

DEPARTMENT OF COMMUNITY COLLEGES
FINANCE AND ADMINISTRATIVE SUPPORT

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

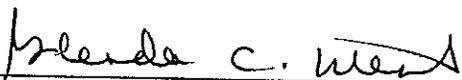
FINANCE AND ADMINISTRATIVE SUPPORT

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed.

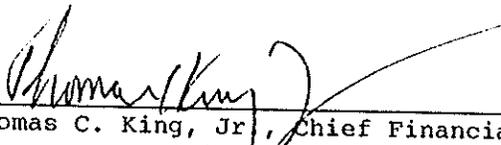
FINANCE AND ADMINISTRATIVE SUPPORT

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

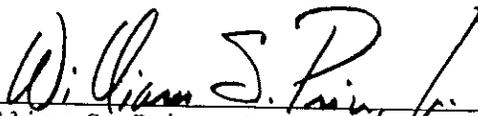
APPROVAL RECOMMENDED



Glenda C. West, Chief Records Officer
Department of Community Colleges

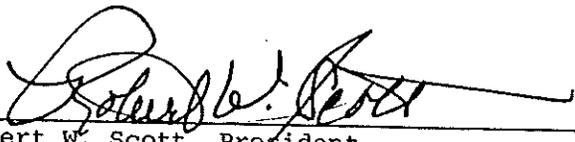


Thomas C. King, Jr., Chief Financial Officer
Finance and Administrative Support

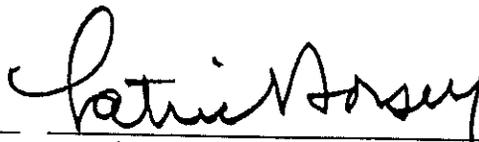


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Robert W. Scott, President
Department of Community Colleges



Patric Dorsey, Secretary
Department of Cultural Resources

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

January 24, 1992

DWM

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF COMMUNITY COLLEGES
FINANCE AND ADMINISTRATIVE SUPPORT
AUDITING AND ACCOUNTING
STATE AID AUDITING

Amend the records retention and disposition schedule approved January 24, 1992 by revising Item 3694 as shown on substitute page dated July 14, 2003.

APPROVAL RECOMMENDED



Deborah Ward, Chief Records Officer
Department of Community Colleges



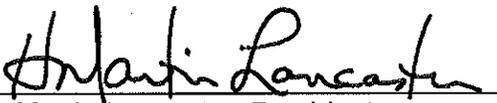
Annette Dishner, State Aid Supervisor
State Aid Auditing and Accounting



Kennon D. Briggs, Vice-President
Business and Finance

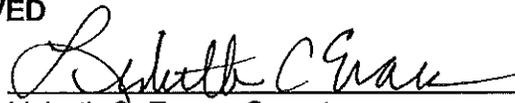


Jeffrey J. Crow, Deputy Secretary
Office of Archives and History



H. Martin Lancaster, President
Department of Community Colleges

APPROVED



Lisbeth C. Evans, Secretary
Department of Cultural Resources

July 14, 2003

LDR

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF COMMUNITY COLLEGES
FINANCE AND ADMINISTRATIVE SUPPORT
INFORMATION SERVICES
IBM BRANCH

Amend the records retention and disposition schedule approved January 24, 1992, by changing the description and disposition instructions of Item 2095 as shown on substitute page dated June 15, 1992.

APPROVAL RECOMMENDED



Glenda C. West, Chief Records Officer
Department of Community Colleges

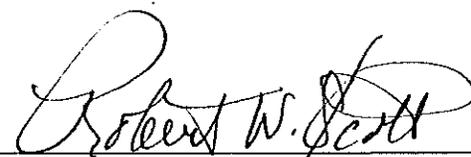


Thomas C. King, Jr., Chief Financial Officer
Finance and Administrative Support

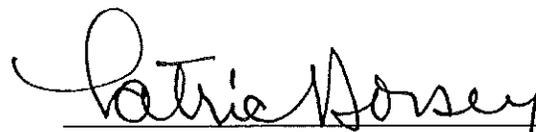


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Robert W. Scott, President
Department of Community Colleges



Patric Dorsey, Secretary
Department of Cultural Resources

June 15, 1992

DWM

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

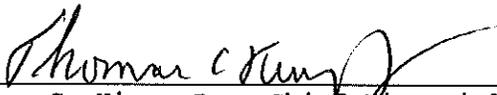
DEPARTMENT OF COMMUNITY COLLEGES
FINANCE AND ADMINISTRATIVE SUPPORT
INSTITUTIONAL SERVICES
ACQUISITIONS

Amend the records retention and disposition schedule approved January 24, 1992, by changing the disposition instructions of Items 625, 626, and 3543 as shown on substitute page dated June 12, 1992.

