

COLLEGE OF LIBERAL ARTS

PHILOSOPHY

615.01 Administrative Correspondence and Reference File

Dates: 1975 -
Volume: 12 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by subject

This file contains the following types of record series: correspondence, procedures, faculty minutes (original copies) departmental committee minutes (original copies) etc.

This item supersedes State Records Application 87-63, item 910, 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 departmental records, 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.

615.02 Faculty Search Files

Dates: 1975 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series includes the following types of records (applicants resume, letter of application, letter of response by

search committee (denial/acceptance) correspondence, reference letters from other universities, etc.).

This item supersedes State Records Application 87-63, item 911, 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 two (2) years following expiration of vacancy, then dispose of providing no litigation is pending or anticipated.

615.03 Course Files

Dates: 1979 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by semester

This file includes (course syllabi, grade sheets, class lists, registration forms, etc.).

This item supersedes State Records Application 87-63, item 912, 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 for two (2) academic years in office, then dispose of.

615.04 Fiscal Transaction Files

Dates: 1980 -
Volume: 8 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Yearly and Numerical by account number

This record series consists of the fiscal transaction files. The records generally include purchase orders, requisitions, travel

vouchers, computer printouts of fiscal reports, ledgers, etc. Original fiscal records are maintained with the General Accounting Office.

This item supersedes State Records Application 87-63, item 913, 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.

615.05 Student Files (Duplicates)

Dates: 1975 -
Volume: 16 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Alphabetical by name

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 914, 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.

615.06 Personnel Files (Duplicates)(Faculty, Civil Service, Students)

Dates: 1975 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible

Arrangement: Alphabetical by name

This record series consists of duplicate copies of employment records. These files may contain copies of evaluations, appointment letters, application for employment, reference letters, vitaes, 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 915, 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.