

Records Disposition Report

Name: Office of Origin: Phone:

According to the approved UA Records Retention Schedule the records listed on the detail portion of this report have fulfilled their retention requirement and are eligible for destruction. Please approve the destruction of these records unless a reason to delay exists. If the destruction is to be delayed, please provide the reason in the space below marked "Reason for Delay"

Reason for Delay

Destruction Authorization

Office of Origin Head: Date:

Associate General Counsel: Date:

Destruction

The University Archivist's signature below certifies approval of the destruction of the records listed on the detail portion of the report and the Records Manager's signature certifies that these records have been destroyed.

University Archivist: Date:

Records Manager: Date:

RM Box No	Office of Origin	Title	Description	From Date	To Date	Retention ID	Retention	Destruct Date
2619	College of Applied Science and Technology	Employee Files	Employees: A-V	1/1/1972	12/31/1997	HR-40-28	ACT	12/31/1997
17141	College of Applied Science and Technology	Employee Files	Employees: Fred Baldwin - Veron Sykes	1/1/1998	12/31/2000	HR-40-28	ACT	12/31/2000
2473	College of Applied Science and Technology	Faculty Grade Books	Student exam and assignment grades	1/1/1967	12/31/1988	NON-01-01	ACT+0	12/31/1988
2456	College of Applied Science and Technology	Faculty Grade Books	Student exam and assignment grades	1/1/1994	12/31/1997	NON-01-01	ACT+0	12/31/1997
2443	College of Applied Science and Technology	Personnel Files	C&T College - Retention/Tenure/Promotion Forms, Various Professors	1/1/1986	12/31/1987	HR-40-20	ACT+6	12/31/1993
2440	College of Applied Science and Technology	Personnel Files	C&T College - Retention/Tenure/Promotion Forms, Various Professors	1/1/1988	12/31/1989	HR-40-20	ACT+6	12/31/1995
2441	College of Applied Science and Technology	Personnel Files	C&T College - Retention/Tenure/Promotion Forms, Various Professors	1/1/1989	12/31/1990	HR-40-20	ACT+6	12/31/1996
2460	College of Applied Science and Technology	Personnel Files	C&T College - Retention/Tenure/Promotion Forms, Various Professors	1/1/1992	12/31/1993	HR-40-20	ACT+6	12/31/1999
2463	College of Applied Science and Technology	Personnel Files	C&T College - Retention/Tenure/Promotion Forms, Various Professors	1/1/1992	12/31/1993	HR-40-20	ACT+6	12/31/1999
2464	College of Applied Science and Technology	Personnel Files	C&T College - Retention/Tenure/Promotion Forms, Various Professors	1/1/1993	12/31/1994	HR-40-20	ACT+6	12/31/2000
2459	College of Applied Science and Technology	Personnel Files	Faculty Files : A - Z	1/1/2000	12/31/2000	HR-40-20	ACT+6	12/31/2006
13549	College of Applied Science and Technology	Personnel Files	Faculty Files: B - P	1/1/1975	12/31/1989	HR-40-20	ACT+6	12/31/1995