

CLEMSON UNIVERSITY

VICE PROVOST FOR ACADEMIC AFFAIRS
DEAN OF AGRICULTURE, FORESTRY AND LIFE SCIENCES

CU 10193 **IMPORT PERMITS FOR PLANTS AND PLANT PRODUCTS**

Description:

Document the issuance of approved permits to Clemson University, allowing its Plant Industry staff to import plants and plant products from other countries. Information includes name and address of permittee, permit number, permit expiration date, list of ports where the plants will be entering the United States, destination of plants or plant products and signature of authorizing official.

Retention:

5 years after the occurrence of the transactions to which the records relate; destroy.

Supersedes CU-VPAA-AS-RPS-ACS-2

Schedule approved 11/21/97

CU 10194 **BOLL WEEVIL CASES UNDER INVESTIGATION (INFORMATIONAL FILE)**

Description:

Used to monitor litigation concerning Boll Weevil incidents, plant pest control, and other related topics. Information includes copies of correspondence, memoranda, notices of assessment, Warrants of Distract, case results and copies of other related documents.

Retention:

3 years after the case is closed; destroy.

Supersedes CU-VPAA-AS-RPS-DO-1

Schedule approved 11/21/97

CU 10195

PLANT PEST PROGRAM FILE

Description:

Used to administer various plant pest control programs for moths, beetles, and other pests. Information includes name and location of pests, pest control reports, copies of pesticide tests, and other related information concerning pest control activity.

Retention:

3 years; destroy.

Schedule approved 11/21/97

CU 10197

REPORTS (DEPARTMENT TESTING)

Description:

Used to report tests performed by the department on fertilizer, pesticide soil and plant nutrients. Information includes Fertilizer and Pesticide Reports, records of pesticide samples, special requests for unofficial samples, Forest Tree Nursery Soil Test Report, Agricultural Chemical Services Request for Analysis, pesticide reports and other related information.

Retention:

3 years; destroy.

Schedule approved 12/21/90

Supersedes CU-VPAA-AS-RPS-AC-1

CU-VPAA-
AS-RPS-PI-1

LEASE AGREEMENTS

Description:

This series consists of records pertaining to lease agreements with the federal government. Included in the series are copies of lease agreements, governmental real estate leases, request for budget approval for leased property, and lease payment authorizations.

Retention:

Department: 3 years after cancellation of lease or last expenditure report; destroy.

Schedule approved 12/21/90

CU-VPAA-
AS-AD-PS-1

COOPERATIVE STATE RESEARCH SERVICE FILES

Description:

This series contains files concerning in-house projects and mini-grants administered by the College of Agriculture Science and the Cooperative State Research Service. This program allows U.S. colleges and universities to administer and conduct graduate fellowship programs to help meet the nation's need for development of scientific and professional expertise in the food and agricultural sciences. A typical file contains the following: Project Review and Comment Sheet, Research Work Unit/Project Description form, classification of Research form, Yearly Progress Report form, and a Final Report.

Retention:

Retain in the active file until completion of the project, then transfer to inactive file. Break inactive file at the end of each fiscal year. Retain in the inactive file for three additional years, and until completion of all applicable audits, then destroy. Prior to destruction, transfer one copy of each project's Final Report to the University Archives for permanent retention.

Schedule approved 12/21/90

