

COLLEGE OF ENGINEERING
CIVIL ENGINEERING & MECHANICS

470.01 Student Files

Dates: 1971 -

Volume: 3 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of individual files created for each student who pursues a degree in Civil Engineering and Mechanics.

Forms/documents which would be found in a typical student file would be: high school and college transcripts; grade slips; course request forms; graduation checklists; assistantship contracts; and correspondence.

Original records of students' courses taken, grades received, and degree earned are maintained by the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 635, 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 graduation or date of last attendance, then dispose of.

470.02 Budget and Fiscal Administration Files (Duplicates)

Dates: 1982 -

Volume: 4 1/2 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: By fiscal year

This record series contains vouchers, purchase orders, requisitions, budget printouts, budget requests, and budget working papers. The originals of these documents are maintained by the General Accounting, Purchasing, Disbursements, and Budget Offices.

This item supersedes State Records Application 87-63, item 636, 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.

470.03 Personnel Files (Duplicates)

Dates: 1971 -
Volume: 4 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of personnel files for the faculty and civil service employees of the Civil Engineering and Mechanics Department. Included are: copies of resumes and vitae; teaching evaluations; copies of published articles; copies of faculty contracts; and correspondence. Original personnel files are maintained by the Office of Personnel Services for sixty-five years.

This item supersedes State Records Application 87-63, item 637, 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.

470.04 Payroll Information Files (Duplicates)

Dates: 1982 -
Volume: Negligible

Annual Accumulation: Negligible

Arrangement: By item, then Chronological

This record series consists of payroll information for the employees of the Civil Engineering and Mechanics Department. Included would be: fringe benefit printouts; payroll distribution printouts; and time transmittal printouts. This information is also maintained by the Fringe Benefits section of Personnel Services and the Payroll Office.

This item supersedes State Records Application 87-63, item 638, 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.

470.05 General Administrative Correspondence

Dates: 1984 -

Volume: 6 Cu. Ft.

Annual Accumulation: 1 1/2 Cu. Ft.

Arrangement: Alphabetical by correspondent

This record series consists of the routine day-to-day correspondence of the Civil Engineering and Mechanics Department.

This item supersedes State Records Application 87-63, item 639, 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 the office, then dispose of provided no litigation is pending or anticipated.

470.06 Student Worker Personnel Files

Dates: 1984 -

Volume: 1 1/2 Cu. Ft.

Annual Accumulation: 1/2 Cu. Ft.

Arrangement: Alphabetical

This record series consists of time sheets and Student Work Authorizations for the department's student workers. Original Student Work Authorizations are maintained by the Office of Student Work and Financial Assistance.

This item supersedes State Records Application 87-63, item 640, 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 two (2) years in the office, then dispose of provided no litigation is pending or anticipated.

470.07 Grade Sheets (Computer Printouts)

Dates: 1984 -

Volume: 1 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: By course number

This record series consists of computer printout grade sheets showing, for each class under the Civil Engineering and Mechanics Department, names of all students enrolled with corresponding hours earned, grade earned, identification number, and class rank (i.e., freshman, sophomore, junior, or senior). Original grade sheets are maintained on microfiche by the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 641, 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 in the office, then dispose of.

470.08 Faculty Meeting Minutes and Agenda (Originals)

Dates: 1980 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This item supersedes State Records Application 87-63, item 642, 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 - either in the office or the University Archives.