

Provost and Vice Chancellor for Academic Affairs  
College of Arts and Sciences  
Art and Design

This item # 610.001 cancelled see item # 610.001 below

610.001 Art Show Receipts for Sale of Items of the Fine Arts Store

Dates: 1979-  
Volume: 8 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of receipts from the Fine Arts Store. These are done daily and show what was purchased by the customer and the purchase price.

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

Disposition Approved 8/20/08

610.001 Art Show Receipts for Sale of Items of the Fine Arts Store

Dates: 1979-  
Volume: 8 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of purchase receipts from the Fine Arts Store. The receipts are generated daily and indicate what was purchased by the customer and the purchase price.

This item supersedes State Records Application 07-09, item 610.001 in order to increase the retention period from three (3) years to six (6) years per agency request.

Recommendation: Retain in office for six (6) years after date of generation, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 10/19/19

Application 07-09

610.002 Construction Files

Dates: (1980-1998)  
Volume: 1 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of original drawings of the new art building. These records include: bids, equipment lists, installation lists, addendum changes, contracts, and blueprints.

Recommendation: Retain in office for five (5) years and the completion of all audits (if necessary) under supervision of the Auditor General, then transfer to the University Archives. University Archives staff are to review all accumulations of the series transferred accordingly and dispose of all routine documents after retaining all other records series items permanently.

Disposition Approved 8/20/08

610.003 Research Support Files

Dates: 1990-  
Volume: 10 Cubic Feet  
Annual Accumulation: 1 Cubic Feet  
Arrangement: Chronological

These are files of requests for financial support of research activities of faculty members and graduate students of the Art and Design Department including originals of requests, copies of correspondence, purchase requests, and copies of travel vouchers.

Recommendation: Retain in office for five (5) years and the completion of all audits (if necessary) under supervision of the Auditor General, then transfer to the University Archives for permanent retention.

Disposition Approved 8/20/08

610.003 Research Support Files

Dates: 1990-  
Volume: 10 Cubic Feet  
Annual Accumulation: 1 Cubic Feet  
Arrangement: Chronological

These are files of requests for financial support of research activities of faculty members and graduate students of the Art and Design Department including original requests, copies of correspondence, purchase requests, and copies of travel vouchers.

This item supersedes State Records Application 07-09, item 610.003 in order to increase the in office retention period from five (5) years to six (6) years and to discontinue the “transfer to the University Archives for permanent retention” per agency request.

Recommendation: Retain in office for six (6) years after the date of generation, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 10/19/16