

## COLLEGE OF LIBERAL ARTS

### GEOGRAPHY

#### **585.01 Administrative Correspondence and Reference File**

Dates: 1965 -  
Volume: 30 Cu. Ft.  
Annual Accumulation: 1 1/2 Cu. Ft.  
Arrangement: Alphabetical by subject

This record series consists of the daily administrative records of the Geography Department. Included is general correspondence (sent or received) pamphlets, brochures and catalogs, working copies of professional papers, copies of departmental committee minutes, and copies of policies of the department.

This item supersedes State Records Application 87-63, item 863, 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 reports, 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.

#### **585.02 Faculty Search Files**

Dates: 1965 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological by date

This record series includes the following types of records: applicants resumes, letter of application, letter of response by search committee (denial/acceptance) correspondence, reference letters from other universities, etc.

This item supersedes State Records Application 87-63, item 864, 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.

**585.03 Fiscal Transaction Files Including Records on Grants/Application for Grant, etc.**

Dates: 1965 -

Volume: 40 Cu. Ft.

Annual Accumulation: 2 Cu. Ft.

Arrangement: Chronological by account number and yearly

This record series consists of the fiscal transaction files. The records generally include purchase orders, requisitions, travel vouchers, computer printout of fiscal reports, ledgers, and etc. Original fiscal records are maintained with the General Accounting Office.

This item supersedes State Records Application 87-63, item 865, 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.

**585.04 Personnel Files (Duplicates)**

Dates: 1965 -

Volume: 7 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Alphabetical by name

This record series consists of duplicate copies of employment records. These files may contain copies of evaluation, appointment letters, application for employment, reference letters, vitaes, 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 866, 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.

**585.05 Student Files (Duplicates)**

Dates: 1965 -  
Volume: 60 Cu. Ft.  
Annual Accumulation: 3 Cu. Ft.  
Arrangement: Alphabetical by name

This record series consists of the student files (graduate/undergraduate). The records generally include transcripts, copies of correspondence, grade slips, records of courses taken, appointment papers, advisement sheets, copies of other transcripts (high schools or other colleges). Original student files are maintained with the Graduate School and the Admissions Office.

This item supersedes State Records Application 87-63, item 867, 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 graduation or date of last attendance.

**585.06 Payroll Files**

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

This record series consists of copies of payroll administration documents pertinent to faculty, civil service personnel, and students. File series data include: time transmittals, payroll distribution forms, and time recording sheets. Originals are maintained by the University's Payroll Office for a period of six (6) years (on microfilm) per item 260.23 of State Records Application 87-66.

This item supersedes State Records Application 87-63, item 867A, 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 providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**585.07 Telephone Service Files**

Dates: 1985 -  
Volume: 5 Cu. Ft.  
Annual Accumulation: 3/4 Cu. Ft.  
Arrangement: Chronological

This record series consists of computer printouts of departmental phone usage which include: dates of calls, authorization numbers, location of calls, length of calls, and total amounts of billings. Requests for telephone service are also billed

through service enterprises. Originals are maintained for a period of six (6) years per item 140.08 of State Records Application 87-65.

This item supersedes State Records Application 87-63, item 867B, 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 providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**585.08      Accounting Files**

Dates:                            1982 -  
Volume:                          10 Cu. Ft.  
Annual Accumulation:        1 Cu. Ft.  
Arrangement:                  Numerical

This record series consists of documentation retained on departmental accounting activities including workpapers and copies of computer printouts (denoting the department's account number) listing budgeted expenditures to be paid (e.g., bookstore, campus machine service, postage).

This item supersedes State Records Application 87-63, item 867C, 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 providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**585.09      Instruction Assignment Listings (Computer Printouts)**

Dates:                            1974 -  
Volume:                          10 Cu. Ft.  
Annual Accumulation:        1/2 Cu. Ft.

Arrangement: Numerical

This record series consists of computer printouts detailing faculty staff assignments for various courses being taught under the department.

This item supersedes State Records Application 87-63, item 867D, 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 two (2) years or until expiration of administrative value, whichever is longer, then dispose of.

**585.10 Staff Leave Forms**

Dates: 1983 -

Volume: 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of timekeeping forms used for documenting departmental civil service employee and faculty leaves. The data from the forms are transferred to "time transmittals" used for payroll administration. Absent without Pay forms are maintained by the University's Personnel Office per item 430.12 of State Records Application 87-66.

This item supersedes State Records Application 87-63, item 867E, 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 providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**585.11 General Stores Requisitions and Supporting Computer Printouts (Duplicates)**

Dates: 1988 -

Volume: 6 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of General Stores requisitions and related computer printouts. This record is used to generate the invoice in the billing procedure. Original requisitions are maintained by the Office of General Stores for a period of three (3) years (except for Ledger 6 accounts detailing current monies which are to be maintained for six (6) years) per item 350.01 of State Records Application 87-66.

This item supersedes State Records Application 87-63, item 867F, 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 providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

#### **585.12 Printing and Duplicating Requests (Duplicates)**

Dates: 1983 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Numerical

This record series consists of copies of work orders for printing and duplication of various forms used by the department. Agency record copies are maintained for a period of three (3) years by the Office of Printing and Duplicating as per item 160.02 of State Records Application 87-65.

This item supersedes State Records Application 87-63, item 867G, 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 providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.