

PRE-MAJOR ADVISEMENT CENTER

260.01 Budget Administration Files (Duplicates)

Dates: 1977 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By fiscal year

This record series contains the Pre-Major advisement Center's copy of their operating budget. Also included herein would be budget proposals, requests, working and planning papers.

Original budget files for the entire university are maintained by the Budget Office.

This item supersedes State Records Application 87-63, item 178, 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.

260.02 Administrative Correspondence and Reference File

Dates: 1977 -
Volume: 12 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by subject

These files contain original and duplicate correspondence and reference material generated or utilized by the Pre-Major Advisement Center. Examples of predominant types of documents maintained in this file include: original and duplicate university

memoranda; planning statements; achievement reports; enrollment and matriculation statistics; and program reviews.

This item supersedes State Records Application 87-63, item 179, 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 all duplicate, informational, or routine items. Transfer remaining accumulation to the University Archives for evaluation and possible accessioning of records possessing archival value.

260.03 Payroll Information Files (Duplicates)

Dates: 1977 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By item, then Chronological

This record series consists of payroll information for all employees of the Pre-Major Advisement Center. Included would be: 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 180, 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.

260.04 Personnel Files (Duplicates)

Dates: 1979 -
Volume: 3 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of personnel files for the employees of the Pre-Major Advisement Center. Included would be: evaluations, requests for vacation/sick leave, and correspondence regarding salaries, promotions and other personnel matters.

This item supersedes State Records Application 87-63, item 181, 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 date of separation from employment, then dispose of.

260.05 Student Advisory Files

Dates: 1979 -

Volume: 20 Cu. Ft.

Annual Accumulation: 5 Cu. Ft.

Arrangement: By type of student, then alphabetical

This record series consists of individual files created for students with Special Majors, students who major in University Studies, and students who leave the university before they officially declare a major. Forms/documents which are found in a typical student file would be: transcripts; grade slips; add/drop slips; course waiver forms; graduation checklists; and correspondence.

Original records of students' courses taken, grades received, and degree earned are maintained by the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 182, 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.