

Provost and Vice Chancellor for Academic Affairs
School of Education, Health, and Human Behavior
Educational Leadership

320.01 Evaluations of the University's President and Vice Chancellors (Department
Copies)

Dates: (1986- 1994)
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

Evaluations are performed by a special committee appointed by the Faculty Senate.

Recommendation: Retain in office for five (5) years and the completion of all audits under the supervision of the Auditor General, if necessary, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.

Disposition Approved as Amended 08/20/08

320.02 Clinical Experience Files

Dates: 1994-1998
Volume: 4 ½ Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of documentation retained on student's clinical experience including evaluations of practices and related correspondence.

Recommendation: Retain in office for five (5) years following graduation or last date of attendance, then destroy in a secure fashion, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved as Amended 08/20/08