

Provost and Vice Chancellor for Academic Affairs
English Language and Literature
Papers on Language and Literature

645.01 Contributor's Correspondence Files

Dates: 1965-
Volume: 12 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This records series consists of correspondence exchanged with contributing authors.

Recommendation: Retain in office for three (3) years and the completion of all audits under supervision of the Auditor General, (if necessary), then transfer to the University Archives for permanent retention.

Disposition Approved 8/20/08

645.02 "Papers on Language and Literature" Journals (Duplicates)

Dates: 1965-
Volume: 11 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of department copies of back issues of "English Language and Literature" journals.

Originals are maintained by the University Archives.

Recommendation: Retain in office until administrative value has expired, then dispose of.

Disposition Approved 8/20/08

645.03 Subscription Files (Originals)

Dates: 1981-
Volume: 15 Cubic Feet
Annual Accumulation: 1 ¼ Cubic Feet
Arrangement: Alphabetical by subject

This record series consists of lists of subscribers to “Papers on Language and Literature” and related correspondence.

Recommendation: Retain for one (1) year after expiration of subscription, then dispose of.

Disposition Approved 8/20/08