

**COLLEGE OF LIBERAL ARTS**  
**POLITICAL SCIENCE DEPARTMENT**

**625.01      Budget and Fiscal Administration (Duplicates)**

Dates:                                      1977 -  
Volume:                                     3 Cu. Ft.  
Annual Accumulation:                  Negligible  
Arrangement:                              Chronological

                    This record series consists of purchase orders, invoice, travel and contractual vouchers, and budget/expenditure printouts documenting the procurement of goods and services for the Political Science Department.

This item supersedes State Records Application 87-63, item 918, 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.

**625.02      Planning and Achievement Reports (Duplicates)**

Dates:                                      1972 -  
Volume:                                     Negligible  
Annual Accumulation:                  Negligible  
Arrangement:                              Chronological

This item supersedes State Records Application 87-63, item 919, 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 transfer any materials which document significant planning decisions to the University Archives for permanent retention. Dispose of any ephemeral material.

**625.03 Student Files (Duplicates)**

Dates: 1959 -  
Volume: 4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consist of copies of student's application to the Political Science Program, advisement sheets, applications for internships and evaluations of student's internship's work.

This item supersedes State Records Application 87-63, item 920, 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, then dispose of provided no litigation is pending or anticipated.

**625.04 Syllabi (Originals)**

Dates: 1982 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Alphabetical by instructor name

This item supersedes State Records Application 87-63, item 921, 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 until superseded, then dispose of.

**625.05 Personnel Files (Duplicates)**

Dates: 1967 -  
Volume: 6 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of individual personnel files for employees of the Political Science Department. Included are tenure forms for faculty members, student worker appointment forms, employee evaluations, vitae, grievance records, salary/class change forms, requests for leaves of absence, letter of appointment, reprimands, recommendation, termination or resignation.

This item supersedes State Records Application 87-63, item 922, 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, 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.

**625.06 General Correspondence (Agency Record Copies and Duplicates)**

Dates: 1980 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of incoming and outgoing correspondence received and generated by the Political Science Department with other departments, universities, professional organizations, faculty, etc.

This item supersedes State Records Application 87-63, item 923, 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.

**625.07 Minutes, Agendas, Special Reports of Departmental Meetings (Originals)**

Dates: 1984 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This item supersedes State Records Application 87-63, item 924, 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 permanently or transfer to the University Archives (after all administrative use has expired) for permanent retention.

**625.08 Job Search Files (Agency Record Copies)**

Dates: 1980 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: --  
Arrangement: Job Position then Alphabetical

Included in this record series are a copy of advertisement for the vacancy, applications and resumes received from unsuccessful job applicants, evaluations of persons interviewed, a copy of the job description and related correspondence (i.e., with the Affirmative Action Office).

This item supersedes State Records Application 87-63, item 925, 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.