

## UNIVERSITY PHOTO COMMUNICATIONS

### 440.01 Personnel Files (Duplicates)

Dates: 1967 -  
Volume: 1½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of the personnel files maintained by the Office of Photo Communications. The records generally contain personnel information for all civil service, AP staff, student workers, and graduate assistants including: evaluations, copies of transcripts, college work study awards, hiring forms, merit raises, and related correspondence. Originals are maintained with the University Office of Personnel Services and Student Work/Financial Assistance.

**Recommendation:** Retain in office for five (5) years after separation from employment, then dispose of for all civil service and administrative/professional staff employees. All student worker/graduate assistant files may be disposed of after two (2) years, provided all administrative value has expired.

### 440.02 Fiscal Files

Dates: 1986 -  
Volume: 5 Cu. Ft.  
Annual Accumulation: 5 Cu. Ft.  
Arrangement: Alphabetical and by account

This record series consists of the fiscal files for the Photo Communications Department. Included in this record series are: purchasing records, charges from various departments (i.e., telephone, freight, express, campus machines), payroll records for administrators and professionals, civil service and student workers (included in this are hours worked, how much paid, benefits {for AP and civil service} sick and accrued time).

**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.

**440.03 General Information Files**

Dates: 1980 -  
Volume: 1½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of the following: shipping information (i.e., who is shipping, when the shipment is to go out, when it is to arrive at central receiving), position description, student worker procedure manual, goals and accomplishments reports (annual report of what they did this year and what they hope to accomplish over the next five (5) years), equipment warranties, and copies of advertisement for positions.

**Recommendation:** Retain in the office until expiration of administrative value, then offer to University Archives for permanent retention. Records not accessioned by the University Archives may be disposed of.