

COLLEGE OF LIBERAL ARTS

PARALEGAL STUDIES

610.01 Student Files

Dates: 1983 -
Volume: 3 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Alphabetical

This record series contains student advisement files for undergraduate majors in the Paralegal Studies Program, consisting of student personal data sheets, correspondence and other information about courses students take as an advisement tool used by the department.

This item supersedes State Records Application 87-63, item 903, 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 five (5) years after graduation or last date of attendance, then dispose of provided no litigation is pending or anticipated.

610.02 Accreditation File

Dates: 1985 -
Volume: 2 1/4 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of the accreditation documents for the Paralegal Studies Department, consisting of the initial accreditation report by the American Bar Association when the program was established as well as the annual reports and each five year re-accreditation report as it is generated.

This item supersedes State Records Application 87-63, item 904, 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 ten (10) years after accreditation report has been completed, then transfer to the University Archives for permanent retention.

610.03 Personnel File

Dates: 1982 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains the personnel files for faculty and graduate assistants in the Paralegal Studies Department. The student workers are funded half by the History Department and half by the Paralegal Studies Department, and their personnel information is maintained by the Dean's Office of the College of Liberal Arts. A typical file for a professor in Paralegal Studies includes the contract with attorneys hired to teach the paralegal courses, letters of applications and letters of recommendation.

This item supersedes State Records Application 87-63, item 905, 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 five (5) years after separation from employment, then dispose of provided no litigation is pending or anticipated.

610.04 Job Search File (Duplicates)

Dates: 1982 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by search

This record series contains the job search files for the Paralegal Studies, consisting of the information included in the job opening advertisement job descriptions and affirmative action reports. Originals are retained by the College of Liberal Arts.

This item supersedes State Records Application 87-63, item 906, 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 two (2) years, then dispose of provided no litigation is pending or anticipated.

610.05 Grade Lists (Duplicates)

Dates: 1983 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the grade lists released at the end of each semester by the Admissions and Records Office for the department to verify the grades recorded. The official transcript and the official grade list is maintained by Admissions and Records.

This item supersedes State Records Application 87-63, item 907, 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.

610.06 Student Evaluations

Dates: 1983 -
Volume: Negligible
Annual Accumulation: Negligible

Arrangement: Chronological

This record series contains the reports which the Learning Recourse Center as Morris Library prepares from the student evaluations for each course.

This item supersedes State Records Application 87-63, item 908, 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 five (5) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

610.07 Course Syllabi (Originals)

Dates: 1983 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Numerical by course number

This record series contains course outlines, projects and tests for each course taught in the Paralegal Studies Department.

This item supersedes State Records Application 87-63, item 909, 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 until superseded by updated syllabi.