

HEAD START

(REFERENCING FROM 97-43) CENTER FOR ACADEMIC SUCCESS

121.01 Payroll Information Files (Duplicates)

Dates: 1977 –
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By item, then Chronological

This record series consists of payroll information for the administrative/professional staff, civil service employees, and student workers of the Center for Academic Success. Included are: time recording sheets, Fringe Benefit printouts; Payroll Distribution printouts, and Time Transmittal printouts. This information is also maintained by the Employee Records Center of the Human Resource Department and the Payroll Office.

Application 87-63, item 169, is superseded to reflect a change in the administrative jurisdiction of the record series. (No change in 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.

(REFERENCING UPWARD BOUND 87-62)

122.03 Budget and Fiscal Administration Files

Dates: 1977 –
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By fiscal year

This record series contains vouchers, purchase orders, requisitions, budget printouts, budget requests, and budget working papers. Originals of these documents are maintained by the General Accounting, Purchasing, Disbursements, and Budget Offices.

Application 87-63, item 185, is superseded to reflect a change in the administrative jurisdiction of the record series. (No change in 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.

(REFERENCING FROM IT-ADMINISTRATION 87-66)

150.02 Administrative Correspondence and Related Documents (Originals and Duplicates)

Dates: 1975 –
Volume: 8 Cu. Ft.
Annual Accumulation: 2/3 Cu. Ft.
Arrangement: Chronological

This file consists of administrative correspondence and related memoranda, papers, and documents. Application 87-66, item 440.02, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of.

**(REFERENCING FROM 87-66)
INFORMATION TECHNOLOGY - MICROGRAPHICS**

190.01 Sick and Vacation Slips (Originals)

Dates: 1983 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by employee's name

Application 87-66, item 370.01, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for two (2) years, then dispose of.