

ADMINISTRATIVE OFFICE

170.01 Faculty/Administrator Position Descriptions

Dates: 1986 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by title

This item supersedes State Records Application 87-63, item 61, 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Recommendation: Retain in the office until revised or superseded, then dispose of.

170.02 General Administrative Correspondence File

Dates: 1984 -
Volume: 6 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Alphabetical by subject

This record series consists of correspondence to and from faculty members, administrators and various government agencies.

This item supersedes State Records Application 87-63, item 62, 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 transfer to the University Archives custody. Archives staff will review files and dispose of all material possessing no administrative, organizational, legal and/or historical significance and retain permanently documents possessing archival value.

170.03 Purchasing Reports

Dates: 1982 -

Volume: Negligible
Annual Accumulation: Negligible
Arrangement: By fiscal year

This record series consists of monthly reports received from the Purchasing Office listing and detailing all purchase orders and contracts awarded to areas under the Vice-President for Academic Affairs and Research.

This information is also maintained by the Purchasing Office.

This item supersedes State Records Application 87-63, item 63, 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 providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

170.04 Faculty Promotion and Tenure Files

Dates: 1977 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of information pertaining to the tenuring and promoting of faculty members. Included herein would be: official university promotion/tenure policies; the official decisions made in specific cases, as well as explanations for each of those decisions and any related correspondence.

This item supersedes State Records Application 87-63, item 64, 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 ten (10) years, then dispose of provided no litigation is pending or anticipated.

170.05 Sabbatical Files (Originals)

Dates: 1985 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Alphabetical by college
or department

This record series contains sabbatical applications, which are required to be filed with this office before a sabbatical can be approved, and sabbatical reports, which are required to be filed whenever a faculty member returns from a sabbatical.

This item supersedes State Records Application 87-63, item 65, 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, then transfer to the University Archives custody. Archives staff will review files and dispose of all material possessing no administrative, organizational, legal and/or historical significance and retain permanently documents possessing archival value.

170.06 Military Programs Administration Files

Dates: 1982 -
Volume: 2 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: None

This record series contains official agreements with the U.S. Defense Department regarding the administration of university military programs, duplicate contracts detailing those agreements, corresponding budget information and correspondence.

This item supersedes State Records Application 87-63, item 66, 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, then dispose of provided no litigation is pending or anticipated.

170.07 Grievance Files USE 170.12

Dates: 1984 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by grievant

This record series consists of confidential grievances filed by employees regarding such issues as sexual harassment, salary inequities, and denied promotions. Included in these files are original minutes and agendas from hearings, the official decision rendered, information regarding the selection of the grievance panel, and correspondence between the Vice-President, the legal counsel, the panel chair, university attorneys and the grievant.

This item supersedes State Records Application 87-63, item 67, 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 ten (10) years after settlement, then dispose of provided no litigation is pending or anticipated.

170.08 Personnel Files (Duplicates)

Dates: 1952 -
Volume: 97 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: By type of personnel,
then alphabetical

This record series contains personnel files for all civil service employees, administrators, and faculty members under the Vice-President for Academic Affairs and Research. Included would be: duplicate contracts; resumes; vitae; transcripts; requests for vacation/sick leave; sabbatical

applications, applications for appointment, and letters awarding tenure.

Official personnel files for the entire university are maintained by Personnel Services for sixty-five (65) years.

This item supersedes State Records Application 87-63, item 68, 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 provided no litigation is pending or anticipated.

170.09 Fiscal Administration Files (Duplicates)

Dates: 1981 -
Volume: 8 Cu. Ft.
Annual Accumulation: 2 1/2 Cu. Ft.
Arrangement: By fiscal year

This record series consists of requisitions, purchase orders, vouchers, and related correspondence. The originals of these documents are maintained by the General Accounting, Disbursements and Purchasing Offices.

This item supersedes State Records Application 87-63, item 69, 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 providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

170.10 Academic Affairs Budget Administration Files (Originals and Duplicates)

Dates: 1980 -
Volume: 4 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.

Arrangement: By fiscal year

This record series is utilized in the development and administration of the budget for areas under the Vice-President for Academic Affairs and Research. Included are: the actual budgets for each dean; budget requests; account balances; Income Fund and Operating Budget Reports; Specific Fee Analysis printouts; Support Entity Analysis printouts; Salary Increase printouts, and other Accounting Reports.

Official budget materials are maintained by the University's Budget Office.

This item supersedes State Records Application 87-63, item 70, 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 six (6) 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.

170.11 Hiring Audit Forms (Originals)

Dates: 1984 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological

This record series documents the recruiting and selection process for all faculty and staff positions as required by the University Affirmative Action Office. Included are Hiring Audit forms, Personnel Data Cards, and Candidate Demographic Data Forms. All of these forms are utilized in the collection of data relative to affirmative action (e.g., breakdown of job applicants by race, sex, handicapped/non-handicapped, and veteran/non-veteran; department or unit where open position is located; title of open position; recruiting sources; total number of applicants; and the name of the person hired, along with their demographic information). This information is also

maintained by the University Affirmative Action Office.

This item supersedes State Records Application 87-63, item 71, 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 no litigation is pending or anticipated.

170.12 Grievances Files

Dates: 1984 –
Volume: 26 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Alphabetical

This record series consists of confidential grievances filed by employees regarding such issues as sexual harassment, salary inequities, and denied promotions. Included in these files are original minutes and agendas from hearings, the official decision rendered, information regarding the selection of the grievance panel, and correspondence between the Vice-President, the legal counsel, the panel chair, university attorneys and the grievant.

Recommendation: Retain in office for three (3) years after settlement, then microfilm record series. Originals may be destroyed in a secure manner after images have been verified. Retain microfilm for an additional seven (7) years, then destroy microfilm in a secure manner providing all audits have been completed, if necessary, and no litigation is pending or anticipated.