

**TOUCH OF NATURE ENVIRONMENTAL
CENTER ADMINISTRATION**

340.01 Physical Inventory (Duplicates)

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

This record series contains the computer printouts of Touch of Nature's equipment and furniture with transfer sheets, write offs and acquisitions of new property. This record series is sent out annually from Property Control.

Application 87-63, item 246, is superseded to reflect a change in the administrative jurisdiction of the record series.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Recommendation: Retain until superseded, then dispose of.

340.02 Personnel Records (Duplicates)

Dates: 1969 -
Volume: 3 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains personnel records for current and former full-time, permanent civil service employees and administrative/professional staff of the Touch of Nature Environmental Center. This record series consists of applications, resumes, letters of appointment, changes of status, grievances, evaluations, letters of recommendation, and resignation or termination papers.

Application 87-63, item 247, is superseded to reflect a change in the administrative jurisdiction of the record series.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 five (5) years after separation of employment, then dispose of provided no litigation is pending or anticipated.

340.03

Campus Security Office Reports (Duplicates)

Dates: 1980 -
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by fiscal year

This record series contains copies of police incident reports and follow-up reports, the originals of which are on file as the agency record copy in the campus Security Office. In addition, Law Enforcement Agency Data Systems (LEADS) printouts and information from a national group for the recovery of lost property is included.

Application 87-63, item 248, is superseded to reflect a change in the administrative jurisdiction of the record series.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 six (6) 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.