

STUDENT LIFE

(Now Student Life and Intercultural Relations)

350.01 Budget and Fiscal Administration (Duplicate)

Dates: 1980 -
Volume: 9 Cu. Ft.
Annual Accumulation: 1 ½ Cu. Ft.
Arrangement: Chronological/Numerical

This record series consists of invoice, contractual, payroll and travel vouchers; purchase orders, amendments and cancellations to; general accounting printouts and expenditures for commodities, telecommunications; printing, etc., salary and fringe benefit reports, summary of expenses and funds available, budget requests, etc. for the procurement of goods and services for the Dean's Office (Student Life).

Recommendation: Retain in the office for three (3) years, 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.

350.02 Personnel Files (Duplicates)

Dates: 1977 -
Volume: 3 ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of records of employment for civil service employees, faculty, student workers and administrative and professional staff employed in Student Life. The agency record copies of employment records for student workers are maintained by the Office of Student Work and Financial Assistance under the authority of State Records Application #87-64, item #240. All other employee records are maintained in the Personnel Office under the

authority of State Records Application #87-66, item #249M.

Included are copies of applications for employment, resumes, absence requests, (faculty and civil service), performance evaluations, salary/position change forms, and related correspondence (i.e. letters of appointment, recommendations, resignation or termination.

Recommendation: Retain in the office for five (5) years after separation from employment, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.

350.03 Correspondence (Dean's Office (Originals and Duplicates))

Dates: 1984 -
Volume: 1 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological

This record series consists of incoming and outgoing correspondence received and generated by the Dean of Student Life. Included are policies, procedures, correspondence with directors on various ongoing projects/activities (i.e. new student orientation, parents programs, fraternity/sorority functions, activities in the recreation center, etc.) correspondence with related professional organizations, other universities, and other Departments.

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

350.04 Requests for Withdrawal From the University (Duplicates)

Dates: 1975 -
Volume: 34 ½ Cu. Ft.
Annual Accumulation 3 Cu. Ft.
Arrangement: Chronological/Alphabetical

This record series consists of "Requests for Withdrawal from the University" (originals of these documents are on file with the Office of Admissions and Records), memo to the college or school the student is enrolled in stating the reason the student wishes to withdraw and the recommendation of Transitional Programs, withdrawal information data sheet, and withdrawal checklist forms.

Recommendation: Retain in the office for five (5) years after the date of withdrawal, then dispose of (by shredding), providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

350.05 Student Absence Records (Agency Record Copies)

Dates: 1984 -
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of student absence forms showing the reason for absence from class and the source of information, copies of verification of absence (physician's letter), letters of explanation from the student, and correspondence with the academic unit.

Recommendation: Retain in the office for two (2) years, 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.

350.06 Notifications of Death of Students (Duplicates)

Dates: 1980 -
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of a checklist used by the department to record all actions taken by Transitional Programs in the event of the death of a student. Also included are any supporting documentation detailing the cause of the death. In the event of the death of a student, Transitional Programs notifies University Housing, if applicable, processes the withdrawal form, sends a letter to University Graphics to obtain a Memorial Certificate of Attendance, notifies the Veteran's Administration (if applicable), contacts Risk Management, and other offices which are applicable (i.e., Bursar, College, Library, Parking, Financial Aid, University Legal Counsel, etc.)

Recommendation: Retain in office for five (5) years then dispose of (by shredding) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

350.07 Student Disciplinary Records (Originals)

Dates: 1982 -
Volume: 56 Cu. Ft.
Annual Accumulation: 11 Cu. Ft.
Arrangement: Alphabetical

Included in this record series are reprimand charge letters, student disciplinary reports, judicial options forms which serve as written verification of disciplinary charges files against a student, and the notification of decision of hearing form.

Recommendation: Retain in the office for

five (5) years after closure of case, 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.

350.08 Campus Police Reports (Duplicates)

Dates: 1980 -
Volume: 4 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological

This record series consists of duplicate copies of campus police reports received by the coordinator of student discipline for review of incidents which may result in disciplinary action to a student or students. As these reports may involve more than one student, a copy of the police report is not placed in the student disciplinary files, which are maintained by individual student name in alphabetical order (see item 140 of this application).

Recommendation: Retain in the office for five (5) years after the closure of the related student disciplinary case, 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.

350.09 A.C.T. Test Results (Duplicates)

Dates: 1981 -
Volume: 16 Cu. Ft.
Annual Accumulation: 2 ½ Cu. Ft.
Arrangement: Chronological/Alphabetical

This record series consists of A.C.T. test results of persons applying for admission to the university.

Recommendation: A.C.T. test results of

students who do not matriculate at the university are to be retained in the office for five (5) years after the test date, then dispose of provided no litigation is pending or anticipated.