

**AVIATION MANAGEMENT & FLIGHT
ADMINISTRATIVE SERVICES**

**180.01 Achievement and Planning Statements File
(Duplicates)**

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

These reports originate from the departments and cover activities for each past calendar year and projected five (5) year goals with discussions of resource allocations needed and/or available to attain the goals. Originals or record copies are transmitted to the School of Technical Careers (Dean's Office) for further review, reporting and planning and copies from this level have been scheduled for University Archives review for weeding and/or accessioning.

This item supersedes State Records Application 87-63, item 72, 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, 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.

180.02 Employee Grievance Files (Duplicates)

Dates:	1985 -
Volume:	3 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	By grievant

This record series consists of the institute's copy of faculty grievances including the written charges constituting the grievance, transcript of deliberation, exhibits, grievance decisions and related correspondence and memoranda are contained within this record series. Employee grievance files are maintained by the Executive Office of the President and the recommended disposition for such files is disposal after the lapse of three (3) years from the date of the final resolution of each respective grievance.

This item supersedes State Records Application 87-63, item 73, 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 until the lapse of three (3) years from the date of the final resolution of each respective grievance, 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.

180.03 Faculty and Graduate Assistant Search Files (Originals and Duplicates)

Dates:	1970 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

These personnel search files contain copies of the position ad or vacancy posting, position descriptions, copies of resumes submitted or job/Grad-assist applications, and any search committee minutes or job interview notes. Central Affirmative Action documentation is maintained by the Office of the Assistant to the President for Affirmative Action and will be scheduled for appropriate retention periods accordingly.

This item supersedes State Records Application 87-63, item 74, 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 five (5) years in office, then dispose of providing no litigation is pending or anticipated.