

## UPWARD BOUND

### 122.01 Grants and Contracts (Originals)

Dates: 1977 -  
Volume: 4 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Chronological

Upward Bound is a pre-collegiate support program which provides developmental, personal, and academic opportunities for underprivileged high school students who might not otherwise see themselves as future college students.

This record series consists of grants and contracts with the U.S. Dept. of Education concerning the funding and operation of the Upward Bound Program. Also included are related correspondence and supporting documents (reports, audits, etc.).

The record copies of these documents are maintained by the Office of Research Development Administration.

Application 87-63, item 183, is superseded to reflect a change in the administrative jurisdiction of the record series. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in the office for six years after the expiration of the grant or contract, 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.

### 122.02 Payroll Information Files (Duplicates)

Dates: 1977 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: By item, then Chronological

This record series consists of payroll information for the administrative/professional staff, civil service employees, and student workers of the Upward Bound program. Included are: time recording sheets; Fringe Benefit printouts; Payroll Distribution printouts; and

Time Transmittal printouts. This information is also maintained by the Fringe Benefits section of Personnel Services and the Payroll Office.

Application 87-63, item 184, is superseded to reflect a change in the administrative jurisdiction of the record series. (No change in the previously approved disposition is proposed.)

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

### 122.03

#### **Budget and Fiscal Administration Files**

Dates: 1977 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: By fiscal year

This record series contains vouchers, purchase orders, requisitions, budget printouts, budget requests, and budget working papers. Originals of these documents are maintained by the General Accounting, Purchasing, Disbursements, and Budget Offices.

Application 87-63, item 185, is superseded to reflect a change in the administrative jurisdiction of the record series. (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.

### 122.04

#### **Upward Bound Student Files**

Dates: 1977 –  
Volume: 28 Cubic Feet  
Annual Accumulation: 2 Cubic Feet  
Arrangement: Alphabetical

Upward Bound is a pre-collegiate support program which provides developmental, personal, and

academic opportunities for under-privileged high school students who might not otherwise see themselves as future college students.

This record series consists of Upward Bound student applications from high school students who apply to the Upward Bound Program. Included within the file are the student's name, address, phone number, emergency contact information, program eligibility, social security number, high school records, medical history, and insurance information. This record series includes files for both accepted and denied applicants.

**Recommendation:** Retain in office for six (6) years after student has completed the program, then destroy in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

## 122.05

### **Upward Bound Workshop Evaluations**

Dates: 1977 –  
Volume: 2 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Numerical and Chronological

This record series consists of anonymous workshop evaluations/surveys to assess whether the student enjoyed the workshop, and to give feedback to the staff about the workshop.

**Recommendation:** Retain in office for one (1) year from date workshop completed, then dispose of.

[\(Referencing Center For Academic Success\)](#)

## 150.02

### **Administrative Correspondence and Related Documents (Originals and Duplicates)**

Dates: 1975 –  
Volume: 8 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This file consists of administrative correspondence and related memoranda, papers, and documents.

Application 87-66, item 440.02, is superseded to reflect a

change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

**Recommendation:** Retain in office for three (3) years, then dispose of.

[\(Referencing from Pre-Major Advisement Center\)](#)

**260.04 Personnel Files (Duplicates)**

Dates: 1979 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of personnel files for the employees of the Pre-Major Advisement Center. Included would be: evaluations, requests for vacation/sick leave, and correspondence regarding salaries, promotions and other personnel matters. This item supersedes State Records Application 87-63, item 181, 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 following date of separation from employment, then dispose of.