

## ADMINISTRATIVE OFFICE

### 100.01 Administrative Correspondence and Reference Files

Dates: 1963 -  
Volume: 497 Cu. Ft.  
Annual Accumulation: 23 Cu. Ft.  
Arrangement: By subject

This file, arranged and used on a "subject file" basis, contains the Vice President of Academic Affairs' correspondence and various types of related reports, minutes and agendum. This record series includes administrative correspondence detailing matters of functions, procedures, organizational and policy decision-making and general correspondence documenting transactions of a routine nature, such as referrals, courtesy intra-agency memoranda, correspondence with other state and federal agencies, budget distribution information, planning documentation, position papers, and hand written notes.

Examples of subject dealt with in this record series would include: program planning; resource allocation; faculty involvement; budget distribution; IBHE, National Foundation, and other related organizations; student concerns/problems (e.g., grades, suspension); salary and promotion recommendations; and official complaints from faculty members, students, and other constituents of the university.

This item supersedes State Records Application 87-63, item 1, 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 weed files and, after the completion of an approved State Records Disposal Certificate, dispose of all records possessing insufficient legal, fiscal, administrative or historical use for further retention. Transfer remaining accumulation to the University Archives for permanent retention.