

PUBLIC POLICY INSTITUTE

101.01 Administrative Correspondence and Reference Files (Departmental Copy)

Dates: 1997 –
Volume: 3 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of duplicate correspondence with donors and institute guests; donor information such as copies of checks and copies of credit card information; duplicate correspondence with students, alumni and reference letters for them; small number of original incoming notes or letters of insignificant consequence; some duplicate administrative notes; reference materials.

Recommendation: Retain in office for three (3) years, then destroy in a secure manner providing all audits have been completed, if necessary, and no litigation is pending or anticipated.

(Remaining schedules are being referenced from the
Associate Provost for Academic Affairs)

240.02 Budget and Fiscal Administration Files (Duplicates)

Dates: 1979 -
Volume: 10 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: By fiscal year

This record series contains vouchers, purchase orders, requisitions, budget printouts, budget requests, and budget working papers. The originals of these documents are maintained by the General Accounting, Purchasing, Disbursements, and Budget Offices.

This item supersedes State Records Application 87-63, item 173, 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.

240.03 Personnel Files (Duplicates)

Dates: 1979 -
Volume: 6 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Alphabetical

This record series consists of personnel files for the employees of the Office of Undergraduate Academic Services. Included are copies of resumes, evaluations, requests for vacation/sick leave, and correspondence.

This item supersedes State Records Application 87-63, item 174, 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 following the date of separation from employment, then dispose of provided no litigation is pending or anticipated.

240.04 Payroll Information Files (Duplicates)

Dates: 1979 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By item, then Chronological

This record series consists of payroll information for the employees of the employees of the Office of Undergraduate Academic Services. Included would be: time recording sheets; 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 175, to provide for the incorporation of the file series into this revised records disposition application. (No change in the

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.

240.06**Administrative Correspondence and Reference File**

Dates: 1977 -
Volume: 32 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Alphabetical by subject

These files contain original and duplicate correspondence and reference material generated or utilized by the Office of Undergraduate Academic Services. Examples of predominant types of documents maintained in this file include: original and duplicate university memoranda; duplicate meeting minutes of campus-wide committees; achievement reports; planning documents; and annual reports.

This item supersedes State Records Application 87-63, item 177, 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 the office, then dispose of all duplicate, informational, or routine items. Transfer remaining accumulation to the University Archives for evaluation and possible accessioning of records possessing archival value.