

COLLEGE OF ENGINEERING

MINING ENGINEERING

495.01 Personnel Files (Duplicates)

Dates: 1975 -
Volume: 12 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This record series consists of personnel files for all employees of the Mining Engineering Department. Included are: resumes; vitae; copies of contracts; student work authorizations; time sheets; requests for vacation/sick leave; promotion and tenure information; letters of recommendation; letters of resignation; teaching evaluations; congratulatory notes; and other correspondence.

Original personnel files are maintained by Personnel Services for sixty-five years.

This item supersedes State Records Application 87-63, item 663, 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 years after separation from employment, then dispose of.

495.02 Budget and Fiscal Administration Files (Duplicates)

Dates: 1980 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: By fiscal year

This record series consists of copies of vouchers, purchase orders, requisitions, budget printouts, budget requests, and budget working papers. Originals of these records are maintained by the General Accounting, Purchasing, Disbursements, and Budget Offices.

This item supersedes State Records Application 87-63, item 664, 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.

495.03 Research Administration Files (Duplicates)

Dates: 1984 -
Volume: 9 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: By project or grant

This record series is utilized in the administration of grants received by the Department. Included would be: copies of proposals/narratives; copies of contracts; final reports; and correspondence.

The originals of these files are maintained by the Office of Research Development and Administration.

This item supersedes State Records Application 87-63, item 665, 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.

495.04 Achievement Reports

Dates: 1978 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

These reports are compiled routinely to reflect the department's progress on special projects and the continued performance of ongoing activities. The reports are duplicated in the Office of the Vice President for Academic Affairs and Research and their date is incorporated into several academic and administrative planning documents including RAMP's, Five-year Plans, annual reports, audit reports, president's reports, and HEGIS reports.

This item supersedes State Records Application 87-63, item 666, 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 years in the office, then offer to the University Archives. If Archives staff refuse such offer, then dispose of.

495.05 Master's Thesis (Originals)

Dates: 1977 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by author's name

This record series consists of the department's copies of thesis written by Master's degree candidates in Mining Engineering. The University Library receives and permanently retains a copy of each Master's thesis submitted to the university.

This item supersedes State Records Application 87-63, item 667, 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 ten (10) years after graduation or date of last attendance, then dispose of provided the existence of the record copy in the University Library has been confirmed.

495.06 Faculty Meeting Minutes and Agenda (Originals)

Dates: 1981 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This item supersedes State Records Application 87-63, item 668, 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.

495.07 Accreditation Information File

Dates: 1983 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of accreditation reports which the department is required to file with the Accrediting Board for Engineering and Technology. Also included are various working papers utilized in preparing the report and related correspondence.

This item supersedes State Records Application 87-63, item 669, 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 after supersedure by new report, then offer to the University Archives for possible accessioning.