

UNDERGRADUATE STUDENT GOVERNMENT

360.04 Fiscal Administration Files (Duplicates)

Dates: 1982 –
Volume: 15 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Chronological by fiscal year

This record series consists of the Fiscal Administration files maintained by the Office of Student Development. The records contain approximately 250 departmental and registered student organization accounts including: audit reports (internal, external); balance sheets; budgets; cash receipts/disbursements; cash sales/charge slips; change fund register; check registers; child care food reimbursement records; collection reports; contractual records/logs; correspondence; deposit records; disbursement records; expense reports, FAS reports; facility lease records; facility scheduling records; financial statements; fiscal officer records; fringe benefit reports; general ledgers; inventory records; key control records; payroll records; printing/duplicating service records; requisitions; student activity fee allocation records/report; system/procedure records; telephone charges; travel expense's; and vehicle usage reports. Originals are maintained with the University Offices of Payroll, Human Resources, Accounts Payable, and Accounting Services.

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.

360.05 General Administrative Files (Originals and Duplicates)

Dates: 1980 –
Volume: 7 ½ Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of the General Administrative files maintained by the Office of Student Development. The Office of Student Development provides programs, activities, and services for three major areas: 1) student involvement; 2) student development and 3) experiential learning. Program emphases include new student orientation services, parents association

programs and activities, student volunteerism programs, leadership development services, student organization programs and activities, fraternities and sororities, credit for programming activities, student media; publications, faculty mentoring project for freshmen, child care/development services, and student special populations programs. Specific examples of records include: activity reports, Administrative/Professional Personnel Management Study records; annual reports; appointment logs; audit reports (internal, external); committee reports/records; correspondence (accounting, general, personal); departmental reports (monthly, semester, project); directives; disciplinary data/reports; evaluation reports (internal, external); grant reports/records; inventories (departmental, registered student organizations); organizational charts; professional association records; professional consultation records; programmatic reports; publications; reference documents; research document/reports/scholastic data/reports; security incident reports; speeches; system/procedure records (departmental, university, system, state); and University departmental records and reports.

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. original reports, studies, research documents) for permanent retention in the office and/or transfer to the University Archives. All duplicate, extraneous records may be disposed of at the discretion of the office, provided all administrative value has expired.

360.07 Personnel Files (Duplicates)

Dates:	1989 –
Volume:	1 ½ Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of the Personnel files maintained by the Office of Student Development. The records generally contain personnel information for A/P, civil service, graduate assistants, and student workers (departmental and registered student organizations) including: performance appraisals; personal data; position descriptions, salary records; system/procedure records; time logs; and wage reports/records. Originals are maintained with the University offices of Payroll, Human Resources, and Student Work/Financial Assistance.

Recommendation: Retain in the office for five (5) years, after separation from employment, 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.

360.10 Registered Student Organization Files (Originals and Duplicates)

Dates: 1972 –
Volume: 7 ½ Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Alphabetical

This record series consists of the Registered Student Organization Files maintained by the Office of Student Development. The records generally contain information retained on Registered Student Organizations (e.g. fraternities, sororities, departmental clubs) including: annual registration forms/approvals; applications/petitions for registration; authorization/activity requests; budgets; constitutions and bylaws; correspondence; faculty advisor records; fraternal membership lists; fraternal semester reports; group disciplinary records; group financial status reports; group status reports/records; officer academic/disciplinary status reports; officer lists; scholastic/disciplinary standing clearances/exceptions; security incident reports; solicitation permit records; and system/procedure records.

Recommendation: Retain in the office for three (3) years, then review files and weed out any original documents possessing long term administrative, legal, or historical value (e.g. constitution and by-laws) for permanent retention in the office and/or transfer to the University Archives. All duplicate, extraneous records may be disposed of at the discretion of the office, provided all administrative value has expired.