

Office of The Chancellor
University Governance

120.01 Administrative Correspondence Files (Originals and Duplicates)

Dates: 1982 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of administrative correspondence and memoranda retained on senate staff/faculty staff activities.

Recommendation: Retain in office for three (3) years and then transfer to the University Archives for permanent retention.

Disposition Approved 05/16/07

120.02 Staff Senate/Faculty Senate Files (Originals)

Dates: 1969 -
Volume: 21 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological by school year

This record series consists of documentation retained on staff senate/faculty senate meetings including: minutes and agendas, policy handbooks, governing documents, rules and procedures, etc.

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

Disposition Approved 05/16/07

120.03 Faculty/Staff Senate Files (Originals)

Dates: 1969 –
Volume: 21 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Chronological by school year

This record series consists of documentation retained on staff/faculty senate meetings including: minutes and agendas, policy handbooks, governing documents, rules and procedures, routine working papers, etc. Routine working papers consist of election ballots, nomination forms, faculty/staff mailing lists, and other paperwork pertinent to each election cycle.

This record series item supersedes State Records Application 07-10, item 120.02 in order to revise the record series description and recommendation.

Recommendation: Retain in office for five (5) years after date of generation, then transfer to the University Archives for permanent retention. Retain routine working papers in office for one (1) year after administrative value is complete, then destroy in a secure manner or delete from system.

Disposition Approved 09/21/16