

## STUDENT CENTER INFORMATION DESK

### 260.01 Student Worker Personnel Files (Duplicates)

Dates: 1973 -  
Volume: ½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

This record series consists of personnel files for the student workers of the student Center's Information Desk. Included are employment applications, evaluations, letters of reference, and documentation regarding tardiness or any other habits. Original personnel files for student workers are maintained by the Office of Student Worker and Financial Assistance.

**Recommendation:** Retain in the office for five years after separation from employment, then dispose of provided no litigation is pending or anticipated.

### 260.02 Monthly Stock Inventories (Originals)

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

This record series consists of monthly inventories of the Information Desk's sales stock (snacks, candy bars, magazines, etc.).

**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.

### 260.03 Fiscal Administration File (Duplicates)

Dates: 1984 -  
Volume: 1½ Cu. Ft.  
Annual Accumulation: ½ Cu. Ft.  
Arrangement: Chronological

This record series consists of pay vouchers, invoice vouchers, purchase orders, requisitions, and AMO-90's. The originals of these documents are maintained by the General Accounting, Disbursements, and Purchasing Offices.

**Recommendation:** Retain in the office for three 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.

#### **260.04 Administrative Correspondence and Reference File**

Dates: 1977 -  
Volume: 1½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: By subject

This file contains original and duplicate correspondence and reference material generated or utilized by the Student Center's Information Desk. Examples of predominant types of documents maintained in this file include: original and duplicate University memorandum; duplicate copies of various University policies and procedures; job descriptions; and information on events occurring at the Student Center.

**Recommendation:** Retain in the office for three years, or until the expiration of all administrative value, whichever is longer, then dispose of provided no litigation is pending or anticipated.

#### **260.05 Civil Service Employee Time Sheets (Originals)**

Dates: 1984 -  
Volume: ½ Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

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

**260.06 Student Worker Employment Applications**

Dates: 1986 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: By semester

This record series consists of employment applications received from students seeking employment with the Student Center's Information Desk.

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