

Provost and Vice Chancellor for Academic Affairs
Sociology and Criminal Justice
Labor and Management Programs

730.01 Labor and Management Leadership Training Program Files (Originals and Duplicates)

Dates: 1985-
Volume: 13 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Alphabetical by name

This record series consists of files, which document the department's relationship with private companies, unions, and government agencies in the coordination of consulting and/or grant programs implemented for labor/management leadership or professional development training programs.

Contents include proposals, progress reports, final reports, notes, budgetary data, and supporting correspondence. With the exception of the budgetary data, the file is original.

Original budgetary data are maintained by the agency's Accounting Office.

Recommendation: Retain in office for five (5) years and the completion of all audits under the supervision of the Auditor General, (if necessary) 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 record series items permanently.

Disposition Approved 8/20/08

730.02 Statistical Data of Research Projects (Computer Tape/Disks)

Dates: 1985-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of miscellaneous statistical information derived from research projects of the Labor/Management Program Office.

Recommendation: Retain in office for five (5) years and the completion of all audits under the supervision of the Auditor General, (if necessary) 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 record series items permanently.

Disposition Approved 8/20/08

730.03 Monographs of Unit Publications (Originals)

Dates: 1987-
Volume: 5 ½ Cubic Feet
Annual Accumulation: ½ Cubic Feet
Arrangement: Chronological by year

This record series consists of documents, which summarize the following topics as published by the unit: conference proceedings, studies, project explanations, and final reports of grant program outcomes.

Recommendation: Retain in office for three (3) years, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.

Disposition Approved 8/20/08