

Information Technology Services
Telecommunications

2700.01 Equipment and Telephone Inventory Files (Originals) (Hardcopy)

Dates: 1984 -
Volume: 66 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological by year

Data include date of purchase, telephone number, location, department name, and description of item.

Recommendation: Retain in office for two (2) years following supersession by a new inventory, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

2700.02 Student Billing Files (Originals) (Hardcopy)

Dates: 1992 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year, Alphabetical by name

This record series consists of documents which include names of students, dates/locations/times of calls, and cost of calls.

Recommendation: Retain for six (6) fiscal years, then dispose of in a secure manner provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

2700.03 Call Detail Records (Originals) (Hardcopy) (Electronic)

Dates: 1992 -
Volume: 10 Cu. Ft. / 3 GB
Annual Accumulation: Negligible/150 MB
Arrangement: Alphabetical by name, Numerical by file number

This record series consists of information that includes personal billing numbers (PBN), telephone account numbers, and billing data for faculty and staff of the university's telephone service.

Data include name of customer, address of customer, and PBN or telephone account numbers, date/location/time/length of calls.

Recommendation: Retain in office for six (6) years from the date of data entry, then destroy in a secure manner and/or delete from the system provided no litigation is pending or anticipated.

Disposition Approved 11/18/09

2700.04 Telephone Repair Logs (Originals) (Hardcopy) (Electronic)

Dates: 1987 - 1998
Volume: 4 Cu. Ft. / 1.2 GB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological by year

Data include date of repair, telephone number, description of service, and person contacted.

Recommendation: Retain in office for two (2) years, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

2700.05 Telephone Service Requests (Originals) (Hardcopy)

Dates: 1984 -
Volume: 15Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological by year

This record series consists of internal service requests to change telephone numbers, add/remove/repair telephones, or transfer telephones from location to location.

Data include date of service, telephone number, location of phone, description of work performed.

Recommendation: Retain in office for six (6) years then dispose of providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09