

EXECUTIVE OFFICE

100.01 Administrative Correspondence and Related Documents (Originals and Duplicates)

Dates: 1965 –

Volume: 30 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: Chronological & Alphabetical by student

This series consists of the Chancellor's Office administrative correspondence with other university departments and administrative units, various other state, federal and local agencies and individuals. Correspondence subject matter and/or reference copies of documents include: Missouri Valley conference By-laws & Statutes; NCAA Convention materials; intercollegiate athletics; football; Athletic Director; goals; Hall of Fame; Board of Trustee minutes; various annual reports; descriptive system statements; Honorary Degrees awarded; Finance Committee; guidelines covering federal activities; Capital Budget preparation and administration files; School of Medicine/School of Law; Authorized Signatures; AIDS; alcoholic beverages; American Express; automobiles; photographs of miscellaneous events and/or dignitaries; newsletters; organizational charts; position papers; copies of minutes from meetings of numerous university organizations or committees as well as related or adjunct governmental and private entities associated with education; copies of speeches for various events, including the "Basic Regional Speech" and the State of the University Speech; International Programs correspondence with numerous participating countries, and associations correspondence (e.g., Academy of Independent Scholars, Ford Foundation, American Association for Higher Education, American Association of State Colleges and Universities, American Association of University Administrators, American Civil Liberties Union, etc.).

Recommendation: Retain in office for three (3) years, then with the review and assistance of University Archives staff, transfer correspondence and documents possessing archival value to the University Archives for permanent retention and dispose of the remaining balance of ephemeral materials.

Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical and Chronological

Copies of faculty and civil service employee grievance documents consisting of the written charges constituting the grievance, exhibits, transcripts of grievance proceedings, grievance decisions and related correspondence and memoranda are contained within this record series.

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 providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

100.04 Executive Officer Search Files (Originals and Duplicates)

Dates: 1980-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series includes the files of committee searches for individuals to fill University Executive Officer vacancies. The files contain copies of the position description, copies of resumes, copies of advertisements placed for position applications, duplicate affirmative action guidelines, and search committee minutes with related correspondence and memoranda.

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

100.05 Audit Reports and Supporting Documents (Originals & Duplicates)

Dates: 1980-
Volume: 1 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This record series contains both external and internal audit reports covering any phase or unit of the University's operation. The series also consists of supporting documents in the form of notes, report drafts, statistical tables, charts, and illustrative or exhibit copies of documents.

Recommendation: Retain three (3) years in office, then with the assistance of the University Archives staff, review the file and transfer all record series materials possessing archival/historical value to the custody of the University Archives for permanent preservation and dispose of the remaining materials after such reviews and transfers providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

100.06 Chancellor's Office Personnel Files (Originals and Duplicates)

Dates: 1965-

Volume: 1 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical

These are the files documenting administrative, professional and civil service personnel administration with respect to the Chancellor's Office staff. File contents include applications for employment, resumes, salary administration documentation, performance evaluations, time and attendance records, Fringe Benefit Reports, letters of resignation, and other documentation of employee separations, and related correspondence and memoranda. The Office of Personnel Services maintains the university-wide record copies of such documentation. The Office of Personnel Service's files are to be scheduled for sixty-five (65) years retention period.

Recommendation: Retain in office for five (5) years after separation of the respective employees, then dispose of providing all audits have been completed under the supervision of the Auditor General, if required, and no litigation is pending or anticipated.

custody of the University Archives for permanent preservation and dispose of ephemeral materials providing no litigation is pending or anticipated.

100.09 Revenue Bond Administration Records (Originals or Record Copies)

Dates: 1960 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series includes copies of bond resolution(s), pertinent legal counsel reports, and copies of Board of Trustee minutes evidencing the official authorization for the issuance of revenue bonds for the University's development. The recommended retention period for this file series is predicted on a previously approved retention period for a similar files series under Application 84-5, #41 submitted by the Board of Governors of the State Colleges and Universities.

Recommendation: Retain in office for ten (10) years following retirement of the corresponding bonds, 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.

100.10 Daily and Weekly Itineraries (Originals)

Dates: 1980-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain in office for two (2) 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.

