

COLLEGE OF LIBERAL ARTS
ECONOMICS DEPARTMENT

570.01 Personnel Files (Faculty)

Dates: 1945 -
Volume: 16 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of personnel files for the Department of Economics. Included in this are letters of recommendation, copies of contracts, publications, correspondence, and vitae's.

This item supersedes State Records Application 87-63, item 826, 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 following the date of separation from employment, then dispose of providing no litigation is pending or anticipated.

570.02 Minutes of Meetings

Dates: 1948 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of faculty meeting minutes. Included in this are recruiting decisions, changes in program (adds or drops), and the upgrading of programs.

This item supersedes State Records Application 87-63, item 827, to provide for the incorporation of the file series into this

This item supersedes State Records Application 87-63, item 829, 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 graduation or date of last attendance, then dispose of.

570.05 Administrative Correspondence

Dates: 1948 -
Volume: 8 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the administrative correspondence of the Department of Economics. This is divided up into five groups: the Dean's Office which consists of recruiting, salary recommendations, changes in program, budget and student credit hours; the Graduate School which updates graduate student files and checks on graduation requirements; the Center for International Economic Development Studies which is correspondence from foreign economist; and there is also general correspondence and the chairman's correspondence with other universities.

This item supersedes State Records Application 87-63, item 830, 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 three (3) years in the office, then review with the University Archives -disposing of all material not of continuous administrative or historical value.

570.06 Fiscal Records

Dates: 1980 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible

Arrangement: Chronological by fiscal year

This record series is made up of files for the Department of Economics. This includes vouchers, purchase orders, invoices and billings, and budget printouts.

All original fiscal records are maintained by the university Office of General Accounting Office.

This item supersedes State Records Application 87-63, item 831, 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.

570.07 Recruiting Files

Dates: 1982 -

Volume: 12 Cu. Ft.

Annual Accumulation: 3 Cu. Ft.

Arrangement: Alphabetical by portion name

This record series consists of files of faculty recruitment. Included in this are vitae's, letters of recommendation, papers written, list of persons that sent applications, and schedules for interviews.

This item supersedes State Records Application 87-63, item 832, 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 two (2) years then dispose of provided no litigation is pending or anticipated.