

COLLEGE OF SCIENCE

PHYSICS DEPARTMENT

790.01 Graduate School Application Files

Dates: 1984 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Alphabetical by applicant

This record series consists of both accepted and denied applications to the Physics Department's graduate program. Also included are various supporting documents such as transcripts, GRE test scores, and letters of recommendation. Originals of these records are maintained by the Graduate School.

This item supersedes State Records Application 87-63, item 1079, 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 graduation or date of last attendance, then dispose of. Retain denied applications in office for two (2) years after the date of the last correspondence pertinent to the corresponding application(s), then dispose of.

790.02 Graduate Assistant Files

Dates: 1970 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of graduate assistant contracts and related correspondence. Original graduate assistant contracts are maintained by the Office of Personnel Services.

This item supersedes State Records Application 87-63, item 1080, 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 in office, then dispose of provided no litigation is pending or anticipated.

790.03 10th Day Enrollment Reports

Dates: 1984 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological, then by class

This record series consists of 10th day reports - lists of students enrolled in each class offered by the Physics Department on the 10th day of each semester.

This item supersedes State Records Application 87-63, item 1081, 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 in office, then dispose of.

790.04 Curriculum Development Files (Originals and Duplicates)

Dates: 1955 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of original course outlines, course proposals, syllabi, course descriptions, copies of class enrollment reports (including 10th day enrollment reports), copies of university catalogs or excerpts of catalogs, class schedules, and original draft papers and memoranda of their revisions.

This item supersedes State Records Application 87-63, item 1082, 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 until revised or superseded, then transfer to the University Archives for appraisal and possible further retention.

790.05 Grade Sheets (Computer Printouts)

Dates: 1984 -

Volume: 1 1/2 Cu. Ft.

Annual Accumulation: 1/2 Cu. Ft.

Arrangement: Chronological, then by class

This record series consists of computer printout grade sheets (and class lists) showing, for each class offered by the Physics Department, names of all students enrolled with corresponding hours earned, grade earned, identification number and class rank (i.e., freshman, sophomores, junior or senior). Original grade sheets are maintained on microfiche by the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 1083, 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 in the office, then dispose of.

790.06 Faculty Meeting Minutes and Agenda (Originals)

Dates: 1955 -

Volume: 2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This item supersedes State Records Application 87-63, item 1084, 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 - either in the office or the University Archives.

790.07 Achievement Reports (Duplicates)

Dates: 1976 -

Volume: 3 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

These reports are compiled routinely to reflect the department's progress on special projects and the continued performance of ongoing activities. These reports are duplicated in the Office of the Vice President for Academic Affairs and Research and their data is incorporated into several academic and administrative planning documents including RAMP's, Five-Year Plans, annual reports, audit reports, President's reports and HEGIS reports.

This item supersedes State Records Application 87-63, item 1085, 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 in the office, then offer to the University Archives. If Archives staff refuse such offer, then dispose of.

790.08 Alumni Theses and Dissertations

Dates: 1960 -

Volume: 3 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical by author

This record series consists of the department's copies of theses and dissertations written by Masters and Doctorate degree candidates in Physics. The University Library receives and permanently retains a copy of each thesis and dissertation submitted to the university.

This item supersedes State Records Application 87-63, item 1086, 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 ten (10) years after graduation or date of last attendance, then dispose of provided the existence of the original copy in the University Library has been confirmed.

790.09 Search Committee Files (Originals)

Dates: 1965 -

Volume: 1 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological by open position

The record series consists of files resulting faculty searches. Included would be: committee meeting minutes and agendas; guidelines for reviewing applicant's credentials; orientation material for the open position; lists of candidates; phone interview notes; memos and other correspondence.

This item supersedes State Records Application 87-63, item 1087, 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 after search is closed, then dispose of provided no litigation is pending or anticipated.

790.10 General Administrative Correspondence File

Dates: 1976 -

Volume: 3 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of the routine, day-to-day correspondence generated and received by the Physics Department.

This item supersedes State Records Application 87-63, item 1088, 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 dispose of provided no litigation is pending or anticipated.

790.11 Fiscal Administration Files (Duplicates)

Dates: 1976 -

Volume: 6 1/2 Cu. Ft.

Annual Accumulation: 1/2 Cu. Ft.

Arrangement: By fiscal year

This record series consists of all bills charged against the Physics Department, computer printout Statement of Charges, vouchers, purchase orders, and requisitions.

The originals of these documents are maintained by the General Accounting, Disbursements, and Purchasing Offices.

This item supersedes State Records Application 87-63, item 1089, 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.

790.12 Personnel Files (Duplicates)

Dates: 1955 -

Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of personnel files for the employees of the Physics Department. Included are copies of resumes, requests for vacation/sick leave, evaluations, records of any disciplinary action taken, and related correspondence. Original personnel files are maintained by the Office of Personnel Services.

This item supersedes State Records Application 87-63, item 1090, 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 following the date of separation of employment, then dispose of provided no litigation is pending or anticipated.

790.13 General Administrative File Containing Reference Materials on Grants, Affiliates, and Duplicate Textbook Orders and Teaching Schedules (Duplicates)

Dates: 1976 -
Volume: 4 Cu. Ft.
Annual Accumulation: Less than 1/2 Cu. Ft.
Arrangement: Chronological

This item supersedes State Records Application 87-63, item 1091, 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 two (2) 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.