

**COLLEGE OF APPLIED SCIENCES AND
ARTS**

SCHOOL OF ARCHITECTURE

FASHION DESIGN AND MERCHANDISING

**(This was originally Workforce Education
and Development under the College of
Education)**

455.01 Departmental Meeting Records (Originals)

Dates: 1985 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the agendas, meeting minutes and sub-committee reports of the Vocational Education Studies Staff meetings.

This item supersedes State Records Application 87-63, item 621, 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 three (3) years or until all administrative use has expired (whichever is longer) then transfer to the University Archives for permanent retention or retain permanently in the office.

455.02 Property Control Records (Duplicates)

Dates: 1978 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By location of Military
Bases, then
Chronological

This record series consists of property control inventories, transfer documents, acquisition of new property reports, etc. for the equipment

maintained by the department (currently at 16 military bases and 5 campus locations).

This item supersedes State Records Application 87-63, item 622, 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 three (3) years or until all administrative use has expired (whichever is longer) then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

455.03 Annual Planning and Achievement Reports (Duplicates)

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

This record series contains the annual planning and achievement reports prepared by the Department of Vocational Education Studies and submitted to the Vice President of Academic Affairs and the President, detailing faculty research projects, teaching methods and milestones, faculty publications, the number of majors in the department, improvements in programs and new programs.

This item supersedes State Records Application 87-63, item 623, 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 three (3) years, then dispose of provided all administrative use has expired.

455.04 Fiscal Records

Dates: 1984 -
Volume: 4 1/2 Cu. Ft.

Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Chronological

This record series contains the fiscal records of the Department of Vocational Education Studies, consisting of travel vouchers, invoice vouchers, purchase orders, budget reports and general accounting records.

This item supersedes State Records Application 87-63, item 624, 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.

455.05 Payroll Records (Duplicates)

Dates: 1984 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the payroll and fringe benefit records including vacation and sick leave requests of the civil service employees, student workers and faculty of the Vocational Education Studies Department. The original records are maintained by the Payroll Office.

This item supersedes State Records Application 87-63, item 625, 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.

455.06 Personnel Files (Duplicates)

Dates: 1984 -
Volume: 6 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical

This record series contains the personnel files of faculty, civil service employees and student workers in the Department of Vocational Education Studies, consisting of appointment forms, time sheets, merit raise forms, evaluations, tenure forms, letters of resignation, termination information and grievances.

This item supersedes State Records Application 87-63, item 626, 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 after separation from employment, then dispose of provided no litigation is pending or anticipated.

455.07 Vocational Education Class Files (Originals and Duplicates)

Dates: 1980 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical by class number

This record series contains Vocational Education course descriptions, syllabi and change forms (Form 90).

This item supersedes State Records Application 87-63, item 627, 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 until superseded by up-dated materials, then dispose of.

455.08 Assigned Effort Reports (Duplicates)

Dates: 1984 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains faculty workload reports showing what percentage of time is devoted to teaching, research, service, administration, etc. The original record is maintained by Institutional Research per Application 87-62.

This item supersedes State Records Application 87-63, item 628, 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, then dispose of provided no litigation is pending or anticipated.

455.09 Civil Service Job Search File

Dates: 1981 -
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains civil service job search records, including applications and lists of people to be interviewed.

This item supersedes State Records Application 87-63, item 629, 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 after the job search is completed, then dispose of provided no litigation is pending or anticipated.

455.10 Student Advisement Files

Dates: 1968-
Volume: 73½ Cu. Ft.

Annual Accumulation: 3 Cu. Ft.
Arrangement: Alphabetical

This record series contains the student advisement files for both undergraduate and graduate students enrolled in programs under the vocational education studies area. The programs documented in this record series are Agriculture Education, Business Education, Clothing and Textiles, Home Economics Education, Occupational Education, and the Office of Vocational Education Leadership (OVEL). The files contain applications, transcripts, graduate check lists and other student advisement documents, including thesis and dissertations in a few departments. The master student files are maintained permanently by Admissions and Records under Application 87-63.

This item supersedes State Records Application 87-63, item 630, 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 following graduation or date of last attendance, then microfilm. Following completion of microfilming, dispose of hardcopy documents. Retain agency copy of microfilm in office for fifteen (15) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Transfer a security copy of microfilm to a university designated storage facility for fifteen (15) years, then dispose of.