

INFORMATION TECHNOLOGY

ADMINISTRATIVE OFFICE

150.01 Program & System Design Files (Originals or Record Copy)

Dates: 1970 -
Volume: 20 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological

This file contains the hard copy records generated or received to design and implement computer systems and programs. Types of documentation include file layouts, flow charts, job control and program/system test runs, software and hardware use manuals, specifications, and operator's instructions.

Application 87-66, item 440.01, is superseded to reflect a change in the administrative jurisdiction of the record series and to establish a definite retention period for the series.

Recommendation: Retain in office for five (5) years or until superseded and/or the expiration of administrative reference value, whichever is longer, then dispose of.

150.02 Administrative Correspondence and Related Documents (Originals and Duplicates)

Dates: 1975 -
Volume: 8 Cu. Ft.
Annual Accumulation: 2/3 Cu. Ft.
Arrangement: Chronological

This file consists of administrative correspondence and related memoranda, papers, and documents.

Application 87-66, item 440.02, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of.

150.03 Information Technology Fiscal Records of Expenditures and Charges (Duplicates)

Dates: 1976 -

Volume: 2¼ Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

These are the records of Information Technology's official expenditures, user charges and receipts. Forms or documents include billings, vouchers, purchase orders, requisitions, expenditure reports, budget administration papers and forms, such as fund transfer forms, property control forms/reports, accounting statements, receipts and related correspondence and memoranda. University record copies of these documents are maintained by the University's Accounting Office, Budget Office, or Bursar, whichever is applicable, and such record copies will be scheduled for six (6) years accordingly.

Application 87-66, item 440.03, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of 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.

150.04 Personnel Files (Duplicates)

Dates: 1960 -

Volume: 10 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical and Chronological

These are office copies of personnel files maintained for Information Technology staff. The series includes the original hiring request and other related hiring papers, resumes, Fringe Benefit Reports, leave request/authorization forms, performance evaluations, and time and attendance records. University central copies of personnel files are maintained by the Office of Personnel Services and the bulk of these files will be scheduled accordingly for longer periods. (If files of grad-assistants and student workers are included, the central office of custody and disposition would be the Graduate School or the Office of Student Work and Financial Assistance.)

Application 87-66, item 440.04, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for five (5) years after separation and/or date of last attendance, 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.