

COLLEGE OF EDUCATION
SCHOOL OF SOCIAL WORK

235.01 Accreditation Files (Originals)

Dates: 1983 -
Volume: 3 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Alphabetical

This record series consists of the accreditation files maintained by the School of Social Work. The records generally include all documents (e.g., candidacy materials) and related correspondence pertaining to the accreditation of the School of Social Work masters degree program.

This item supersedes State Records Application 87-63, item 708, 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 permanently in the office and/or transfer to the University Archives for permanent retention.

235.02 Fiscal Administration Files (Duplicates)

Dates: 1978 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological by fiscal year

This record series consists of the fiscal administration files maintained by the School of Social Work. The records generally include: purchase orders, invoices, time sheets, and budget printouts (line item expenditures). Original fiscal records are maintained with the university Offices of Disbursements, and General Accounting.

This item supersedes State Records Application 87-63, item 709, 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.

235.03 Search Files (Originals)

Dates: 1978 -
Volume: 7 1/2 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: By affirmative action number

This record series consists of the search files maintained by the School of Social Work. The records generally contain all information relevant to faculty searches including: resumes, affirmative action forms, letters of reference, itineraries, and travel expense information.

This item supersedes State Records Application 87-63, item 710, 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 three (3) years, then dispose of provided all administrative value has expired and no litigation is pending or anticipated.

235.04 Course Syllabi Files (Originals and Duplicates)

Dates: 1975 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By course number

This record series consists of the course syllabi files maintained by the School of Social Work.

This item supersedes State Records Application 87-63, item 711, 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 updated/superseded, then dispose of.

235.05 Administrative Correspondence and Reference Files (Originals and Duplicates)

Dates: 1977 -

Volume: 20 Cu. Ft.

Annual Accumulation: 2 Cu. Ft.

Arrangement: Chronological

This record series consists of the administrative correspondence and reference files maintained by the School of Social Work. The records generally include: semester statistic reports (student characteristic data), grant information, copies of speeches (e.g., directors committees), program information (e.g., United Way Affirmative Action), registration summaries/number of students per class), credit for Structured Volunteer Program information, admission/curriculum committee minutes (originals), departmental meeting minutes (originals) and related correspondence.

This item supersedes State Records Application 87-63, item 712, 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 administrative, legal, or historical value (e.g., all original minutes of meetings) for permanent retention in the office and/or transfer to the University Archives for permanent retention. All duplicate, extraneous material may be disposed of at the discretion of the office.

235.06 Student Files (Originals and Duplicates)

Dates: 1975 -
Volume: 22 1/2 Cu. Ft.
Annual Accumulation: 19 Cu. Ft.
Arrangement: Alphabetical

This record series consists of the student files maintained by the School of Social Work. The records generally contain active/inactive files for all graduate and undergraduate students including: grade slips, copies of transcripts, GRE scores, initial applications, assistantship papers, and related correspondence.

This item supersedes State Records Application 87-63, item 713, 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.

235.07 Faculty Files (Duplicates)

Dates: 1978 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the faculty files maintained by the School of Social Work. The records generally include: appointment papers, resumes, evaluations, special projects information, vacation/sick leave requests, and related correspondence. Original faculty records are maintained with the University Office of Personnel Services.

This item supersedes State Records Application 87-63, item 714, 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 from employment, then dispose of.

235.08 Field Placement Files (Originals)

Dates: 1978 -

Volume: 3 Cu. Ft.

Annual Accumulation: 1/3 Cu. Ft.

Arrangement: Alphabetical by student name

This record series consists of the field placement files maintained by the School of Social Work. The files generally contain field placement (internship) records including: initial applications, evaluations, experience summaries, and related correspondence.

This item supersedes State Records Application 87-63, item 715, 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.

235.09 Personnel Files (Duplicates)

Dates: 1978 -

Volume: 4 1/2 Cu. Ft.

Annual Accumulation: 1/2 Cu. Ft.

Arrangement: Alphabetical

This record series consists of the personnel files maintained by the School of Social Work. The records generally include personnel information for all civil service employees, graduate assistants, and student workers including: copies of contracts, vacation/sick leave requests, timekeeping sheets, and related correspondence. Originals are maintained with the University Office of Personnel Services and the Office of Student Work/Financial Assistance.

This item supersedes State Records Application 87-63, item 716, 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 civil service employee records in the office for five (5) years after separation from employment, then dispose of. Retain graduate assistant and student worker files in the office for five (5) years after graduation or date of last attendance, then dispose of.

235.10 Class Lists (Duplicates)

Dates: 1978 -

Volume: 3 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological by semester

This record series consists of the class lists (students enrolled) maintained by the School of Social Work.

This item supersedes State Records Application 87-63, item 717, 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 three (3) years, then dispose of provided all administrative value has expired.