

## CENTRAL RESEARCH SHOP

### (Referencing From Graduate School)

#### 145.04 Personnel Files (Duplicates)

Dates: 1982 -  
Volume: 1½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of the personnel files maintained by the Office of the Graduate School. The records generally include: appointment papers, absence requests (civil service); employee fringe benefit reports; and student worker data. Originals are maintained with the Office of Personnel Services.

This item supersedes State Records Application 87-63, item 28, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in the office for five (5) years after separation from employment, then dispose of.

### (Referencing From ORDA)

#### 160.02 Administrative Correspondence and Reference File

Dates: 1965 -  
Volume: 37 1/2 Cu. Ft.  
Annual Accumulation: 1 1/2 Cu. Ft.  
Arrangement: Alphabetical by subject

These files contain original and duplicate correspondence and reference material generated or utilized by the Office of Research Development and Administration. Examples of predominant types of documents maintained in this file include: original and duplicate university memoranda; duplicate meeting minutes of campus-wide committees; requests for funds or travel time; audits; and Achievement Reports.

