

PROFESSIONAL CONSTITUENCIES OFFICE

FACULTY SENATE

FACULTY AND STAFF OMBUDSMAN

285.01 Faculty and staff Ombudsman Case Files

Dates: 1989 -
Volume: 2.5 Cu. Ft.
Annual Accumulation: 5 Cu. Ft.
Arrangement: Alphabetical

The record series consists of confidential case notes and relevant documentation covering all matters brought to the Faculty and Staff Ombudsman.

This item supersedes State Records Application 87-63, item 1194E1, 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 resolution of the case or after final contact, 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.

285.02 Faculty and Staff Ombudsman Case Journals

Dates: 1989 -
Volume: .5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of a journal containing confidential case notes on all matters brought to the Faculty and Staff Ombudsman.

This item supersedes State Records Application 87-63, item 1194E2, 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 Faculty and Staff Ombudsman Office permanently.