

**INDUSTRIAL TECHNOLOGY –
MILITARY PROGRAMS**

**230.01 Tuition Assistance Invoices for Military Bases
(Agency Record Copy)**

Dates: 1986 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by base
number

This record series contains the invoices requesting the portion of tuition that the Air Force will pay for a student enrolled in courses in the Industrial Technology Program as well as the list of students, the courses taken per semester and the portion of the tuition the student must pay. The original copy of the invoice is maintained at the Educational Office on each Air Force base. The U.S. Treasury cuts a check on the basis of this invoice.

This item supersedes State Records Application 87-63, item 114, 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 six (6) 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.

230.02 Base Commencement File

Dates: 1983 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by base,
then chronological

This record series contains information related to commencements conducted at military

bases in United States, Great Britain and West Germany for graduates of the Industrial Technology Program, consisting of lists of graduates at the base, copies of the commencement bulletin and invitation, notes about speakers, and airline and lodging arrangements for speakers while at the base.

This item supersedes State Records Application 87-63, item 115, 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, then dispose of.

230.03 Student Advisement Files

Dates: 1975 -
Volume: 45 Cu. Ft.
Annual Accumulation: 3 3/4 Cu. Ft.
Arrangement: Alphabetical

This record series contains active and inactive undergraduate advisement folders for students at all bases in the United States, Great Britain and West Germany for which the Military Programs/Industrial Technology provides training. A typical file contains registration forms, program changes and withdrawals, transcripts, evaluation of transfer credit, grade records, graduation application and evaluation, and correspondence or notes of communications with student. Original records are maintained by Admissions and Records as per item #22 of this application.

This item supersedes State Records Application 87-63, item 116, 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 graduation or date of last attendance, then dispose of provided no litigation is pending or anticipated.

230.04 Course Materials File

Dates: 1975 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical by course

This record series contains course syllabi, exams, correspondence and memoranda for the Industrial Technology Program.

This item supersedes State Records Application 87-63, item 117, 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 updated materials and/or all administrative value has expired.

230.05 Base Files (Originals)

Dates: 1979 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains general information about each military base which this program serves, consisting of accreditation documents and problem solving such as students who do not receive educational funds due them for the Veterans Administration.

This item supersedes State Records Application 87-63, item 118, 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 office, then transfer to the University Archives for review and possible permanent retention.

230.06

**Administrative Correspondence and Reference
File (Originals and Duplicates)**

Dates: 1979 -
Volume: 2 1/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the general correspondence of the department, including one master copy of letters sent to the military bases involved in the program.

This item supersedes State Records Application 87-63, item 119, 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, then weed, disposing of any material no longer having any administrative value and transferring any material with long-term historical value to the University Archives for permanent retention.