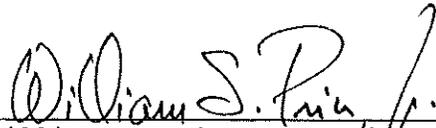
APPROVAL RECOMMENDED



Glenda C. West, Chief Records Officer
Department of Community Colleges

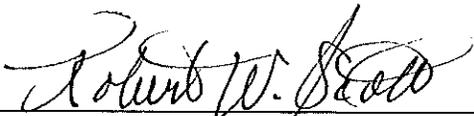


Thomas C. King, Jr., Chief Financial Officer
Finance and Administrative Support

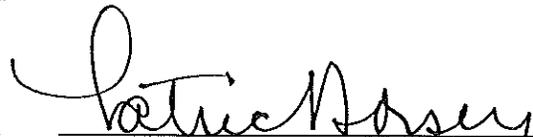


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Robert W. Scott, President
Department of Community Colleges



Patric Dorsey, Secretary
Department of Cultural Resources

June 12, 1992

DWM

**DEPARTMENT OF COMMUNITY COLLEGES
FINANCE AND ADMINISTRATIVE SUPPORT
AUDITING AND ACCOUNTING
BUDGET OFFICE**

ITEM 612. DEPOSITS FILE.

Records concerning deposits made with the Department of State Treasurer or First Citizens Bank. File includes deposit slips (Form 10-4).

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center

ITEM 3375. INSTITUTIONS BUDGET FILE.

Current Expense Fund Budgets (Form 100) for institutions in the community college system. File includes information relating to approvals for funds by College Boards of Trustees (Form 103).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 years to be microfilmed for storage in the security vault. Paper records will be destroyed in the State Records Center after microfilming. Microfilm will be held for agency 75 years and then destroyed. A copy of the microfilm will be sent to the agency for permanent retention.

ITEM 19722. COLLEGES CORRESPONDENCE FILE.

Correspondence to and from colleges in the community college system concerning budget and financial matters.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 19724. FINANCE AND ADMINISTRATIVE SUPPORT REFERENCE FILE.

Records concerning programs with which Finance and Administrative Support is involved. File includes listings of services provided to the Department of Community Colleges, reference copies of the budget, correspondence from the Department of State Auditor and the Office of the Attorney General relating to various programs, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF COMMUNITY COLLEGES
FINANCE AND ADMINISTRATIVE SUPPORT
AUDITING AND ACCOUNTING
STATE AID AUDITING**

ITEM 597. PAID CHECKS FILE.

Paid checks written by the colleges and paid by the Department of State Treasurer.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center

ITEM 599. SCHEDULE A FILE.

Schedules for expenditures of funds. File includes listings of codes for vocational programs as prepared by the colleges.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year and when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 600. TREASURER'S STATEMENTS ON MONTHLY RECONCILIATION SHEETS FILE.

Computer printouts received from the Department of State Treasurer listing monthly reconciliations of institutional disbursing accounts.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center

ITEM 601. CERTIFICATIONS AND ALLOTMENTS FILE.

Records concerning certifications and allotments of funds made to colleges in the community college system. File includes completed copies of Request for Budget Revision (Form 104) and forms initiating the transfer of funds.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year and when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 602. MONTHLY FINANCIAL REPORTS FILE.

Monthly financial reports with supporting voucher registers. File includes summarizations of expenditures for colleges. (Monthly reports are cumulative. File does not include June Monthly/Annual Report; see June Monthly/Annual Financial Reports File, Item 3694.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center

ITEM 603. CONSTRUCTION PROJECTS FILE.

Records concerning construction grant payments to colleges. File includes supporting documentation and correspondence, federal and state grants information, and all fiscal and contractual records relating to the construction project.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 604. SPECIAL PROJECTS FILE.

Listings of reimbursement payments made to colleges involved in special projects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after project is closed and when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

**DEPARTMENT OF COMMUNITY COLLEGES
FINANCE AND ADMINISTRATIVE SUPPORT
AUDITING AND ACCOUNTING
STATE AID AUDITING**

ITEM 3694. JUNE MONTHLY/ANNUAL FINANCIAL REPORTS FILE.

