

Recommendation: Retain three (3) years in the office, then dispose of providing no litigation is pending or anticipated.

480.03 Annual Reports and Achievement Reports

Dates: 1983 -

Volume: 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological by year

This item supersedes State Records Application 87-63, item 653, 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, then dispose of.

480.04 Fiscal Management and Financial Accounting Files

Dates: 1983 -

Volume: 6 Cu. Ft.

Annual Accumulation: 1 1/2 Cu. Ft.

Arrangement: Numerical

This record series consists of financial records for state appropriations and internally funded research accounts. This file includes the centers operating budgets, arranged numerically by account numbers, and external grant fiscal data arranged by fiscal years and numerically by assigned account numbers.

This item supersedes State Records Application 87-63, item 654, 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, then dispose of.

480.05 Administrative Correspondence and Reference File

Dates: 1983 -
Volume: 23 Cu. Ft.
Annual Accumulation: 5 1/2 Cu. Ft.
Arrangement: Alphabetical by title/category

This file contains general correspondence, building renovation records, fringe benefit reports for Personnel, teaching material of directors, faculty assigned effort reports and meeting files (VPAAR) Steering Committee/Advisory Board.

This item supersedes State Records Application 87-63, item 655, 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 three (3) years in office, then review files and weed out any material possessing long term historical value (minutes of meetings, policy formulation correspondence, significant department reports, etc.) and transfer these records to the University Archives for permanent retention. Records which do not possess any historical value are to be disposed of.

480.06 Personnel Files (Duplicates)

Dates: 1983 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of duplicate copies of employment records. These files may contain copies of evaluations, appointment letters, application for employment, reference letters, vitae, letters of commendation, letters of resignation or termination, disciplinary records, salary and/or classification data. The agency record copies of the record series are maintained by the Personnel Office.

This item supersedes State Records Application 87-63, item 656, 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 provided no litigation is pending or anticipated.

480.07 Externally/Internally Funded Grants and Proposals

Dates: 1983 -

Volume: 1 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical by agency

This record consists of original proposals for outside funding or internally funded projects. These proposals include grant applications, progress reports, etc.

This item supersedes State Records Application 87-63, item 657, 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 three (3) years in office, then dispose of any materials no longer possessing any administrative value.