

STUDENT CENTER DIRECTOR'S OFFICE

250.01 Administrative Correspondence and Reference File

Dates: 1961 -
Volume: 28½ Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by subject

These files contain original and duplicate correspondence and reference material generated or received by the Student Center Director's Office. Examples of predominant types of documents maintained in this file include: original and duplicate University memorandum; duplicate meeting minutes of campus-wide committees; job descriptions; organization charts; duplicate security reports; student center handbooks; duplicate internal audits; accident reports; and various brochures; policies and procedures.

Recommendation: Retain three (3) years in the office, then dispose of all duplicate, informational or routine items. Transfer remaining accumulation to the University Archives for evaluation and possible accessioning of records possessing archival value.

250.02 Annual Reports (Originals)

Dates: 1976 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the annual report submitted to the Vice President for Student Affairs by the Director of the Student Center highlighting the major accomplishments and achieved goals of the Student Center during the previous year, and outlining the plans and goals for the next year.

Recommendation: Retain in the office for ten (10) years, then transfer to the University Archives for permanent retention.

250.03 Special Events Files

Dates: 1976 -
Volume: 4½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by event

These files contain copies of advertising brochures and production coordinating, planning, and cost estimate documents maintained in connection with various events/activities involving the Student Center (e.g. homecoming, International Week, Springfest, Madrigal Dinners).

Recommendation: Retain in the office for five (5) years, then transfer to the University Archives for appraisal and possible retention.

250.04 Food Service Administration Files

Dates: 1976 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by subject

These files are utilized by the Director's Office in the Administration of the Student Center's Food Services Program (which is actually run by an independent contractor). Included are financial statements, budgets, original contracts, bid specifications, and correspondence.

Recommendation: Retain in the office for five (5) years following the termination of the contract, then dispose of provided no litigation is pending or anticipated.

250.05 Personnel Files (Duplicates)

Dates: 1983 -

Volume: 3 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This record series consists of personnel files for the professional/administrative and civil service employees of the student Center. Included would be appointment papers, performance evaluations, and requests for vacation/sick leave.

Original personnel files are maintained by Personnel Services for sixty-five years.

Recommendation: Retain in the office for five (5) years following date of separation from employment, then dispose of provided no litigation is pending or anticipated.

250.06 Building Manager's Reports (Originals)

Dates: 1985 -
Volume: 4½ Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Chronological

This record series consists of daily reports completed by the building manager recording any unusual activities or disturbances for the day (accidents, repairs needed, areas needing to be cleaned, etc.)

Recommendation: Retain three (3) years in the office, then dispose of provided no litigation is pending or anticipated.

250.07 Student Worker Personnel Files (Duplicates)

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

This record series consists of personnel files for student workers employed by the Student Center. Included are employment applications, personal information sheets, resumes, typing test results, and deposit forms (which are required for workers who must wear uniforms). Original student worker personnel files are maintained by the Office of Student Work and Financial Assistance.

Recommendation: Retain in the office for five (5) years following the date of separation from employment, then dispose of provided no litigation is pending or anticipated.

250.08 Student Worker Employment Applications

Dates: 1986
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of employment applications received from students seeking employment in the Student Center.

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

250.09 Photocopier Billing Files (Duplicates)

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

This record series is generated and utilized to charge the various subdivisions under the Student Center for the photocopies they make each month. Included are copies of memos sent to each subdivision and copies of bills (the original of which is maintained by the Student Center's Business Office).

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.

250.10 Conference Files (Originals)

Dates: 1976 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of files regarding conferences which the Director has attended. Included would be: conference meeting minutes; printed programs; and correspondence.

Recommendation: Retain in the office indefinitely for reference, then offer to the University Archives for permanent retention.

250.11 Student Center History Scrap Books

Dates: (1961 - 1972)
Volume: 1½ Cu. Ft.
Annual Accumulation: N/A
Arrangement: Chronological

This record series consists of scrap books containing news clippings, photographs, and articles regarding the construction of, and addition to, the University's Student Center.

Recommendation: Retain permanently in the office or the University Archives.

250.12 Key Control File

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

This record series contains Key Control assignment slips which show the name and social security number of the person assigned a key, the key number, department name, room number, and date. Slips to request keys, change locks or return keys are also included.

Recommendation: Retain in the office for one year after person no longer is assigned a key, then dispose of provided no litigation is pending or anticipated.