Records concerning yearly expenditures by colleges in the community college system. File includes information regarding financial transactions for entire fiscal year. Amended 07-14-03.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 13 additional years and then destroyed. Destroy paper and microfilm records currently stored in the State Records Center after 14 years.

**DEPARTMENT OF COMMUNITY COLLEGES
FINANCE AND ADMINISTRATIVE SUPPORT
AUDITING AND ACCOUNTING
STATE LEVEL ACCOUNTING**

ITEM 605. ALLOTMENTS FILE.

Records concerning requests for additional funds. File includes Quarterly Allotment (Form BD-601), Request for Allotment for Capital Improvement Appropriation (Form BD-625), Quarterly Estimate Revenue (Form BD-605), and Capital Improvement Allotment (Form BD-303).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 610. GENERAL VOUCHERS FILE.

General vouchers for state level expenditures.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center

ITEM 3734. JOB TRAINING PARTNERSHIP ACT (JTPA) PROJECT FILE.

Contracts between the Department of Community Colleges and colleges concerning the federally-funded JTPA program. File includes all supporting financial documents and

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 years. Records will be held for agency in the State Records Center 3 additional years or until released from all audits and then destroyed. Agency representative will notify the State Records Center annually about audit status.

ITEM 3968. WEEKLY AND MONTHLY DETAIL REGISTERS FILE.

Computer printouts received from the Department of State Treasurer listing numerically all checks issued. File includes weekly and monthly registers listing dates of issuance, check numbers, amounts, and names of payers.

DISPOSITION INSTRUCTIONS: Destroy in office weekly registers after 3 months. Microfiche monthly registers in agency after 1 year. Destroy paper records in agency after microfiche has been verified and quality control procedures completed. Retain microfiche in office permanently.

ITEM 19756. TECHNICAL ASSISTANCE REFERENCE FILE.

Departmental procedures and federal regulations regarding the administration of the Full-Time Matching Equivalent (FTE) Program.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 19758. JOB TRAINING PARTNERSHIP ACT (JTPA) FULL-TIME MATCHING EQUIVALENT (FTE) FILE.

Machine readable and paper records concerning contributions made by colleges for instructors' salaries and matched by the state of North Carolina. Amounts contributed, amounts matched, and other related data are taken from source documents submitted by community colleges (Form JTPA 8% Grant Curriculum or Extension Report) and entered onto floppy diskette.

DISPOSITION INSTRUCTIONS: Destroy in office source documents after information has been entered onto floppy diskette and quality control procedures completed. Update in office floppy diskettes as information is received from the colleges.

ITEM 19759. JOB TRAINING PARTNERSHIP ACT (JTPA) UPDATE INFORMATION FILE.

Machine readable and paper records concerning checks written in the JTPA program. Check numbers, check amounts, budget balances, and other related data are taken from source documents submitted by community colleges (Form JTPA 8%-NonJTPA Source) and entered onto floppy diskette.

DISPOSITION INSTRUCTIONS: Destroy in office source documents after information has been entered onto floppy diskette and quality control procedures completed. Update in office floppy diskettes as information is received from the colleges.

**DEPARTMENT OF COMMUNITY COLLEGES
FINANCE AND ADMINISTRATIVE SUPPORT
AUDITING AND ACCOUNTING
STATE LEVEL ACCOUNTING**

ITEM 19760. JOB TRAINING PARTNERSHIP ACT (JTPA) LEDGERS FILE.

Machine readable and paper records concerning the collection or disbursement of funds for the JTPA program. Amounts collected or disbursed, budget balances, and other related data are taken from source documents submitted by community colleges (Forms DCC 14-11 and DCC 14-12) and entered onto floppy diskette.

DISPOSITION INSTRUCTIONS: Destroy in office source documents after information has been entered onto floppy diskette and quality control procedures completed. Update in office floppy diskettes as information is received from the colleges.

ITEM 19761. JOB TRAINING PARTNERSHIP ACT (JTPA) MAINTENANCE FILE.

Machine readable and paper records concerning budget allocations or revisions to the JTPA program. Amounts allocated, budget revisions, and other related data are taken from source documents submitted by community colleges (Forms DCC 14-11 and DCC 14-12) and entered onto floppy diskette.

DISPOSITION INSTRUCTIONS: Destroy in office source documents after information has been entered onto floppy diskette and quality control procedures completed. Update in office floppy diskettes as information is received from the colleges.

