

Vice Chancellor for Student Affairs
Kimmel Student Involvement
Center

190.01 General Administrative Files (Originals and Duplicates)

Dates: 1986 -
Volume: 46 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical by name of resident

This record series consists of the General Administrative files maintained by the Kimmel Student Involvement Center. The Kimmel Student Involvement Center provides programs, activities, and services for three major areas: 1) student involvement; 2) student development and 3) campus life. Program emphases include student volunteerism programs, leadership development services, student organization programs and activities, fraternities and sororities, and University-wide events. Specific examples of records include: activity reports; annual reports; audit reports (internal, external); committee reports/records; general correspondence; departmental reports (monthly, semester, project); student records; disciplinary data/reports; evaluation reports (internal, external); grant reports/records; departmental equipment inventories; organizational charts; professional association records; programmatic reports; publications; reference documents; research document/reports/scholastic data/reports; security incident reports; speeches; system/procedure records (departmental, university, system, state); and University departmental records and reports.

Recommendation: Retain in the office for ten (10) years, then transfer to the University Archives for permanent retention provided that all routine documents may be destroyed after three (3) years.

Disposition Approved 05/19/10

190.02 Registered Student Organization Files (Originals and Duplicates)

Dates: 1981 -
Volume: 29 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This record series consists of the Registered Student Organization Files maintained by the Kimmel Student Involvement Center. Records generally contain information retained on Registered Student Organizations (e.g. fraternities, sororities, academic, professional organizations) including: annual registration forms; applications/petitions for registration; package pickup; banner logs; bake sale logs; scheduling request forms; chalking/staking forms; banner forms; publicity; web page registration form and hard copy of the web page; IRS tax letters; financial 8 accounts; scheduling request forms; constitutions and bylaws; correspondence; faculty adviser records; fraternal membership lists; fraternal semester reports; group disciplinary records; officer academic/disciplinary status reports; and officer lists..

Recommendation: Retain in the office for ten (10) years, then transfer to the University Archives for permanent retention provided that all routine documents may be destroyed after three (3) years.

Disposition Approved 05/19/10

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