

## INTER-GREEK COUNCIL

### 370.01 I.G.C. Evaluations (Originals)

Dates: 1978 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of the I.G.C. (Inter Greek Council) Evaluations maintained by the Office of the Inter-Greek Council. The evaluations are generally used to assess the effectiveness of various Greek programs (e.g. Theta Xi Variety Show, Greek Awards Program). The records further include some contractual data (e.g. vouchers, billings) and related correspondence. Original fiscal data is retained with the University Office of Disbursements.

**Recommendation:** Retain in the office for three (3) years, then review files and weed out any documents possessing long term administrative, legal, or historical value (e.g. original evaluations) for permanent retention in the office and/or transfer to the University Archives. All duplicate, extraneous materials may be disposed of at the discretion of the agency.

### 370.02 Chapter Semester Reports (Duplicates and Originals)

Dates: 1984 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by name of organization; then chronological

This record series consists of the Chapter Semester Reports maintained by the Office of the Inter-Greek council. The records generally contain fraternity/sorority chapter reports, produced each semester, which include: active

membership lists, state of current officers, National Organization Lists, Pledge Rosters, National Officers Lists, chapter G.P.A. (Grade Point Average) lists and authorization for release forms.

**Recommendation:** Retain in the office for three (3) years, then review files and weed out any documents possessing long term administrative, legal, or historical value (e.g. Pledge Rosters, State of Officers) for permanent retention in the office and/or transfer to the University Archives. All duplicate, extraneous materials may be disposed of.

**370.03 Fiscal Administration Files (Originals and Duplicates)**

Dates: 1977 -  
Volume: 5 ¼ Cu. Ft.  
Annual Accumulation: ½ Cu. Ft.  
Arrangement: Chronological

This record series consists of the Fiscal Administration files maintained by the Office of the Inter Greek Council. The records generally include: copies of budget, invoice vouchers, purchase requisitions, vendor contracts, original receipts for workshops, and Art work inventory price lists. Other original fiscal records are maintained with the University Office of Disbursements and General Accounting.

**Recommendation:** Retain any original fiscal records (e.g. receipts) in the 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. All duplicate fiscal records may be disposed of after three (3) years provided all audits have been completed.

**370.04 I.G.C. Minutes (Duplicates)**

Dates: 1983 -  
Volume: Negligible

Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the I.G.C. (Inter Greek Council) minutes of meetings maintained by the Office of the Inter Greek Council.

**Recommendation:** Retain in the office until all administrative value has expired, then dispose of.

### **370.05 Annual Reports (Originals and Duplicates)**

Dates: 1977 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the Annual Reports maintained by the Office of the Inter Greek Council. The annual report generally contains a summary of the past years activities and programs and a statement of goals and objectives that were met.

**Recommendation:** Retain one (1) copy of original annual reports in the office permanently and/or transfer to the University Archives.