

COLLEGE OF MASS COMMUNICATION AND MEDIA ARTS

DEPARTMENT OF RADIO AND TELEVISION

745.01 Graduate/Undergraduate Course Outline Files (Syllabi Records)

Dates: 1981 -
Volume: 19 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Numerical by course number,
then by semester

This file consists of a description of courses offered by the Radio/Television Department to undergraduate/graduate students. This file also contains faculty staff assignment reports which assist the department in the evaluation of teaching personnel and related correspondence. (See Application 86-27, #135.)

This item supersedes State Records Application 87-63, item 459, 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Recommendation: Retain in the office until superseded or revised, then dispose of.

745.02 Graduate Student Files (Active/Inactive)

Dates: 1980 -
Volume: 4 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by
name/Chronological by activity

This file contains a history of graduate work within the program. This file may have the following types of records within the file: grade slips, copies of course highlights, duplicate transcripts, correspondence, and graduate approval papers (used for approval of thesis report). Original graduate student files are maintained by the Graduate School and the Admissions Office.

This item supersedes State Records Application 87-63, item 460, 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.

745.03 Personnel Files (Active/Not Hired or Terminated) (Duplicates)

Dates: 1982 -
Volume: 7 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Alphabetical by name

These records contain the personnel data of the administrative staff, faculty, student workers or civil service employees. These files may contain the following types of documents: job resumes, student evaluations, time sheets, fringe benefit reports, student worker referrals, staff contracts and correspondence pertaining to employee files.

This item supersedes State Records Application 87-63, item 461, 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 separation of employment, then dispose of providing no litigation is pending or anticipated.

745.04 Fiscal Records File

Dates: 1980 -
Volume: 4 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: By subject, then Chronological by date

This is a copy of the fiscal transactions of the Radio/Television Department and a listing of the various reports that the office generates. Types of records found are: vouchers, invoice vouchers, purchase orders and requisitions, billing sheets, budget allocations and budget adjustments, computer printouts of budget account balances, equipment inventories printouts and payroll

printouts. Original fiscal records are maintained with the General Accounting Office.

This item supersedes State Records Application 87-63, item 462, 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.

745.05 Administrative Reference Files

Dates: 1981 -
Volume: 4 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by subject

This record series consists of a record of correspondence, memos, committee reports, publications and duplicate and original committee minutes. This file may also contain files of applicants for employment who are not hired but are rejected by committee or do not follow-up employment opportunities.

This item supersedes State Records Application 87-63, item 463, 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 weed out any material possessing long term historical value (minutes of meetings, policy formulation, correspondence, significant departmental reports), then transfer to the University Archives for permanent retention. Records which do not possess any historical value are to be disposed of.

745.06 Undergraduate Student Files and Graduate Files

Dates: 1981 -
Volume: 18 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Alphabetical by name

This record series consists of student files of those enrolled in the Department of Radio and Television. Included in these are: copies of transcripts and transfer credit; radio and television progress sheets (used to chart student's progress); grade slips; course request forms; add/drop forms; registration slips and miscellaneous correspondence.

This item supersedes State Records Application 87-63, item 464, 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 after last attendance at the university, 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.

745.07 New Admission Files

Dates: 1986 -
Volume: 1 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This item supersedes State Records Application 87-63, item 465, 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 two (2) years, then dispose of provided no litigation is pending or anticipated.

745.08 Final Exam File

Dates: 1984 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By course

This record series consists of exams taken by students for Radio & TV. The exam includes the student's

name, semester and course number. The grades are then transferred to the Student Information System in Admissions and Records for permanent storage.

Recommendation: Retain in office until administrative value has expired, then dispose of