

Office Of The Chancellor  
Administrative Office

100.01 Board of Trustees Annual Reports (Agency Record Copies)

Dates: 1958-  
Volume: 5 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

The record series consists of annual reports of operations, activities, and business concerning the university as completed by the Board of Trustees.

Recommendation: Retain in office for five (5) years , then transfer to the University Archives for permanent retention.

Disposition  
Approved as  
Amended  
5/16/07

100.02 Board of Trustees Minutes With Agenda Item Attachments (Originals)

Dates: 1958-  
Volume: 20 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of minutes and related documents from the meetings of the Board of Trustees. Documents include internal budgets for operation/personnel administration, various proposals, committee reports, and task force reports.

Recommendation: Retain in office for five (5), then transfer to the University Archives for permanent retention.

Disposition  
Approved as  
Amended  
5/16/07

100.03 Chancellor's Office Administrative Files (Originals and Duplicates)

Dates: 1956-  
Volume: 390 Cu. Ft.  
Annual Accumulation: 14 Cu. Ft.  
Arrangement: Alphabetical by subject

This record series consists of documents and information from throughout the university for reference purposes by the Chancellor.

Files include: correspondence; memos; copies of minutes from faculty senate, committee, and task force meetings; requests for information; copies of approved and/or draft legislation; various publications; copies of contracts;

APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)

Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>bulletins; duplicate administrative reports; copies of bids and proposals; research materials; chancellors' speeches; information on property and equipment; enrollment data; final policies and procedures with development documents, including draft copies; and trustees meeting background materials (i.e. meeting announcements, agenda item attachments, etc.).</p> <p>Recommendation: Retain in office for five (5) years then transfer to the University Archives for permanent retention.</p>	Disposition Approved as Amended 5/16/07
100.04	<p>Job Search Files and Unsuccessful Applications for Employment</p> <p>Dates: 1985- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p>This record series consists of documentation maintained on academic and professional staff appointee search files including applications for employment (unsuccessful), job postings, resumes, and any related correspondence. The unsuccessful applications for employment are received in the course of searches for appointment candidates and are also received on an unsolicited basis from individuals inquiring about employment or appointment to vacancies.</p> <p>Recommendation: Retain the job search files and the associated applications for employment in office for five (5) years following the date of termination of vacancy and/or date of appointment, then dispose of (by shredding) providing no litigation is pending or anticipated.</p> <p>Retain the unsuccessful unsolicited applications for employment in office for two (2) years from the date of filing, then dispose of (by shredding).</p>	Disposition Approved as Amended 5/16/07