

COOPERATIVE FISHERIES RESEARCH LAB

135.01 Grant Records (Duplicates)

Dates: 1967 -
Volume: 27 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: By granting agency/subject matter

This record series consists of grant applications, grant proposals, status reports and final grant reports. The university has been involved in research in programs emphasizing fishery management and aquaculture. The Cooperative Fisheries Research Lab has been also been involved in International Fisheries programs in Latin America, Asia and Africa.

The agency record copy of the grant application and contract are maintained by the Office of Research and Grants under the authority of State Records Application #87-66.

This item supersedes State Records Application 87-63, item 13, 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 office for six (6) years or until all administrative use has expired (whichever is longer), 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.

135.02 Research Grant Correspondence and Other Grant Related Records

Dates: 1950 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by subject

This record series consists of correspondence relating to grants and master copies of publications on grant related research in various professional journals.

This item supersedes State Records Application 87-63, item 14, 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 three (3) years, then weed files of non-archival materials. Retain archival materials permanently in the University Archives or lab office.

135.03 Personnel Records (Duplicates)

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

This record series consists of duplicate copies of personnel records of faculty, civil service, administrative and professional staff of the Cooperative Fisheries Research Lab. Included are salary/classification change forms, performance evaluations, contracts, requests for leaves of absence, letters of appointment, recommendations, reprimands, resignation or termination, and grievances.

This item supersedes State Records Application 87-63, item 15, 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 office for five (5) years after separation from employment, 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.

135.04 Budget and Fiscal Administration Records (Duplicates)

Dates: 1967 -
Volume: 8 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of fiscal records documenting the procurement of goods and services for the lab. Included are copies of invoice, contractual, and travel vouchers, budget printouts, purchase orders, salary and fringe benefits reports, general accounting printouts and related correspondence.

This item supersedes State Records Application 87-63, item 16, 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 office for three (3) years or until expiration of administrative value, whichever is longer, 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.

135.05 General Correspondence (Originals and Duplicates)

Dates: 1982 -

Volume: 1½ Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of general correspondence received and generated by the Lab (i.e., requests for information, such as, "I'm going to build a pond and I live in... what kind of fish should I stock it with?").

This item supersedes State Records Application 87-63, item 17, 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 office for three (3) 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.

135.06 Annual Laboratories Report and Other Program Review Reports (Duplicates)

Dates: 1965 -
Volume: 4½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Included in this record series are internal program review reports, periodic external reviews of the program, and annual (achievement) reports. The Office of Research and Development maintains the agency record copy of this record series under the authority of State Records Application #87-63.

This item supersedes State Records Application 87-63, item 18, 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 permanently.