

## INFORMATION TECHNOLOGY

### MICROGRAPHICS

#### 190.01 Sick and Vacation Slips (Originals)

Dates: 1983 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Alphabetical by employee's name

Application 87-66, item 370.01, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

**Recommendation:** Retain in office for two (2) years, then dispose of.

#### 190.02 Certifications of Authenticity (Originals)

Dates: 1985 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of Certificates of Authenticity which are completed and signed by the camera operator and filmed as a part of the record for a microfilm job. The certificates contain the operator's attestation to the filming of all hard copy documents according to approved procedures.

Application 87-66, item 370.02, is superseded to reflect a change in the administrative jurisdiction of the record series and to clarify the recommendation.

**Recommendation:** Retain until microfilmed, then dispose of the hard copy. (The microform certificates are maintained for the

same period as that retention period established for the microform(s) of the record series filmed.)

**190.03 Data Prep Check Lists**

Dates: 1978 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by date

This record series consists of a list of procedures a department is to follow in the preparation of records to be microfilmed (target insertions, special indexing, etc.).

Application 87-66, item 370.03, is superseded to reflect a change in the administrative jurisdiction of the record series and to establish a ten (10) year retention period for the record series microforms.

**Recommendation:** Retain in office for one (1) year, then microfilm and dispose of originals. All record series microforms are to be retained in office for ten (10) years, then disposed of.

**190.04 Records Transfer Forms**

Dates: 1979 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by date

This record series consists of records transfer forms used by the Microfilm Center to receive and return records from university offices which are having microfilming done by the Center.

Application 87-66, item 370.04, is superseded to reflect a change in the administrative jurisdiction of the record series and to establish a ten (10) year retention period for the record series microforms.

**Recommendation:** Retain in office for one (1) year, then microfilm and dispose of originals. All record series microforms are to be retained in office for ten (10) years, then disposed of.

**190.05 Job Set-Up Sheets**

Dates: 1978 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Numerical by job number

This record series consists of the form developed internally by the Microfilm Center which instructs the operator assigned a specific microfilm project (1) which camera to use (2) the reduction ratio, and (3) miscellaneous instructions to be followed by the operator.

Application 87-66, item 370.05, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

**Recommendation:** Upon completion of job, microfilm set-up sheet(s) and dispose of hard copy. Microfilm to be retained in office for five (5) years, then disposed of.

**190.06 Material Logs**

Dates: 1978 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by date and job number

These logs indicate contents of boxes received by the Microfilm Center from university units to be microfilmed.

Application 87-66, item 370.06, is superseded to reflect a change in the administrative jurisdiction of the record series and to establish a definite retention period for the series.

**Recommendation:** Retain in office for two (2) years following the completion of the respective microfilm job, then dispose of.

**190.07 Payroll Posting File---Year-to-Date Earnings (Originals)**

Dates: 1985-  
Volume: 48 Cu. Ft.  
Annual Accumulation: 24 Cu. Ft.  
Arrangement: Chronological and Numerical

Record series data includes date of pay period, gross pay, and all payroll deductions. The agency's recommended disposition is based on the reference value of the series as a consolidated source in computing retirement and other employment benefits. Careers are of considerable duration in many cases, therefore, it is the agency's recommendation to microfilm this series and retain it on a long-term basis in microform.

Application 87-66, item 370.07, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

**Recommendation:** Microfilm as received and/or processed, then dispose of original paper. Retain agency use record series microforms in office for sixty-five (65) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Transfer security record series microform(s) to a university designated storage facility for sixty-five (65) years retention, then dispose of.

**190.08 Civil Service Personnel Time Sheets**

Dates: 1981 -  
Volume: ½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological, then by personnel

Application 87-66, item 370.08, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

**Recommendation:** Retain in office for two (2) years, then dispose of.

**190.09 Student Worker Time Sheets**

Dates: 1978 -

Volume: 1 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological, then by worker

Application 87-66, item 370.09, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

**Recommendation:** Retain in office for two (2) years, then dispose of.

**190.10 Student Worker Time Cards**

Dates: 1987 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological, then by worker

Application 87-66, item 370.10, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

**Recommendation:** Retain in office for two (2) years, then dispose of.