

COLLEGE OF APPLIED SCIENCES AND ARTS
GRAPHIC COMMUNICATIONS

830.01 Curriculum Development File

Dates: 1979 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of curriculum planning documents in the form of duplicate tenth day enrollment reports, faculty workload reports, achievement reports, staff meeting minutes, course description, course amendment forms and syllabi.

This item supersedes State Records Application 87-63, item 1160, 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Recommendation: Retain until superseded, then dispose of with exception of staff meeting minutes. Offer staff meeting minutes to the University Archives. If offer is rejected, retain and dispose of staff meeting minutes at the discretion of the department.

830.02 Personnel Files (Duplicates)

Dates: 1970 -
Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the personnel files for the Graphic Communications Department for faculty, civil service, administrative and professional and graduate assistants. Included in these files are resumes, vitae, evaluations, leave slips and career

development information. Originals are maintained by the University's Personnel Services Office.

This item supersedes State Records Application 87-63, item 1161, 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 following the date of separation of employment, then dispose of.

830.03 General Correspondence

Dates: 1984 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the general correspondence for the Graphic Communications Department.

This item supersedes State Records Application 87-63, item 1162, 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 review files and retain any material containing long term historical value in the University Archives permanently. All other material may be disposed of.

830.04 Fiscal and Budget File

Dates: 1984 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of copies of contracts, vouchers, purchase orders, requisitions, receipts, accounting ledgers, budget

summaries, budget requests, etc. Original fiscal records are kept by the General Accounting, Disbursements and Purchasing Offices.

This item supersedes State Records Application 87-63, item 1163, 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.

830.05 Student Files

Dates: 1970 -
Volume: 20 Cu. Ft.
Annual Accumulation: --
Arrangement: Alphabetical

This record series consists of the student files for the Graphic Communications Department. Included in these files are advisement forms, student schedules and ACT scores.

This item supersedes State Records Application 87-63, item 1164, 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 for five (5) years after graduation or date of last attendance, then dispose of.