

MCNAIR SCHOLARS PROGRAM

(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.

145.07 Administrative Correspondence Files (Originals and Duplicates)

Dates: 1984 -
Volume: 27 Cu. Ft.
Annual Accumulation: 9 Cu. Ft.
Arrangement: Alphabetical

This record series consists of the administrative correspondence files maintained by the Office of the Graduate School. The records generally include correspondence retained for various committees, conferences, on campus administrators and other universities.

This item supersedes State Records Application 87-63, item 31, 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 purge, provided all administrative value has expired.

145.09 Student Files (Originals)

Dates: 1874 -
Volume: 165 Cu. Ft.
Annual Accumulation: 6 Cu. Ft.
Arrangement: Alphabetical by student's name

This record series consists of individual files created for each student who enrolls in the graduate school.

Forms/documents which are found in a typical student file would be: official transcripts (showing courses taken, hours earned, grades earned, and degree earned); admission applications; evaluation sheets; copies of registration forms; copies of withdrawal forms; change in major forms; results from oral exams, comprehensive exams and departmental clearances; and correspondence.

This record series is currently being microfilmed on an ongoing basis.

This item supersedes State Records Application 87-63, item 33, 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: Microfilm record series on an ongoing basis. Upon successful completion of microfilming process, dispose of all hard copies. All microforms are to be maintained in the Office of Admissions and Records on a permanent basis.

