

BASIC SCIENCE DEPARTMENT/CARBONDALE EDUCATIONAL SUPPORT

470.01 Anatomical Donations Lists (Originals)

Dates: 1972 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

Record series data include name of deceased, date body was received, source of the body, final disposition of the remains, date remains were disposed, and name of next of kin.

Recommendation: Retain in office for three (3) years, then microfilm and dispose of original paper (by shredding). Retain all record series microforms in office permanently.

470.02 DEA Controlled Substance Order Forms

Dates: 1972 –
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year,
Alphabetical by file number

This record series documents the School's requisitioning of substances from private suppliers (Ref. 21 Code of Federal Regulations 1305.13). (Forms are subject to federal regulatory inspections on two-year schedules). Data include order form serial number, date of order, source of supply, and type/quantity of controlled substance being ordered. Originals are maintained by the suppliers.

Recommendation: Retain in office two (2) years, following inspection, then dispose of providing all audits (federal and state) have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

470.03 Equipment History Files (Over \$100) (Originals and Duplicates)

Dates: 1991 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Numerical by file number

Contents include purchase orders, receiving reports, vouchers, requisitions, histories of major repair, alterations to equipment, and requirement notes/clarifications. Central copies of purchase orders, requisitions, and vouchers are to be maintained for six (6) years by the School's General Accounting Office. Original vouchers are maintained by the State Comptroller's Office for five (5) years per item 1 of application 89-34. Purchase orders and requisitions are filed by the Department of Central Management Services for ten (10) years per item 1 of application 90-86. Equipment maintenance and other non-fiscal data within the record series are original.

Recommendation: Transfer each file to new owner upon disposition of the respective equipment (i.e., trade-in, sale, salvage, or transfer).

470.04 Delivery Packing Slips (Originals)

Dates: 1988 –
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of the delivery packing slips received with all incoming shipments of materials to the department.

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

470.05 Annual Property Inventory Records (Over \$100) (Computer Printouts) (Duplicates)

Dates: 1986 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Numerical by tag number

Record series contents include annual listings of equipment and property, change of status forms, and change of location reports. School central copies are scheduled by the agency's Inventory Control Unit.

Recommendation: Retain in office for one (1) year or until expiration of administrative value, whichever is longer, then dispose of.

470.06 Purchasing/Disbursement Record Files (Duplicates)

Dates: 1985 –
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical by file number

Record series contents include requisitions, requirement clarifications or notes, purchase orders, receiving reports, and invoice/vouchers. The documents are duplicates with central copies scheduled by the Purchasing Department and the agency's General Accounting Office for longer periods of time. Original purchase orders/requisitions are maintained for ten (10) years following completion of contracts by the Department of Central Management Services per item 1 of application 90-86. Original invoice vouchers are filed by the State Comptroller's Office for five (5) years per item 1 of application 89-34.

Recommendation: Retain in 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.