

COLLEGE OF EDUCATION
STUDENT TEACHER ADVISEMENT

440.01 Curriculum Grade File

Dates: 1983 -
Volume: 4 1/2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: By type

This record series contains graduation check forms and certification checks for the students' use as curriculum guides towards graduation.

This item supersedes State Records Application 87-63, item 609, 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Recommendation: Retain until updated, then dispose of outdated forms.

440.02 Student Advisement File

Dates: 1981 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical by student name

This record series contains undergraduate student advisement files for the teacher education program, consisting of registration schedules; grade slips; evaluation of transfer credit; copies of curriculum guide for majors, which shows what courses completed and which remain to be taken; advisement notes and forms, etc. The data is microfilmed by Admissions and Records for retention as part of the student's permanent file.

This item supersedes State Records Application 87-63, item 610, 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 paper copy in the office for five (5) years after graduation or last date of attendance, then dispose of provided no litigation is pending or anticipated.

440.03 Fiscal File for Teaching Skills Laboratory (Duplicates)

Dates: 1984 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the fiscal account file for the Teaching Skills Laboratory, consisting of ledgers, vouchers and other expenditure records. Original records are maintained by Purchasing and Disbursements as per this application.

This item supersedes State Records Application 87-63, item 611, 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.