ITEM 19762. JOB TRAINING PARTNERSHIP ACT (JTPA) PAYMENT REGISTER/EXPENDITURE REPORTS FILE.

Machine readable and paper records concerning monthly payments and expenditures for each college. Payment codes, check amounts, and other related data are taken from source documents submitted by community colleges (Forms DCC 14-11, DCC 14-12, and VD-701) and entered onto floppy diskette.

DISPOSITION INSTRUCTIONS: Destroy in office source documents after information has been entered onto floppy diskette and quality control procedures completed. Update in office floppy diskettes as information is received from the colleges.

ITEM 19763. PRIME SPONSOR REGIONAL REPORTS FILE.

Machine readable and paper records concerning monies allocated or disbursed for class and individual projects at various community colleges. Amounts allocated or disbursed, class titles, and other related data are taken from source documents submitted by community colleges (Forms DCC 14-11 and DCC 14-12) and entered onto floppy diskette.

DISPOSITION INSTRUCTIONS: Destroy in office source documents after information has been entered onto floppy diskette and quality control procedures completed. Update in office floppy diskettes as information is received from the colleges.

ITEM 19764. JOB TRAINING PARTNERSHIP ACT (JTPA) SPECIAL PURPOSE BUDGET REPORTS FILE.

Machine readable and paper records summarizing allocations and expenditures for the administration of the Job Training Partnership Act (JTPA) program. Amounts of expenditures, voucher numbers, and other related data are taken from source documents submitted by community colleges (Forms DCC 14-11 and DCC 14-12) and entered onto floppy diskette.

DISPOSITION INSTRUCTIONS: Destroy in office source documents after information has been entered onto floppy diskette and quality control procedures completed. Update in office floppy diskettes as information is received from the colleges.

**DEPARTMENT OF COMMUNITY COLLEGES
FINANCE AND ADMINISTRATIVE SUPPORT
AUDITING AND ACCOUNTING
STATE LEVEL ACCOUNTING**

ITEM 33057. JOB TRAINING PARTNERSHIP ACT (JTPA) COMPUTER PRINTOUTS FILE.

Computer printouts listing information compiled from the Job Training Partnership Act (JTPA) Full-Time Matching Equivalent (FTE) File (Item 19758), the Job Training Partnership Act (JTPA) Update Information File (Item 19759), the Job Training Partnership Act (JTPA) Ledgers File (Item 19760), the Job Training Partnership Act (JTPA) Maintenance File (Item 19761), the Job Training Partnership Act (JTPA) Payment Register/Expenditure Reports File (Item 19762), the Prime Sponsor Regional Reports File (Item 19763), the Job Training Partnership Act (JTPA) Special Purpose Budget Reports File (Item 19764), and the Job Training Partnership Act (JTPA) End-of-Year Cumulative Floppy Diskette (Electronic) File (Item 33058).

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 33058. JOB TRAINING PARTNERSHIP ACT (JTPA) END-OF-YEAR CUMULATIVE FLOPPY DISKETTES (ELECTRONIC) FILE.

Machine readable records listing end-of-year (June 30th) cumulative data for all JTPA program budget operations.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF COMMUNITY COLLEGES
FINANCE AND ADMINISTRATIVE SUPPORT
FACILITY AND PROPERTY SERVICES**

ITEM 19768. CONSTRUCTION PROJECTS REFERENCE FILE.

Records concerning construction projects at various community colleges. File includes bid openings, contract awards, change orders, correspondence to and from colleges concerning construction progress, and other related records. (File is maintained to document unique situations which may arise during construction project. All supporting fiscal and contractual records are maintained in State Aid Auditing, Construction Projects File, Item 603.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after completion of project to be microfilmed for the Archives and returned. Retain in office returned paper records permanently. Transfer silver (camera) original copy of microfilm to the custody of the Archives after microfilm has been verified and quality control procedures completed.

ITEM 19769. FACILITY AND PROPERTY SERVICES REFERENCE FILE.

Reference materials concerning organizations and programs with which Facility and Property Services is involved. File includes college, departmental, and general correspondence; Appalachian Regional Development material; higher education facilities commission material; program grants; federal program material; and news releases.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 19770. BLUEPRINTS FILE.

Reference copies of architectural drawings. (Blueprints are duplicated by the Department of Administration, State Construction Office).

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 32015. VEHICLE TITLES FILE.

Records concerning motor vehicles titled to the State Board of Community Colleges. File includes registrations, titles, and other related records.

DISPOSITION INSTRUCTIONS: Transfer title and registration with vehicle upon final disposition of vehicle. Destroy in office remaining records after 5 years.

