

MAINTENANCE MECHANICAL

560.01 Maintenance Contract Files by Vendor (Record Copies)

Dates: 1970 -
Volume: 30 Cu. Ft.
Annual Accumulation: 1 $\frac{3}{4}$ Cu. Ft.
Arrangement: By company

This file contains maintenance contracts for heating, air conditioning, plumbing, elevators, fire extinguishers, television, and kitchen equipment. These contracts are reviewed annually.

Recommendation: Retain in office for one (1) year, 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.

560.02 Fire Alarms Inspection Reports (Originals)

Dates: 1986 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain one (1) year 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.

560.03 Otis Elevator Company Maintenance Work Orders and Inspection Reports (Originals)

Dates: 1985 -
Volume: 1 Cu. Ft.
Annual Accumulation: $\frac{1}{2}$ Cu. Ft.

Arrangement: By area

Recommendation: Retain in office for two (2) 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.

560.04 Central Control Logs and Books (Originals)

Dates: 1970 -

Volume: 2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: By area

These central control logs monitor heating, cooling, and other day-to-day maintenance information. Log information is entered in reference books which have been maintained to date on a permanent basis.

Recommendation: Retain log forms 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.

Retain Log Books 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.

560.05 Paint Charge Sheets (Originals)

Dates: 1986 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

This is a record of charges made for paint and painting materials.

Recommendation: Retain in office for one (1) year, 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.

560.06 Vandalism Reports (Duplicates)

Dates: 1986 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Originals are on file with the Campus Security Office.

Recommendation: Retain one (1) year in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.

560.07 Employee Attendance Reports (Originals)

Dates: 1975 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by employee name

Recommendation: Retain in office for five (5) years, then dispose of.

560.08 Fiscal Administration Files (Duplicates)

Dates: 1982 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By type of document, then by fiscal year

This record series consists of C-number requests, General Store requisitions, purchase requisitions, and service requisitions. The originals of these records are maintained by the Offices of General Accounting, Purchasing, and Disbursements.

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.

560.09 Telephone Logs (Originals)

Dates: 1985 -
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain two (2) years in the office, then dispose of provided no litigation is pending or anticipated.

560.10 Work Orders (Duplicates)

Dates: 1986 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Original work orders are maintained by the Physical Plant for two years.

Recommendation: Retain in office for one (1) year, then dispose of provided no litigation is pending or anticipated.

560.11 Student Worker Personnel Files

Dates: 1983 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of personnel files for the student workers of the Maintenance/Mechanical Unit the University Housing Division. Included are student work authorizations and student sign-in/out sheets.

Original student work authorizations are maintained by the Office of Student Work and Financial Assistance.

Recommendation: Retain in office for one (1) year following separation from employment, then dispose of.