

supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

210.03 Billing Summary Files (Agency Record Copies)

Dates: 1981 -
Volume: 4 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological

This record series contains the billing summaries from Computer Affairs including Commodity Maintenance, Commodity Purge, Receiving Reports and Requisition Deleted Reports.

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.

210.04 Activity Reports File

Dates: 1981 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains daily activity at General Stores produced daily, showing what inventory was sold and what remained.

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.

210.05 General Stores' Stock Analysis File (Agency Record Copies)

Dates: 1980 -
Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

This record series contains monthly reports such as the stock status report, slow-moving inventory report, and the thirteen-month activity report which are generated by General Stores in microfiche form. They have paper copies of the stock status and slow-moving inventory reports; the other two reports are only in microfiche. This record series also contains microfiche copies of the Statement of Accounts report received from General Accounting.

Recommendation: Retain in office for three (3) years, then dispose of.

210.06 Financial Statements File (Originals)

Dates: 1976 -

Volume: 1 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This record series contains financial statements including income/expenditure reports and expenditure recovery (profit and loss) reports, which are short reports with supporting documents such as schedules and details of accounts receivable. These reports are prepared for the Purchasing Department.

Recommendation: Retain in office for six (6) 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.

210.07 Perpetual Inventory Reports (Originals)

Dates: 1984 -

Volume: 6 Cu. Ft.

Annual Accumulation: 2 Cu. Ft.

Arrangement: Chronological

This record series contains the monthly summary of inventory with daily inventory sheets attached. A physical inventory is conducted daily to produce the daily information that is entered into the computer. Various reconciliation documents are also included in this file.

Recommendation: Retain in office for six (6) 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.

210.08 Personnel (Duplicates)

Dates: 1967 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This records series contains the certificates of appointment, performance evaluations, and requests for release, resignation or termination for civil service and administrative staff. Original records are maintained by Personnel Services.

Recommendation: Retain in office until expiration of employment, then dispose of.

210.09 Payroll/Fringe Benefit Reports (Duplicates)

Dates: 1984 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains daily attendance reports, requests for vacation or sick leave slips, payroll and time certification, and payroll/fringe benefit records for civil service and administrative employees.

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.

210.10 Student Worker File (Duplicates)

Dates: 1985 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains appointment slips for student workers, change of status forms, and time/payroll records. Originals are maintained by the Student Work and Financial Assistance Office.

Recommendation: Retain in office until expiration of employment, then dispose of.

210.11 Gas Tank Records

Dates: 1952 -
Volume: 5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series is a card index file containing information for the purchase of various gases (such as helium, nitrogen, carbon dioxide and purified oxygen); the rental of the gas cylinder from the vendor; the rental and control of the cylinder to individual departments on campus. Cylinders are rented on a monthly basis and are continuously returned to vendor to be refilled. Accounting information is also included in this series with cards showing the requisition numbers, purchase order numbers, tank serial numbers, and the name of the department receiving bottled gas.

Recommendation: Retain in office for one (1) year after the tank is no longer being rented from vendor, 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.

210.12 C Number Log Forms (Duplicates)

Dates: 1983 -
Volume: 2½ Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological

This record series contains the C number log books and copies of the forms sent to Purchasing to confirm the oral purchase authorization for the purchase under \$250. Originals are maintained by the Purchasing Department.

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.

210.13 Tax-Free Alcohol Records

Dates: 1983 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains monthly manual count of inventory, electronic count of inventory and the monthly alcohol activity and reconciliation report.

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.