

Volume: 6 Cu. Ft.

Annual Accumulation: ½ Cu. Ft.

Arrangement: Chronological

This record series consists of invoice, travel and contractual vouchers, purchase orders, requisitions, budget printouts (telecommunications, commodities expenditures, etc.), payroll printouts, fringe benefits reports, etc. to document the procurement of goods and services for the Disabled Student Services Office.

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.

420.04 Requests for Special Handicap Parking Permits (Duplicates)

Dates: 1977 -

Volume: 2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of applications and requests for special handicap parking. The DSS Office retains the medical verification records required for authorization.

Recommendation: Retain in office for two (2) years after date of last authorization, then dispose of.

420.05 Student Files (Originals)

Dates: 1965 -
Volume: 19½ Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Alphabetical

Included in this record series are health records, clinical evaluations, correspondence with the student and the Disability/Abilities Form. The Disability/Abilities Form is completed by newly admitted students with disabilities in order that the office may best plan with the student any services or assistance that he/she may request or require.

Recommendation: Retain in office for five (5) years after date of last attendance, 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.

420.06 Employment Applications and Contracts (Originals) (Hired) (Not Hired)

Dates: 1989 -
Volume: 4 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by name

This record series consists of employment applications and contracts pertinent to individuals applying for positions within the Disabled Student Services Unit. (Contracts vary in terms of duration.)

Recommendation: For hired individuals, retain employment applications and contracts for five (5) years following termination of employment, 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. For individuals not hired, retain employment applications for five (5) years (lapsed from the date of filing), 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.