

SCHOOL OF ALLIED HEALTH

(Physical Therapy Assistant)

136.01 Personnel Files (Duplicates)

Dates: 1950-
Volume: 10 Cubic Feet
Annual Accumulation: ½ Cubic Feet
Arrangement: Alphabetical

This record series consists of duplicate copies of employment records. These files may contain copies of evaluations, appointment letters, application for employment, reference letters, vitae, letters of commendation, letters of resignation or termination, disciplinary records, fringe benefit reports, salary and/or classification data. Originals are maintained by Human Resources.

Recommendation: Retain in office for five (5) years after separation of employment, then destroy in a secure manner litigation is pending or anticipated.

136.02 Fiscal Transaction Files (Duplicates)

Dates: 1950-
Volume: 32 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Chronological

This record series consists of departmental copies of the fiscal transaction files. These records generally include copies of purchase orders, requisitions, invoice vouchers, travel vouchers, p-card purchase and information, computer printout of fiscal reports, ledgers, etc.

Recommendation: Retain in office for three (3) years, then destroy in a secure manner provided all audits have been completed and no litigation is pending or anticipated. Originals are maintained by Accounts Payable, Accounting Services and Purchasing.

136.03 Student Files (Duplicates)

Dates: 1950-

Volume: 82 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Alphabetical

This record series consists of departmental copies of the student files (graduate and undergraduate). These records generally include copies of transcripts, copies of correspondence, grade slips, records of courses taken, appointment papers, advisement sheets, and copies of other transcripts (high school or other colleges). Originals are maintained by Admissions and Records.

Recommendation: Retain in office for five (5) years after graduation or date of last attendance, then destroy in a secure manner.

136.04 Miscellaneous Correspondence (Originals)

Dates: 1950-
Volume: 8 Cubic Feet
Annual Accumulation: ½ Cubic Feet
Arrangement: Alphabetical and Chronological

This record series consists of general outgoing correspondence from the department to other school agencies and incoming correspondence regarding the School of Allied Health.

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

136.05 Administrative Files (Originals)

Dates: 1950-
Volume: 8 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Alphabetical and Chronological

This record series consists of Administrative Files for the School of Allied Health. Files contain achieve reports; planning statements used to request funds and also used as an implementation plan for future courses; minutes and agendas of meetings, policy formation documents; and department reports.

Recommendation: Retain hard copies in office for three (3) years, then microfilm and dispose of after images have been verified. Retain microfilm permanently.