

COLLEGE OF ENGINEERING
MECHANICAL ENGINEERING & ENERGY
PROCESSES

490.01 Student Files (Duplicates) (Graduates Only)

Dates: 1984 -
Volume: 6 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical by name of student

This record series consists of the student files (graduate/undergraduate). The records generally include transcripts, copies of correspondence, grade slips, records of courses taken, appointment papers, advisement sheets, copies of other transcripts (High Schools or other colleges). Original student files are maintained with the Graduate School and the Admissions Office.

This item supersedes State Records Application 87-63, item 658, 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 five (5) years after graduation or date of last attendance, then dispose of.

490.02 Administrative Correspondence and Reference File

Dates: 1976 -
Volume: 16 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Alphabetical by subject

This record series consists of the day-to-day working files of the Mechanical Engineering and Energy Process Department. These records may include: correspondence (originals and

duplicates), interoffice memos, brochures, publications, achievement reports on the staff, key records of equipment and copies of (committee and departmental minutes).

This item supersedes State Records Application 87-63, item 659, 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 in office, then review files and weed out any material possessing long term historical value (minutes of meetings, policy formulation correspondence, significant department reports, etc.) and transfer these records to the University Archives for permanent retention. Records which do not possess any historical value are to be disposed of.

490.03 Grant Files (Duplicates)

Dates: 1977 -

Volume: 6 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: Chronological by year and Alphabetical

This record series consists of the grants and contract files for the office of Mechanical Engineering and Energy Process. The records generally include: budget narratives, grant proposals, quarterly reports, final project reports, letters of negotiation, copies of accounts.

This item supersedes State Records Application 87-63, item 660, 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 following the completion of the grant, then dispose of provided all audits (federal & state) have been completed and provided, no litigation is pending or anticipated.

490.04 Fiscal Transactions Files

Dates: 1977 -

Volume: 24 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Numerical by account number and yearly

This record series consists of the fiscal transaction files of the Mechanical Engineering and Energy Process Department. The records generally include: budget preparation materials, various budget reports, purchase orders, requisitions, travel vouchers, computer printouts from various fiscal departments, ledger sheets, invoices and payroll sheets.

Originals are maintained with the General Accounting Office.

This item supersedes State Records Application 87-63, item 661, 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 dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

490.05 Personnel Files (Duplicates) (Faculty, Staff, Civil Service)

Dates: 1969 -
Volume: 20 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Alphabetical by name of employee

This record series consists of duplicate copies of employment records. These files may contain copies of evaluations, appointment letters, application for employment, reference letters, vitae, letters of commendation, letters of resignation or termination, disciplinary records, salary and/or classification data. The agency record copies of the record series are maintained by the Personnel Office.

This item supersedes State Records Application 87-63, item 662, 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 provided no litigation is pending or anticipated.