

STUDENT CENTER SCHEDULING AND CATERING

300.01 Programs/Events Files

Dates: 1984 -
Volume: 40 Cu. Ft.
Annual Accumulation: 10 Cu. Ft.
Arrangement: By type of organization, then
Alphabetical

This record series consists of documents utilized in the scheduling of programs and events at the Student Center. Included are official Student Center schedules (showing what activities occurred each hour in every room), Preliminary Schedule Outlines, Scheduling Agreements, lists of participants for various activities, change sheets (used to notify this office of any changes in any event), and related correspondence.

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.

300.02 Student Worker Personnel Files (Duplicates)

Dates: 1985 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of personnel files for the student workers of the Scheduling and Catering Division. Included are employment applications, Student Work Authorizations and work schedules. Original Student worker personnel files are maintained by the Office of Student Work and Financial Assistance.

Recommendation: Retain in the office for five years after separation from employment, then dispose of.

300.03 Outside Scheduling Forms

Dates: 1979 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

These forms are required to be filed with this office whenever a student group wishes to schedule an event on campus, but not in the Student Center. Information included on these forms would be the estimated attendance, date of the event, beginning and ending times, whether or not participants will be charged admission, whether or not food will be served, and whether the event should be entered on activity calendars.

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

300.04 Head Count Reports (Originals)

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

This record series consists of monthly, quarterly, semi-annual, and annual reports detailing the number of persons attending each event scheduled at the Student Center, the number of events held each day, and the number of rooms utilized each day. All of this information is included in the Student Center's annual reports, which is maintained permanently.

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

300.05 Internal Billing Weekly Summary Forms

Dates: 1986 -

Volume: 1 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological

These forms are utilized to charge various on-campus accounts for services rendered through this office. The originals of these forms are maintained by the Student Center's Business Office.

Recommendation: Retain three (3) years in the 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.