

**COLLEGE OF EDUCATION**  
**STUDENT SERVICES**

**435.01 Payroll File (Duplicates)**

Dates: 1981 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of payroll records for the civil service employees, faculty and student workers of the Office of Education as well as the cooperating teacher stipend payroll. The payroll records for civil service, faculty and student workers are the computer printouts received from the Payroll Office (which maintains the original) which shows time, attendance, and fringe benefits. The cooperating teacher stipend is a fee paid to full-time certified teachers who supervise paid to full-time certified teachers who supervise student teachers, consisting of contractual service vouchers.

This item supersedes State Records Application 87-63, item 604, 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 dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**435.02 General Correspondence File**

Dates: 1984 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological

This record series contains the general correspondence for the Office of Teacher Education.

This item supersedes State Records Application 87-63, item 605, 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 three (3) years, then weed and dispose of routine documents that no longer have administrative value and to transfer any documents with long-term historical value to the University Archives for permanent retention.

**435.03 Teacher Education Application and Retention File (Originals)**

Dates: 1983 -  
Volume: 6 Cu. Ft.  
Annual Accumulation: 1 1/2 Cu. Ft.  
Arrangement: By major, then Alphabetical by student name

This record series contains the application and retention process files for teacher education candidates, consisting of application forms which show grade point average, personal background data, and a writing sample (i.e., essay explaining career expectations). These applications are the originals and are not distributed to any other department.

This item supersedes State Records Application 87-63, item 606, 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 until teacher is certified or four (4) years after the date of entrance into teacher education program whichever is longer. If a teacher candidate returns to the university after having dropped out, the application process must be repeated.

**435.04 Card File for Application and Retention File**

Dates: 1983 -

Volume: 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: One Alphabetical, one by major

This record series is a card file index to the application and retention file, showing name, identification number, major, date admitted, and when first approved by the department.

This item supersedes State Records Application 87-63, item 607, 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 until teacher is certified or four years after the date of entrance into teacher education program whichever is longer. If teacher candidate returns to the university after having dropped out, the application process must be repeated.

#### **435.05 Teacher Certification Files**

Dates: 1968 -  
Volume: 15 1/2 Cu. Ft.  
Annual Accumulation: 3/4 Cu. Ft.  
Arrangement: Chronological/Alphabetical

This record series contains undergraduate and graduate teacher certification files, including entitlement papers, certification worksheets, entitlement notifications, and related correspondence.

This item supersedes State Records Application 87-63, item 608, 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 paper copy of record one year after date of certification, then microfiche and dispose of paper. Retain microfiche permanently with a security copy on file at University Micrographics.

#### **435.06 Assignment Lists for Field Experiences (Originals)**

Dates: 1973 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: By supervisor or  
coordinator/major/alphabetical

This record series consists of lists of assignments and supervisory loads for levels I, II and III student and university supervisors in the College of Education. The records are used to verify majors and levels of field experiences. These lists are not duplicated within the individual faculty members' permanent personnel file or the students' academic file.

This item supersedes State Records Application 87-63, item 608A, 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 five (5) Fall/Spring semesters, then microfilm at the end of each Spring semester and dispose of hard copy documentation. Retain all record series microforms in office permanently per agency request.

**435.07 Staff Appointment Candidate Assessment Files (Duplicates)**

Dates: 1990 -  
Volume: 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of information on candidates that have been interviewed for positions. The originals are sent to Human Resources to be retained in the candidate files which are scheduled for eight (8) years per Application 87-66.

This item supersedes State Records Application 87-63, item 608B, 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 six (6) months following the date of interview, then dispose of providing no litigation is pending or anticipated.