

COLLEGE OF EDUCATION
REHABILITATION INSTITUTE
EVALUATION AND DEVELOPMENTAL CENTER
(Referencing From Rehabilitation Institute)

425.02 Personnel Files (Duplicates)

Dates: 1979 -
Volume: 4½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of duplicate personnel documentation retained on project graduate assistants, civil service employees, administrative/professional staff and university faculty including: copies of graduate assistant contracts, notifications of termination/ resignation, and related correspondence/memoranda.

Original personnel files are retained and scheduled for disposition by the Office of Personnel Services.

This item supersedes State Records Application 87-63, item 591B, 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 from employment, then dispose of.

425.03 Fiscal Administration Files (Duplicates)

Dates: 1979 -
Volume: 12 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of fiscal documentation retained on project services including: copies of invoice vouchers, copies of receipts, purchase orders, copies of payroll printouts, staff time sheets, and project budget materials. Original documentation is retained and scheduled for disposition by the University's Business

Offices (i.e. Accounting, Bursar) and the Office of Research and Projects/Fiscal Management.

This item supersedes State Records Application 87-63, item 591C, 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.

425.08 Administrative Correspondence and Related Documents (Originals and Duplicates)

Dates: 1975 -
Volume: 30 Cu. Ft.
Annual Accumulation: 2 1/2 Cu. Ft.
Arrangement: Chronological and Alphabetical

In addition to the institute's administrative correspondence and memoranda, related papers and documents contained in the file are: pertinent written policies and procedures; Operating Paper(s) (indicating the overall operation of the institute); and minutes of various adjunct or internal committees or entities, which include faculty minutes, Coordinating Committee minutes, Executive Committee minutes, Coordinating and Fiscal Officers minutes, Civil Service Advisory Council minutes, Rehabilitation Institute Student Council minutes, minutes from the various academic program meetings, Institute Standing Committees, and duplicate College Committee minutes.

This item supersedes State Records Application 87-63, item 701, 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 with the assistance of the University Archives staff, review files and retain on a permanent basis in either the Institute's office or the University Archives (if accepted by Archives) materials possessing archival/research value and dispose of the balance of materials after completion of

the foregoing review(s), providing no litigation is pending or anticipated.

425.10 Budget, Fiscal and Grant Administration Files (Originals and Duplicates)

Dates: 1978 -
Volume: 45 Cu. Ft.
Annual Accumulation: 5 Cu. Ft.
Arrangement: Chronological

This record series consists of the usual budget and fiscal administration forms which include AMO 90's and 91's (expenditure reports), requisitions and vouchers. Also included within the series are grant administration forms and documents comprised of Calls for Proposals, proposals and/or applications, letters of award or denial, and other pertinent correspondence. Other grant administration materials included consist of biographical sketches of faculty coordinating or researching a grant project, project accessibility information, and related program accreditation information. Corollary and/or record copy grant administration documentation is maintained by the Office of Research Development and Administration while record copies of most of the fiscal documents are maintained by the Offices of Accounting and Disbursements.

This item supersedes State Records Application 87-63, item 703, 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, or until administrative value has expired, whichever is longer, then purge routine budget and grant fiscal administration forms and documents providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Grant administration materials are to be screened by University Archives staff for possible accessioning upon expiration of immediate office administrative reference value, then dispose of after such screenings and the completion of the respective grant projects and all required audits (providing no litigation is pending or anticipated).