**DEPARTMENT OF COMMUNITY COLLEGES
FINANCE AND ADMINISTRATIVE SUPPORT
INFORMATION SERVICES
DIRECTOR'S OFFICE**

ITEM 32017. INSTRUCTIONAL SPACE UTILIZATION (ELECTRONIC) FILE.

Machine readable records establishing the utilization of room/building space at each community college. Information is provided by colleges in the community college system in the form of magnetic tapes and forwarded to University of North Carolina General Administration annually.

DISPOSITION INSTRUCTIONS: Erase in office after 1 year.

ITEM 32020. POTENTIAL TRANSFER STUDENT DATA (ELECTRONIC) FILE.

Machine readable records listing students who are eligible for transfer to another college. Information is provided by colleges in the community college system in the form of magnetic tapes and forwarded to University of North Carolina General Administration annually. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Erase in office after 1 year.

**DEPARTMENT OF COMMUNITY COLLEGES
FINANCE AND ADMINISTRATIVE SUPPORT
INFORMATION SERVICES
IBM BRANCH**

ITEM 613. STAFF INFORMATION (ELECTRONIC) FILE.

Machine readable records received from each community college concerning the staff of each college. Demographic and salary data, specific areas of responsibility, areas of instruction, and other related data are entered into the Annual Reports (Electronic) File (Item 33060).

DISPOSITION INSTRUCTIONS: Return magnetic tapes containing staff data to the originating community colleges after information is entered into the Annual Reports (Electronic) File and quality control procedures completed. Update in office Annual Reports (Electronic) File accordingly.

ITEM 615. CURRICULUM AND EXTENSION DATA RECORDS (ELECTRONIC) FILE.

Machine readable records received from each community college providing curriculum and extension data for each student registered at a Department of Community Colleges institution. Enrollment figures, curriculums studied, and other related data are entered into the Annual Reports (Electronic) File (Item 33060). (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Return magnetic tapes containing curriculum and extension data to the originating community colleges after information is entered into the Annual Reports (Electronic) File and quality control procedures completed. Update in office Annual Reports (Electronic) File accordingly.

ITEM 616. INSTITUTIONS CLASS REPORTS (ELECTRONIC) FILE.

Machine readable records received from each community college concerning classes of instruction offered by each college. Class titles, numbers of students taking those classes, and other related data are entered into the Annual Reports (Electronic) File (Item 33060).

DISPOSITION INSTRUCTIONS: Return magnetic tapes containing institutions' class data to the originating community colleges after information is entered into the Annual Reports (Electronic) File (Item 33060) and quality control procedures completed. Update in office Annual Reports (Electronic) File (Item 33060) accordingly.

ITEM 619. STUDENT FOLLOW-UP SURVEY REPORTS FILE.

Published summary analysis reports of student follow-up surveys. Surveys determine employment status of former community college students and whether or not position held relates to curriculum studied.

DISPOSITION INSTRUCTIONS: Transfer 5 or more copies (as required) of each publication to the State Documents Clearinghouse, North Carolina State Library, when received from printer, in accordance with G.S. 125-11.7/11.8. Destroy in office remaining copies and related records when reference value ends. Retain in office one copy of each report permanently.

ITEM 2095. DEPARTMENT OF COMMUNITY COLLEGES DATABASE (ELECTRONIC) FILE.

Machine readable records concerning programs of the department. Electronic database systems are utilized by personnel in Department of Community Colleges Administration, Finance and Administrative Support, Program Services, and Student Development Services. Amended 6-15-

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic tape to the State Records Center for backup storage. Agency representative will update periodically.

**DEPARTMENT OF COMMUNITY COLLEGES
FINANCE AND ADMINISTRATIVE SUPPORT
INFORMATION SERVICES
IBM BRANCH**

ITEM 18439. INSTITUTIONS ANNUAL HIGHER EDUCATION REPORTS (ELECTRONIC) FILE.

Machine readable records concerning federal and state annual survey reports for the U.S. Office of Education and the North Carolina Higher Education Data Survey (NCHED). Statistical information concerning students, classes, and staffs; student distribution information; student follow-up information; and other related data are entered into the Annual Reports (Electronic) File (Item 33060).

DISPOSITION INSTRUCTIONS: Transfer one security copy of magnetic tape to State Information Processing Services (SIPS) for backup storage. Agency representative will update periodically. Transfer one copy of magnetic tape and one copy of computer printout when generated to University of North Carolina General Administration after information has been verified and quality control procedures completed. Destroy in office computer printouts after 3 years. Update in office Annual Reports (Electronic) File accordingly.

