

OFFICE OF ASSESSMENT AND PROGRAM REVIEW

(referencing Associate Provost for Academic Affairs)

240.02 Budget and Fiscal Administration Files (Duplicates)

Dates: 1979 -
Volume: 10 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: By fiscal year

This record series contains vouchers, purchase orders, requisitions, budget printouts, budget requests, and budget working papers. The originals of these documents are maintained by the General Accounting, Purchasing, Disbursements, and Budget Offices.

This item supersedes State Records Application 87-63, item 173, 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.

240.03 Personnel Files (Duplicates)

Dates: 1979 -
Volume: 6 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Alphabetical

This record series consists of personnel files for the employees of the Office of Undergraduate Academic Services. Included are copies of resumes, evaluations, requests for vacation/sick leave, and correspondence.

This item supersedes State Records Application 87-63, item 174, 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 following the date of separation from employment, then dispose of provided no litigation is pending or anticipated.

240.04 Payroll Information Files (Duplicates)

Dates: 1979 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By item, then Chronological

This record series consists of payroll information for the employees of the employees of the Office of Undergraduate Academic Services. Included would be: time recording sheets; Fringe Benefit printouts; Payroll Distribution printouts; and Time Transmittal printouts. This information is also maintained by the Fringe Benefits section of Personnel Services and the Payroll Office.

This item supersedes State Records Application 87-63, item 175, 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.

(Referencing from Aerospace Studies)

120.02 General and Administrative Correspondence File (Agency Record Copies and Duplicates)

Dates: 1985 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of both general and administrative correspondence, including special events files (i.e., awards night set-up arrangements, lists of guests, publicity materials, awards given, etc.).

This item supersedes State Records Application 87-63, item 190, 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.