

CLEMSON UNIVERSITY

VICE PRESIDENT FOR ADMINISTRATION

CU 6101    **ACCESS AND EQUITY REPORT**

Description:

Document statistical data related to the hiring and retention of minority faculty members, professional staff, and other employees. This reports is submitted to the commission on Higher education, which uses it as part of the basis to grant funding to Clemson University under the Access and Equity Program. Report reflects the number of university employees according to job/position, sex, race, salary and title.

Retention:

3 years and until no longer needed for reference; destroy.

Schedule approved 1/14/93

CU 6102    **OFFICE OF FEDERAL CONTRACT AND COMPLIANCE AUDIT RECORDS**

Description:

Document the university's hiring practices and provide documentation for compliance with federal Equal Opportunity and Affirmative Action programs and regulations. Records include correspondence, memoranda, and compliance information concerning coordination and direction of the University's Affirmative Action and Desegregation plan, information on hiring practices and the number of the University's employees identified by sex, race, and salary.

Retention:

3 years, provided successful audits have been completed; destroy.

Schedule approved 1/14/93

CU 6103 **GRADUATE INCENTIVE FELLOWSHIP RECORDS**

Description:

Document the awarding of fellowships to minority students, who attend the graduate program at Clemson University. Records concern background information on the fellowship applicant, academic status of the student, amount of funds awarded the fellow, residency requirement status, and fellowship contractual agreement.

Retention:

Records of approved applicants:

3 years after expiration of fellowship contract agreement, provided all contract requirements were met and successful audits have been completed; destroy.

Records of rejected applicants:

1 year after rejection; destroy.

Schedule approved 1/14/93

CU 6104 **AFFIRMATIVE ACTION FORMS**

Description:

Document recruitment of job applicants, based on Affirmative Action guidelines. Forms reflect applicant's name, sex, identity, and location and title of position applied for.

Retention:

3 years and until no longer needed for reference; destroy.

Schedule approved 1/14/93

CU 6105 **MINI-GRANT RECORDS**

Description:

Retain by the center for the Black Experience to document grants denied or awarded to Clemson University's black faculty, staff, undergraduate and graduate students for projects concerning minority educational issues. The series includes copies of grant applications, project proposals, information concerning rejects grant applicants, and information concerning approved applicants and the amount of grants awarded.

Retention:

Records of approved applicants:

3 years after completion of project, provided successful audits have been completed.

University Archives:

Selection of needed documentation; permanent.

Office, Records of rejected applicants:

1 year after rejection; destroy.

Schedule approved 1/14/93