

Provost and Vice Chancellor for Academic Affairs
School of Nursing
Associate Dean Secretary

515.01 Advisor's Appointment Books (Originals)

Dates: 1992-
Volume: 8 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Chronological by year

This record series consists of books showing the student's name, appointment time(s) and dates of appointments.

Recommendation: Retain in office for two (2) years, then dispose of.
Disposition Approved 08/20/08

515.02 Audio-Visual Response Check-Out Records (Originals)

Dates: 1981-2016
Volume: ½ Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological by year, Alphabetical by name

This record series consists of records, which identify individuals who used audio-visual equipment.

Data include inventory number of equipment, name of individual, date purchased, purchase order number, related grant, name of person checking out item, and date of checkout.

Recommendation: Retain in office for one (1) year, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08

515.03 Community Outreach Class Files (Duplicates)

Dates: 1990-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of files which identify undergraduates in outreach communities who are seeking bachelor degrees in the Registered Nursing Program.

Contents include class lists (e.g., name of student, registered nurse number, and address) and supporting correspondence.

Recommendation: Retain in office for five (5) years following graduation or last date of attendance, then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08