

BURSAR

CENTRAL FILES

630.01 General Fiscal Administration Files (Duplicates)

Dates: 1983 -
Volume: 7½ Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological

This file series includes copies of vouchers, purchase orders, requisitions, AMO 90's and 91's, Payroll Distribution Reports, Fringe Benefit Reports, Personnel Change of Status Reports, property control files, and supplemental reference duplicates of various reports routinely generated or received by the Bursar's Office, such as Collection Reports, University Accounting Service Reports and Third Party Billing Reports. Central copies of the vouchers, requisitions, purchase orders, Payroll Distribution Reports, Fringe Benefit Reports, Personnel Change of Status Reports and property control files are maintained by the Accounting and Payroll Offices of the university.

Application 87-66, item 340.01, is superseded to reflect a change in the administrative jurisdiction of the record series, from the Vice Chancellor for Administration to the Vice Chancellor for Student Affairs and Enrollment Management. No other revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

630.02 General Correspondence and Related Memoranda (Originals and Duplicates)

Dates: 1984 -
Volume: 4½ Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Chronological

This correspondence file documents only routine matters of Bursar Office operations.

Application 87-66, item 340.02, is superseded to reflect a change in the administrative jurisdiction of the record series, from the Vice Chancellor for Administration to the Vice Chancellor for Student Affairs and Enrollment Management. No other revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.