

COLLEGE OF ENGINEERING

ADMINISTRATIVE OFFICE

465.01 Fiscal Transaction Files

Dates: 1974 -
Volume: 4 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Chronological by account number

This record series consists of the fiscal transaction files. The records generally include purchase orders, requisitions, travel vouchers, grant files, computer printouts of fiscal reports, ledgers, etc. Original fiscal records are maintained with the General Accounting Office.

This item supersedes State Records Application 87-63, item 631, 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.

465.02 Administrative Correspondence & Reference File

Dates: 1974 -
Volume: 28 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by subject

This record series consists of committee minutes, (original and duplicates), memos, correspondence, departmental policies and procedures.

This item supersedes State Records Application 87-63, item 632, 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 review files and weed out any material possessing long term historical value (minutes of meetings, policy formulation correspondence, significant department records, etc.) and transfer these records to the University Archives for permanent retention. Records which do not possess any historical value are to be disposed of.

465.03 Personnel Files (Faculty, Staff, Civil Service, Student Workers) (Duplicates)

Dates: 1974 -

Volume: 44 Cu. Ft.

Annual Accumulation: 3 Cu. Ft.

Arrangement: Alphabetical by name of employee

This record series consists of duplicate copies of employment records. These files may contain copies of evaluations, appointment letters, applications for employment, reference letters, vitae, letters of commendation, letters of resignation or termination, grievance files, disciplinary records, salary and/or classification data. The agency record copies of the record series are maintained by the Personnel Office.

This item supersedes State Records Application 87-63, item 633, 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 five (5) years after separation from employment, then dispose of provided no litigation is pending or anticipated.

465.04 Student Files (for Doctorate Degrees and Alumni)

Dates: 1985 -

Volume: 1 1/2 Cu. Ft.

Annual Accumulation: 4 Cu. Ft.

Arrangement: Alphabetical by name of student

This record series consists of the student files (graduate/undergraduate). The records generally include transcripts, copies of correspondence, grade slips, records of courses taken, appointment papers, advisement sheets, copies of other transcripts (High Schools or other colleges). Original student files are maintained with the Graduate School and the Admissions Office.

This item supersedes State Records Application 87-63, item 634, 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.