

CLEMSON UNIVERSITY

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

AGRICULTURAL AND BIOLOGICAL ENGINEERING

**CU-VPAA-
AS-AD-AE-
AWO-2**

REPORT ON SUBSTATION

Description:

Documents reports sent to the Clemson Agricultural Weather Office by the National Weather Service concerning county weather substations. Information in these reports is recorded at the National Climatic Data Center. Information includes location of recordings, equipment used, and type of recordings at each county weather substation. This information is also available to users through the Clemson University computer systems.

Retention:

10 years; destroy.

Schedule approved 12/21/90

**CU-VPAA-
AS-AD-AE-
AWO-4**

HYGROTHERMOGRAPH CHARTS

Description:

Document National Weather Service Hygrothermograph charts. Information includes daily humidity and temperature records at various county weather stations in South Carolina.

Retention:

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

Schedule approved 12/21/90

CU-VPAA-
AS-AD-AE-
AWO-5

**RECORD OF EVAPORATION AND
CLIMATOLOGICAL OBSERVATIONS**

Description:

Documents weather data from various weather stations in South Carolina. Information includes daily high and low temperature, supplemental readings, amount of precipitation, wind anemometer dial readings, evaporation, and remarks. This information is also available through the Clemson University computer systems.

Retention:

5 years

University Archives: Permanent.

Schedule approved 12/21/90

CU-VPAA-
AS-AD-DS-1

BLUEPRINTS

Description:

This series consists of blueprints of various facilities used by the Dairy Science Department. These blueprints include the Dairy Center, Rural Housing Project, and research buildings. These drawings detail the layout, electrical system, drainage system, structural layouts, and other specifications.

Retention:

Department: Until no longer needed for reference.

University Archives: Selection of needed documentation; permanent.

Schedule approved 12/21/90

CU-VPAA-
AS-AD-DS-2

REPORTS AND RECORDS

Description:

This series consists of various reports and records documenting activities of the Department of Dairy Science. Included are the U.S. Department of Agriculture, Statistical Reporting Service Cooperating with Clemson University: Acreage Survey; Parent/Guardian Release for Minor Child; Release of All Claims Including Claims for Personal Injury; Individual Cow Record; Dairy Herd Improvement Records; Pasture Project Records; Reproduction Efficiency Summary; Clemson University Milk Utilization Reports; and breeding records.

Retention:

Department: 3 years and no longer needed for reference.
University Archives: Selection of needed documentation; permanent.

Note: Notify the South Carolina State Library for the purpose of obtaining any state publications as required under the *Code of Laws of South Carolina, 1976* (as revised through 1989), Section 60.2.30.

Schedule approved 12/21/90

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, and 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, and 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

CU-VPAA-
AS-AD-AE&
RS-1

MAPS(OVERSIZED)

Description:

This series consists of oversized maps of various farming areas in South Carolina. These maps are state road maps which have been adapted by the department to show farming areas in the state.

Retention:

Screen file at the end of each calendar year. Remove and transfer all material no longer needed for reference to the University Archives for screening for disposal or permanent retention.

Schedule approved 12/20/90

CU-VPAA-
AS-RPS-
F&PC-1

**REPORTS, APPLICATIONS, AND
REGISTRATIONS (FERTILIZER)**

Description:

This series is used to maintain reports, applications, and registrations dealing with fertilizer usage in South Carolina. Included in this series are some or all of the following: Requests for Registration, Report Distribution of Commercial Fertilizer in South Carolina, Shipper Count by Grade, Summary Report of Liming Materials, Shippers Report, County Tonnage Report, South Carolina Agricultural Liming Material Tonnage Report, Detailed Agricultural Liming Materials Report, Commercial Agricultural Fertilizer Tonnage Report, Application for Agricultural Liming Material Permit, *Inspection and Analysis of Commercial Fertilizers in South Carolina*, Fertilizer Tonnage Data Report, and the Inspector's Daily Report.

Retention:

Screen file at the end of each fiscal year. Remove and transfer all material no longer needed for reference to the University Archives for screening for disposal or permanent retention. Prior to transferring, notify the South Carolina State Library for the purpose of transferring any needed state publications, as required under the *Code of Laws of South Carolina, 1976* (as revised through 1987), Section 60-2-30.

Schedule approved 12/21/90

CU-VPAA-
AS-RPS-ACS-3

REPORTS (LABORATORY TESTING)

Description:

This series consists of reports of various tests done by the Agricultural Chemical Service Laboratory. Included in this series are Association of American Feed Control Officials – Check Samples, Feed Analysis Monthly Summary, Plant Lab Summaries, Feed Lab Summaries, Nematode Lab Summaries, Soil Lab Summaries, Plant Tissue Analysis, Feed and Forage Analysis, Nematode Assay Information Form, Nematode Assay Report, Soil Analysis Report and Fertility Recommendations, Record Sheet for Soil Samples, Plant Analysis Sufficiency Level, Report on Fish Yearly Summary Reports on Lab Tests on Soils and Nematodes, and Irrigation Water Analysis. These laboratory reports contain information concerning the analysis, the requesting individual, and costs. Also found in these reports is statistical information regarding tests performed.

Retention:

Screen file at the end of each calendar year. Remove and transfer all material three years old or older and no longer needed for reference to the University Archives for screening for disposal or permanent retention.

Schedule approved 12/21/90