

**COLLEGE OF LIBERAL ARTS
DEPARTMENT OF THEATER**

650.01 Faculty Search Files (Originals)

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

This record series consists of the faculty search files maintained by the Office of the Department of Theater. The records generally include: applications from persons interested in open faculty positions, letters of reference and applicant's vitae.

This item supersedes State Records Application 87-63, item 480, 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.

650.02 Student Files (Undergraduate/Graduate) (Duplicates)

Dates: 1966 -
Volume: 21 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This record series consists of the student files (undergraduate/graduate) maintained by the Office of the Department of Theater. The records generally include: ACT profiles; evaluations; transcripts; grade records and letters of recommendation. Originals are maintained with the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 481, 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.

650.03 Personnel Files (Originals and Duplicates)

Dates: 1965 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the personnel files maintained by the Office of the Department of Theater. The records generally include: sick leave/accrued time information and related correspondence.

This item supersedes State Records Application 87-63, item 482, 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.

650.04 Class/Grade List Files (Duplicates)

Dates: 1983 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the class lists and grade lists files of students enrolled in classes under the Department of Theater. Originals are maintained with the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 483, 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 administrative value has expired.

650.05 General Administrative Files (Originals and Duplicates)

Dates: 1978 -
Volume: 4 1/2 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical by subject

This record series consists of the general administrative files maintained by the Office of the Department of Theater. The records generally include: faculty meeting minutes (originals); graduate assistantship appointments; office equipment information; alumni files; achievement reports and planning status information; job inquiries correspondence; manuals; travel policy information; playwriting competition rules and regulations; audition data, and summer reviews (funding breakdown).

This item supersedes State Records Application 87-63, item 484, 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 three (3) years, then review files and weed out any documents possessing long-term administrative, legal or historical value (e.g., original minutes of meetings) for permanent retention in the office and/or transfer to the University Archives. All duplicate, extraneous material may be disposed of at the discretion of the agency, provided all administrative value has expired.

650.06 Applicant Files (Originals)

Dates: 1979 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of the applicant files maintained by the Office of the Department of Theater. The records generally include employment inquiries from unsolicited applicants and related correspondence.

This item supersedes State Records Application 87-63, item 485, 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.

650.07 Fiscal Administration Files (Duplicates)

Dates: 1979 -
Volume: 5 Cu. Ft.
Annual Accumulation: --
Arrangement: Chronological by fiscal year

This record series consists of the fiscal administration files maintained by the Office of the Department of Theater. The records generally include: time transmittals; payroll printouts; fringe benefit reports; purchase orders/requisitions, and budgetary information (e.g., university accounts). Originals are maintained with the University's Offices of Payroll, Purchasing, Disbursements and General Accounting.

This item supersedes State Records Application 87-63, item 486, 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.

650.08 Faculty Statistical Reports (Duplicates)

Dates: 1982 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the faculty statistical reports maintained by the Office of the Department of Theater. The records generally include data gathered on faculty and graduate assistants indicating distribution of effort (e.g., amount of time spent teaching in research). Originals are maintained with the Office of Institutional Research and Planning.

This item supersedes State Records Application 87-63, item 487, 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.

650.09 General Correspondence Files (Originals and Duplicates)

Dates: 1979 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the general correspondence files (e.g., memos to the Dean) maintained by the Office of the Department of Theater.

This item supersedes State Records Application 87-63, item 488, 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.

650.10 Curriculum Files (Originals and Duplicates)

Dates: 1977 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By course number/name

This record series consists of the curriculum files maintained by the Office of the Department of Theater. The records generally include: course syllabi and hand form 90's (changes in course requirements).

This item supersedes State Records Application 87-63, item 489, 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.

650.11 Production Files (Video/Slides) (Originals)

Dates: 1981 -
Volume: 4 Cu. Ft.
Annual Accumulation: 2/3 Cu. Ft.
Arrangement: Chronological

This record series consists of the production files maintained by the Office of the Department of Theater. The records generally include videotapes and still slides of departmental productions presented during the year.

This item supersedes State Records Application 87-63, item 490, 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 office.

650.12 Theses and Dissertations Files (Duplicates)

Dates: 1960 -
Volume: 20 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Chronological

This record series consists of theses and dissertation files maintained by the Office of the Department of Theater. The records generally include departmental copies of students' theses and dissertations. Originals are maintained with the University Library.

This item supersedes State Records Application 87-63, item 491, 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 all administrative value has expired, then dispose of.

650.13 Key Reports (Originals)

Dates: 1981 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of key reports maintained by the Office of the Department of Theater. The records generally include reports indicating departmental keys (e.g., offices, file drawers) issued, the person receiving them, the date, etc.

This item supersedes State Records Application 87-63, item 492, 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.

650.14 Historical Files (Originals and Duplicates)

Dates: 1957 -
Volume: 114 Cu. Ft.
Annual Accumulation: 3 3/4 Cu. Ft.
Arrangement: None

This record series consists of the historical files maintained by the Office of the Department of Theater. The records generally contain information detailing the yearly operations of the department including; audits (e.g., ticket counts - attendance); scholarship information; publicity information (e.g., newspaper clippings, advertisements, cast photos/resumes, production reviews) and related correspondence.

This item supersedes State Records Application 87-63, item 493, 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 review files and weed out any documents possessing long-term administrative, legal or historical value (e.g., reviews of productions, newspaper clippings)

for permanent retention in the office and/or transfer to the University Archives for permanent retention. All duplicate, extraneous materials may be disposed of at the discretion of the department, provided all administrative value has expired.

650.15 Timekeeping Files (Originals)

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

This record series consists of the Timekeeping files maintained by the Office of the Department of Theater. The information generally includes a record of hours worked for all civil service employees and student workers.

This item supersedes State Records Application 87-63, item 494, 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 two (2) years, then dispose of.

650.16 Departmental Reference Files (Duplicates)

Dates: 1977 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by subject

This record series consists of the departmental reference files maintained by the Office of the Department of Theater. The records generally include: master course tabulations; campus requirement summaries; lists of majors; major concentration tabulations; Registrar's reports, and a copy of the University's Affirmative Action Plan. Originals are maintained with the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 495, 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 all administrative value has expired, then dispose of.