

UNIVERSITY OMBUDSMAN

260.01 Budget and Fiscal Administration Files (Duplicates)

Dates: 1969-
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By fiscal year

This record series consists of monthly budget printouts, vouchers, purchase orders, and requisitions. The originals of these documents are maintained by the General Accounting, Disbursements, Purchasing and Budget Offices.

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.

260.02 Payroll Information Files (Duplicates)

Dates: 1969-
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By item, then Chronological

This record series consists of payroll information for the administrative/professional staff, graduate assistants, and student workers of the Office of the University Ombudsman. Included would be: Fringe Benefits printouts; Payroll Distribution printouts, and Time Transmittal printouts. This information is also maintained by the Fringe Benefits Section of Personnel Services and the Payroll Office.

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.

260.03 Personnel Files (Duplicates)

Dates: 1973-
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Active and Inactive, then Alphabetical

This record series consists of personnel files for the employees of the Office of the University Ombudsman. Included are evaluations, requests for vacation/sick leave, applications for appointment, job descriptions, and correspondence. Original personnel files are maintained by the Office of Personnel Services.

Recommendation: Retain in office for five (5) years after separation from employment, then dispose of providing no litigation is pending or anticipated.

260.04 General Administrative Correspondence File

Dates: 1974 -
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of routine, day-to-day correspondence generated or received by the University Ombudsman dealing with University functions, announcements of meetings, etc.

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

260.05 Statistical Reports and Plans (Originals and Duplicates)

Dates: 1969-
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible

Arrangement: Chronological by year

This record series consists of various original and duplicate statistical reports and plans containing reference information valuable to the Office of the University Ombudsman. Included would be: Five-year statements of goals; achievement plans; annual reports; student survey summarizations; staff cost-time studies, and duplicate annual reports and plans from other University Ombudsman offices (from other universities).

Recommendation: Retain in office for ten (10) years, then dispose of all duplicate, informational or routine items. Transfer remaining accumulation to the University Archives for evaluation and possible accessioning of records possessing archival value.

260.06 Case Files (Originals)

Dates: 1977-

Volume: 15 Cu. Ft.

Annual Accumulation: 1½ Cu. Ft.

Arrangement: Numerical by computer number

This record series consists of complaints (e.g., sexual harassment, roommate problems, disciplinary problems, academic problems) brought to the attention of the University Ombudsman and documents dealing with the resolution of those complaints. Examples of documents included herein would be: intake forms; petitions; appeals; correspondence, and various supporting documents (e.g., student transcripts, student disciplinary records and police records).

Recommendation: Retain in office for five (5) years after closure or settlement of case, then dispose of providing no litigation is pending or anticipated.