ITEM 18440. INSTITUTION EQUAL EMPLOYMENT OPPORTUNITY-6 FEDERAL REPORTS FILE.

Equal Employment Opportunity (EEO) reports submitted by each community college.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 15 additional years and then transferred to the custody of the Archives.

ITEM 18444. DEPARTMENTAL AND STATE AGENCY CORRESPONDENCE FILE.

Departmental and state agency correspondence. File includes memorandums and responses to requests for enrollment data.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 18445. MISCELLANEOUS REPORTS FILE.

Reports concerning enrollment surveys, association materials, curriculum projections, distribution charts, enrollment data by curriculum, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 33060. ANNUAL REPORTS (ELECTRONIC) FILE.

Machine readable database of information on the staff of each college, curriculum and extension data for each student at the colleges, classes of instruction offered by each college, and other related subjects. Information is received from each community college in the form of magnetic tape and entered into this electronic file.

DISPOSITION INSTRUCTIONS: Transfer one security copy of magnetic tape containing annual statistical data to State Information Processing Services (SIPS) for backup storage. Agency representative will update periodically.

**DEPARTMENT OF COMMUNITY COLLEGES
FINANCE AND ADMINISTRATIVE SUPPORT
INSTITUTIONAL SERVICES
ACQUISITIONS**

ITEM 625. ACCESSION RECORDS FILE.

Accession records for textbooks ordered for the colleges. File includes names of authors and titles of the textbooks. Amended 6-12-92

DISPOSITION INSTRUCTIONS: Destroy records currently stored in the State Records Center 5 years from date received. Destroy in office subsequent records after 5 years.

ITEM 3543. MEDIA PROCESSING FILE.

Records concerning the Ad Hoc Advisory Committee for Media Processing, which studied library services such as the standardization of cataloging and processing procedures, and classification systems for library books. File includes purchase orders for media materials, accession/inventory checklists for library books, and other related records. Amended 6-12-92

DISPOSITION INSTRUCTIONS: Transfer 1981 records currently stored in the State Records Center to the custody of the Archives 5 years from date received. Destroy 1986-1988 records currently stored in the State Records Center 5 years from date received. Destroy in office purchase orders for media materials when released from all audits. Destroy in office remaining records when reference value ends.

**DEPARTMENT OF COMMUNITY COLLEGES
FINANCE AND ADMINISTRATIVE SUPPORT
INSTITUTIONAL SERVICES
DIRECTOR'S OFFICE**

ITEM 21500. DIRECTOR'S REFERENCE FILE.

Reference materials concerning institutional services. File includes correspondence with staff members, state agencies, vendors, and publishers. File also includes various financial reports, reference copies of budgets, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 21515. INSTITUTIONAL CORRESPONDENCE FILE.

Correspondence to and from colleges regarding the purchase or processing of library books and audiovisual materials.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 21518. SHIP DIRECT ACCESSION RECORDS FILE.

Information copies of ship direct invoice copies of book orders; used for the accessioning of books.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**DEPARTMENT OF COMMUNITY COLLEGES
FINANCE AND ADMINISTRATIVE SUPPORT
INSTITUTIONAL SERVICES
TECHNICAL ASSISTANCE**

ITEM 21513. LEARNING RESOURCE CENTER CONSULTANT MATERIALS FILE.

Records concerning materials used in the Learning Resource Centers in the colleges. File includes supporting correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF COMMUNITY COLLEGES
FINANCE AND ADMINISTRATIVE SUPPORT
VICE PRESIDENT**

ITEM 19718. VICE PRESIDENT'S REFERENCE FILE.

Records used in the daily operation of the office. File includes reference copies of Attorney General's opinions, correspondence relating to the Administrative Procedures Act, association correspondence, committee reports, federal financial reports, agency audit reports, legislative correspondence and information, speeches, reference copies of travel reports, salary schedules, state plans, state advisory council correspondence, personnel correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 19719. COLLEGES FILE.

Correspondence concerning allotments, budgets, audits, equipment expenditures, salary schedules, and financial operations of the community colleges.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 19720. STATE BOARD MATERIALS FILE.

Reference copies of meeting minutes of the State Board of Community Colleges. (Official copies of minutes maintained by Department of Community Colleges, Administration, Assistant to the President for Board Affairs.)

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.