

INFORMATION TECHNOLOGY

AUXILIARY SYSTEMS

160.01 Auxiliary Systems - Bookstore Inventory Files

Dates: 1986 -
Volume: 3 Cu. Ft.
Annual Accumulation: --
Arrangement: By "sales" or "non-sales" categories

This computer file is constructed as an inventory for the Bookstore. The file is divided into two (2) classes or areas, which are "sales" and "non-sales". The "non-sales" inventory is added from invoice receipts for clothing, books (etc.), while the "sales" inventory is subtracted.

Weekly and monthly files are produced. The weekly copy has been retained for sixteen (16) weeks, and the monthly has been kept for thirteen (13) months.

Application 87-66, item 450.01, is superseded to reflect a change in the administrative jurisdiction of the record series.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 the weekly inventory for sixteen (16) weeks and the monthly file for thirteen (13) months, then reuse and/or dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

160.02 Auxiliary Systems Housing System Application (Computer Tapes)

Dates: 1986 -
Volume: 3 Cu. Ft.
Annual Accumulation: --
Arrangement: Numerical and Chronological

This file covers all essential housing data pertinent to fees, billings, maintenance, eligibility, etc.

Application 87-66, item 450.02, is superseded to reflect a change in the administrative jurisdiction of the record series.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 for thirteen (13) months, then reuse and/or dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

160.03

Auxiliary Systems Campus Services and Physical Plant Applications - Transaction Detail History Files (Computer Tapes)

Dates: 1984 -

Volume: 3 Cu. Ft.

Annual Accumulation: --

Arrangement: Numerical

These are Auxiliary System sub-systems or applications for Campus Services and Physical Plant which share the same data base. The systems are comprised of monthly and annual Transaction Detail History files arranged by either item number, order number, line number, and machine serial number sequence. All transactions are updated and ultimately copied to monthly tapes which have been retained for thirteen (13) months. Annual copies are produced for each fiscal year of transactions and these annual tapes have been maintained for three (3) years.

Application 87-66, item 450.03, 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 monthly tapes for thirteen (13) months, then reuse and/or dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Retain annual tapes of fiscal year transaction 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.

160.04 Telephone System Files - Auxiliary Systems (Computer Tapes)

Dates: 1987 -
Volume: 3 Cu. Ft.
Annual Accumulation: --
Arrangement: Numerical and Chronological

These are files of transactions and billings of the University's telecommunications. File records are updated and generated from "transaction" tapes received for GTE. Transaction tape copies have been maintained for six (6) months while the billing transactions from GTE (referenced by phone number sequence) received monthly are currently saved for three (3) months. Selected records from this source (selected by corresponding service or overhead items) are likewise maintained for three (3) months.

Application 87-66, item 450.04, 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 duplicate GTE transaction files for six (6) months and the billing transaction files and selected records thereof for three (3) months, then reuse and/or dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

160.05 Auxiliary Systems (Libraries) - Law Library File (Computer Tapes)

Dates: 1986 -
Volume: 3 Cu. Ft.
Annual Accumulation: --
Arrangement: Numerical, then Chronological

This series includes OCLC (On-line Computer Library Circulation) Law Library holdings master files copied to tape every six (6) months and saved for eighteen (18) months. (Back-up tapes are stored physically at the Law Library.)

Application 87-66, item 450.05, 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 for eighteen (18) months, then reuse and/or dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

160.06 Auxiliary Systems (Libraries) - Serials File (Computer Tapes)

Dates: 1986 -

Volume: 3 Cu. Ft.

Annual Accumulation: --

Arrangement: Numerical/Chronological

This tape serves as a reference (by OCLC sequence) to magazines, newspapers, or other serial publications held. This tape data are compiled annually.

Application 87-66, item 450.06, 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 one (1) year, then reuse and/or dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

160.07 Auxiliary Systems (Libraries) - Master Files by Holding Area (Computer Tapes)

Dates: 1986 -

Volume: 3 Cu. Ft.

Annual Accumulation: --

Arrangement: Numerical/Chronological and by holding area

This file is generated on a six (6) month basis by "holding area" (i.e., Social Studies, Management, Life Sciences, Fine Arts, etc.) and has been retained for eighteen (18) months.

Application 87-66, item 450.07, 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 for eighteen (18) months, then reuse and/or dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

160.08 Auxiliary Systems (Libraries) - Morris Library Patron File (Computer Tapes)

Dates: 1987 -
Volume: 3 Cu. Ft.
Annual Accumulation: --
Arrangement: By patron

This is a file of Morris Library Circulation Desk data of patron usage created for each semester.

Application 87-66, item 450.08, 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 one (1) semester, then reuse and/or dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

160.09 Auxiliary Systems (Clinical Center) - Clinical Center Master File - Individual Report of Service Data (Computer Tapes)

Dates: 1987 -
Volume: 3 Cu. Ft.
Annual Accumulation: --
Arrangement: Client number

This master file summarizing the University's Clinical Center client data of biographical and demographic significance is produced monthly and has been retained for seven (7) months. Additionally included within the Clinical Center System are data of individual client service transactions recorded on tape by semester and saved for seven (7) months.

Application 87-66, item 450.09, 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 seven (7) months, then reuse and/or dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

160.10 Auxiliary Systems (Clinical Center) - Annual Clinical Center Master File and Client Transaction File Summaries (Computer Tapes)

Dates: 1983 -

Volume: 3 Cu. Ft.

Annual Accumulation: --

Arrangement: Numerical and Chronological

This file represents an annual compilation of Clinical Center Master File and client service transactions data traditionally retained for four (4) years.

Application 87-66, item 450.10, 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 four (4) years, then reuse and/or dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

160.11 Auxiliary Systems - Space Inventory File (Computer Tapes)

Dates: 1982 -

Volume: 3 Cu. Ft.

Annual Accumulation: --

Arrangement: Numerical and Chronological

This is a file of all buildings owned by the University and a breakdown of all space within the buildings. Monthly and yearly tapes are cycled and used in the same fashion as the afore-described files generated for the Local High School Finance System.

Application 87-66, item 450.15, 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 monthly back-up tapes for thirteen (13) months, then reuse and/or dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Retain year-end back-ups for five (5) years, then reuse and/or dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.