

COLLEGE OF MASS COMMUNICATION AND MEDIA ARTS

GRADUATE STUDIES PROGRAM

(Referencing from Radio-TV)

**745.03 Personnel Files (Active/Not Hired or Terminated)
(Duplicates)**

Dates: 1982 -
Volume: 7 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Alphabetical by name

These records contain the personnel data of the administrative staff, faculty, student workers or civil service employees. These files may contain the following types of documents: job resumes, student evaluations, time sheets, fringe benefit reports, student worker referrals, staff contracts and correspondence pertaining to employee files.

This item supersedes State Records Application 87-63, item 461, 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 of employment, then dispose of providing no litigation is pending or anticipated.

745.04 Fiscal Records File

Dates: 1980 -
Volume: 4 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: By subject, then Chronological by date

This is a copy of the fiscal transactions of the Radio/Television Department and a listing of the various reports that the office generates. Types of records found are: vouchers, invoice vouchers, purchase orders and requisitions, billing sheets, budget allocations and budget adjustments, computer printouts of budget account balances, equipment inventories printouts and payroll

printouts. Original fiscal records are maintained with the General Accounting Office.

This item supersedes State Records Application 87-63, item 462, 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.

745.05 Administrative Correspondence and Reference Files

Dates: 1981 -
Volume: 4 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by subject

This record series consists of a record of correspondence, memos, committee reports, publications and duplicate and original committee minutes. This file may also contain files of applicants for employment who are not hired but are rejected by committee or do not follow-up employment opportunities.

This item supersedes State Records Application 87-63, item 463, 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 departmental reports), then transfer to the University Archives for permanent retention. Records which do not possess any historical value are to be disposed of.

745.06 Undergraduate Student Files and Graduate Files

Dates: 1981 -
Volume: 18 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Alphabetical by name

This record series consists of student files of those enrolled in the Department of Radio and Television. Included in these are: copies of transcripts and transfer credit; radio and television progress sheets (used to chart student's progress); grade slips; course request forms; add/drop forms; registration slips and miscellaneous correspondence.

This item supersedes State Records Application 87-63, item 464, 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 last attendance at the university, 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.