

## STUDENT CENTER WIDB RADIO STATION

### 330.01 Administrative Correspondence and Reference File

Dates: 1970 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Random

These files contain original and duplicate correspondence and reference material generated or utilized by the WIDB radio station. Examples of predominant types of documents maintained in this file include: original and duplicate University memoranda; public relations bulletins; guest lists from five-year reunions; news clippings, photographs; narratives giving the history of the station; lists of students who have worked at the station; and transcripts of editorials read on the air.

**Recommendation:** Retain five (5) years in the office, then transfer to the University Archives for possible accessioning of records possessing archival value.

### 330.02 Sales Files

Dates: 1977 -  
Volume: 6 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Alphabetical by client

This record series is utilized in the generation and administration of advertising sales for the station. Included would be: duplicate copies of contracts; advertising proposals; transcripts of commercials; and related correspondence.

**Recommendation:** Retain six (6) years in the office, then dispose of all duplicate, informational, or routine items provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Transfer

remaining accumulation to the University Archives for evaluation and possible accessioning of records possessing archival value.

**330.03 Fiscal Administration Files (Duplicates)**

Dates: 1973 -  
Volume: ½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: By fiscal year

This record series consists of ledger sheets, telephone bills, vouchers, purchase orders, and requisitions. The originals of these records are maintained by the General Accounting, Purchasing, and Disbursements offices.

**Recommendation:** Retain three (3) years in the office, 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.

**330.04 WIDB Board Meeting Minutes (Originals)**

Dates: 1977 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

**Recommendation:** Retain permanently - either in the office or the University Archives.

**330.05 Student Worker Time Sheets**

Dates: 1979 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

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

**330.06 Music Show Files**

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

This record series consists of correspondence with various record companies and syndicated radio programs concerning the attainment and promotion of certain albums, subscribing to specific programs, and any problems arising from these activities.

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

**330.07 Playlists (Originals)**

Dates: 1971 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series contains playlists giving the most popular records broadcast by this station for each year.

**Recommendation:** Retain permanently - either in the office or the University Archives.