

## ADMINISTRATIVE OFFICE

### 100.01 Administrative Correspondence and Reference Files

Dates: 200-  
Volume: 50 Cubic Feet/15 GB  
Annual Accumulation: 10 Cubic Feet/3 GB  
Arrangement: By Subject

This record series contains the Vice President of Academic Affairs' correspondence. Included are administrative correspondence detailing matters of functions, procedures, organizational and policy decision-making (**Defense Files**), and general correspondence documenting transactions of a routine nature such as referrals, courtesy intra-agency memoranda, correspondence with other state and federal agencies, budget distribution information, planning documentation, position papers, related reports, and hand written notes.

Examples of subject dealt with in this record series would include: program planning; resource allocation; faculty involvement; budget distribution, IBHE, National Foundation, and other related organizations; student concerns/problems (e.g., grades, suspension); salary and promotion recommendations; and official complaints from faculty members, students, and other constituents of the university.

This item supersedes item 100.01 of this application in order to reflect the change of the records storage media from hard copy to electronic and microfilm; and to remove minutes and agendas from the record series description. (No other revision of the previously approved disposition is proposed.

**Recommendation:** Microfilm and scan hard copies onto an electronic medium, then dispose of hard copy documents after images have been verified. Retain microfilm and electronic records in office for three (3) years, then the University Archives shall weed files and dispose of all records possessing insufficient legal, fiscal, administrative, or historical use providing all audits have been completed and no litigation is pending or anticipated. Transfer remaining accumulation to the University Archives for permanent retention.

All computer/digital, media maintenance, and preservation procedures are to be fully applied. If equipment and programs

which provide access to the data are updated or replaced, the existing data must remain in the successor format for the duration of the retention period.

**THIS APPLICATION WAS DEFERRED 9/17/08 TO RESEARCH WHETHER THE CONTENTS ARE DUPLICATES.**

**100.02 Human Resources Sick and Vacation Request and Approval Forms**

Dates: 1975-  
Volume: 4 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of forms containing data retained on sick and vacation time taken by faculty and staff. This data is transferred to time transmittal and fringe benefit reports which are then forwarded to Human Resources for Attendance and timekeeping purposes. The office of Human Resources maintains the fringe benefit reports permanently in microform per approved Application 87-66, item 140.01.

**Recommendation:** Retain in the office for five (5) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**100.03 Departmental Minutes and Agendas**

Dates: 2004-  
Volume: 1 Cubic Feet/300 MB  
Annual Accumulation: Negligible/60 MB  
Arrangement: Chronological

This record series consists of the original departmental meeting minutes, agendas, and support documentation.

This item partially supersedes item 100.01 of this application in order to reflect the change of the records storage media from hard copy to electronic and microfilm; and to remove minutes and agendas from the record series description. (No other revision of the previously approved disposition is proposed).

**Recommendation:** Microfilm and scan hard copies onto electronic medium, then dispose of hard copy documents after images have been verified. Retain images for ten (10) years, then delete. Transfer microfilm to the University Archives for permanent retention.

All computer/digital, media maintenance, and preservation procedures are to be fully applied. If equipment and programs which provide access to the data are updated or replaced, the existing data must remain in the successor format for the duration of the retention period.