

UPWARD BOUND

122.01 Grants and Contracts (Originals)

Dates: 1977 -
Volume: 4 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological

Upward Bound is a pre-collegiate support program which provides developmental, personal, and academic opportunities for underprivileged high school students who might not otherwise see themselves as future college students.

This record series consists of grants and contracts with the U.S. Dept. of Education concerning the funding and operation of the Upward Bound Program. Also included are related correspondence and supporting documents (reports, audits, etc.).

The record copies of these documents are maintained by the Office of Research Development Administration.

Application 87-63, item 183, is superseded to reflect a change in the administrative jurisdiction of the record series. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in the office for six years after the expiration of the grant or contract, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

122.02 Payroll Information Files (Duplicates)

Dates: 1977 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: By item, then Chronological

This record series consists of payroll information for the administrative/professional staff, civil service employees, and student workers of the Upward Bound program. Included are: time recording sheets; Fringe Benefit 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.

Application 87-63, item 184, is superseded to reflect a change in the administrative jurisdiction of the record series. (No change in the previously approved disposition is proposed.)

Recommendation: Retain three (3) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

122.03 Budget and Fiscal Administration Files

Dates: 1977 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By fiscal year

This record series contains vouchers, purchase orders, requisitions, budget printouts, budget requests, and budget working papers. Originals of these documents are maintained by the General Accounting, Purchasing, Disbursements, and Budget Offices.

Application 87-63, item 185, is superseded to reflect a change in the administrative jurisdiction of the record series. (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.