

This record series consists of the C.P.B. (Corporation for Public Broadcasting) funding files maintained by the Business Office Broadcasting Services. The records generally include fiscal worksheets and back-up documentation (e.g., copies of internal audits) which are used to support funding of federal grants.

This item supersedes State Records Application 87-63, item 369, 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.

705.03 Executive Director's Correspondence Files (Originals and Duplicates)

Dates: 1981 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the Executive Director's correspondence (incoming/outgoing) files maintained by the Business Office of Broadcasting Services.

This item supersedes State Records Application 87-63, item 370, 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 three (3) years, then dispose of.

705.04 Personnel Files (Duplicates)

Dates: 1977 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of the personnel files maintained by the Business Office of Broadcasting Services. The records generally contain personnel information for all civil service employees, AP staff, and student workers including: resumes, reviews and evaluations, vacation/sick leave time, attendance time sheets, and related correspondence. Original student worker time sheets are maintained with the Office of Student Work/Financial Assistance. All other original personnel records are maintained with the Office of Personnel Services.

This item supersedes State Records Application 87-63, item 371, 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 from employment, then dispose of.

705.05 Executive Committee Minutes and Agendas (Originals)

Dates: 1986 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of the executive committee minutes and agendas maintained by the Business Office of Broadcasting Services.

This item supersedes State Records Application 87-63, item 372, 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 permanently in the office.

705.06 Director/Station Manager Reports (Originals and Duplicates)

Dates: 1981 -

Volume: 9 Cu. Ft.

Annual Accumulation: 1 1/2 Cu. Ft.

Arrangement: Alphabetical

This record series consists of the Director/Station Manager's reports maintained by the Business Office of Broadcasting Services. The records generally contain administrative reports including information retained on: audit reports, budget, departmental history, departmental proposals, audit reports, 25th Anniversary (Broadcasting Services), and National Public Radio Information.

This item supersedes State Records Application 87-63, item 373, 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 with the assistance of University Archives staff, review the series and transfer any documents possessing archival value (e.g., departmental historical files, 25th Anniversary celebration) to the University Archives for permanent retention and dispose of all extraneous materials.

705.07 Delinquency Reports (Duplicates)

Dates: 1981 -

Volume: 9 Cu. Ft.

Annual Accumulation: 1 1/2 Cu. Ft.

Arrangement: Chronological

This record series consists of the delinquency reports maintained by the Business Office of Broadcasting Services. The records generally contain managerial reports detailing all on-air production problems. Originals are maintained with the Operations Manager.

This item supersedes State Records Application 87-63, item 374, 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 three (3) years, then dispose of provided all administrative value has expired.