

## COLLEGE OF ENGINEERING

### ELECTRICAL ENGINEERING

#### 475.01 **Administrative Correspondence and Reference File**

Dates: 1981 -  
Volume: 11 Cu. Ft.  
Annual Accumulation: 2 Cu. Ft.  
Arrangement: Alphabetical by name of professor/Chronological by subject

This record series includes correspondence, interoffice memos, miscellaneous reports, office records, information on awards; fellowship, and workshops, and committee minute reports.

This item supersedes State Records Application 87-63, item 643, 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.

#### 475.02 **Class Lists (Duplicate Printouts)**

Dates: 1981 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological by semester

This item supersedes State Records Application 87-63, item 644, 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) academic years in office, then dispose of.

**475.03 Enrollment Lists (Duplicate Printouts)**

Dates: 1981 -

Volume: 1 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological by semester

This item supersedes State Records Application 87-63, item 645, 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) academic years in office, then dispose of.

**475.04 Grade Lists (Duplicate Printouts)**

Dates: 1981 -

Volume: 1 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological by semester

This item supersedes State Records Application 87-63, item 646, 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) academic years in office, then dispose of.

**475.05 Faculty Search Files**

Dates: 1982 -

Volume: 5 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Numerical

This record series consists of the following types of records (applicant's resume, letters of applications, letters of response be search committee (denial/acceptance) correspondence, reference letters from other universities, etc.).

This item supersedes State Records Application 87-63, item 647, 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 two (2) years following expiration of vacancy, then dispose of providing no litigation is pending or anticipated.

**475.06 Fiscal Transaction Files**

Dates: 1972 -  
Volume: 9 1/2 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Numerical and Chronological by category

This record series consists of fiscal transaction files. The records generally include grant files, purchase orders, requisitions, travel vouchers, computer printouts of fiscal reports, ledgers, etc. Original fiscal records are maintained with the General Accounting Office. This file also contains budget preparation materials as well as various budget reports.

This item supersedes State Records Application 87-63, item 648, 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.

**475.07 Personnel Files (Duplicates) (Faculty, Staff, Civil Service)**

Dates: 1964 -  
Volume: 6 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by name of employee

This record series consists of duplicate copies of employment records. These files may contain copies of evaluation, appointment letters, application for employment, reference letters, vitae, letters of commendation, letters of resignation or termination, 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 649, 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.

**475.08 Technical Reports (Originals)**

Dates: 1986 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Alphabetical by author of report

This record series consists of a report by the professor on the type of research that he may be working on for the university through grant funding. This report is a condensed overview of his activities, upon completion, copies of each professors reports are forwarded to the University Library.

This item supersedes State Records Application 87-63, item 650, 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 and dispose of upon completion of administrative use.