

Application 07-12

Vice Chancellor for Student Affairs  
Formerly Vice President for Student Affairs  
Morris University Center  
Business Administration

This item 170.01 cancelled see Application 07-12 K 170.06

170.01 Cleared Department Voucher Files

Dates: 1992-  
Volume: 8 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological and Numerical

This record series consists of accounts payable invoice voucher forms and accompanying receipts.

Recommendation: Retain in office for six (6) fiscal 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 07/20/16

170.02 Receiving/Bar Codes

Dates: 1989-  
Volume: 11 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Numerical by Identification number

This record series consists of cards of textbooks used by the university with assigned bar code numbers. Cards are used to assign bar codes to textbooks. The card data includes the title, identification number, author, class assigned, adoption date, edition, purchase order numbers, and date bar codes used.

Recommendation: Retain for one (1) year after superseded by new card or discontinuation of use of textbook, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary,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 07/20/16

170.03 Book Returns to Publishers

Dates: 2000-  
Volume: 24 Cubic Feet  
Annual Accumulation: 2 Cubic Feet  
Arrangement: Chronological and Alphabetical

This record series consists of forms, credit memos, and other documentation to support the return of canceled, overstocked, incorrect, and/or damaged books from publishers and wholesalers.

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

Disposition Approved 07/20/16

170.04 Annual Statements of the University Center

Dates: 1987-  
Volume: 13.2 GB  
Annual Accumulation: 600 MB  
Arrangement: Chronological

This record item consists of original work papers showing fiscal data relative to the annual operations of the Morris University Center.

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

Disposition Approved 07/20/16

170.05 Food Production and Inventory Records

Dates: 1987-  
Volume: 5 GB  
Annual Accumulation: 100 MB  
Arrangement: Chronological

This record series consists of various forms and reports used by Food Service for ordering and tracking food and non-food items. Forms or record types include food production charts, ledger of food received, inventories,

purchase orders, and meal and labor cost analysis reports. These original orders are managed on a food service share drive. Duplicates are managed on the appropriate departmental share drives.

This item supersedes State Records App. No. 07-12, item 120.03, in order to move it to the Business Administration Section from the Food Services Section, per agency request. (No changes are proposed to the previously approved record series description or retention.)

- Recommendation:
- A) Retain purchase orders and other complimentary fiscal record items for six (6) years after date of generation, then delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Retain duplicates for three (3) years after date of generation, then delete from system.
  - B) Retain food production charts, ledger of food received, and inventory record items for two (2) years after date of generation, then delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Retain duplicates for two (2) years after date of generation, then delete from system.
  - C) Retain meal and labor cost analysis reports for five (5) years after date of generation, then delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Retain duplicates for three (3) years after date of generation, then delete from system.

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170.06 Cleared Department Voucher Files (Duplicates)

Dates: 1992-  
Volume: 8 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological and Numerical

This record series consists of accounts payable invoice voucher forms and accompanying receipts. Original records are sent to Accounts Payable.

This item supersedes State Records Application No. 07-12, item 170.01, in order to revise the record series title from original to duplicate records, and to decrease the retention period from “six (6) fiscal years” to “three (3) fiscal years”, per agency request.

Recommendation: Retain for three (3) fiscal years after the date of generation, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 02/20/19