

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS**

Application No. 07-08  
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**STATE OF ILLINOIS  
STATE RECORDS COMMISSION**

STATE RECORDS UNIT  
ILLINOIS STATE ARCHIVES  
SPRINGFIELD, IL 62756  
(217)782-2647

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AGENCY

Southern Illinois University - Edwardsville

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DIVISION

Agency Wide Records

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SUBDIVISION

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Pursuant to the provisions of the *State Records Act* (5 ILCS 160/1 et seq.), I hereby request authority to dispose of state government records according to the schedule which follows. I certify that those records to be disposed of will not be needed in the transaction of current business nor will they be of sufficient administrative, legal, or fiscal value to warrant further retention by this agency. I also certify that any microfilm copies will be made in accordance with the standards of the State Records Commission and will be adequate substitutes for the original records.

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SIGNATURE OF AGENCY HEAD

DATE

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ACTION TAKEN BY  
THE  
STATE RECORDS  
COMMISSION

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*David A. Joens*  
CHAIRMAN

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*Thomas F. Schwartz, by G.S.*  
SECRETARY

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May 16, 2007  
DATE

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**RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF PROVIDING:**

- the individual retention period is complete;
- all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated;
- the items are correctly listed on a Records Disposal Certificate submitted to and approved by the State Records Commission 30 days prior to disposal.

Certain records, as stipulated on this application, may be microfilmed and the original hardcopy record disposed of if the record is microfilmed in accordance with the standards of the State Records Commission Rules and if the film is retained for the prescribed retention period. **Disposal of records after microfilming must be noted on a Records Disposal Certificate.**

**THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES  
ARE TO BE RETAINED PERMANENTLY.**

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**AGENCY WIDE RECORDS**

**100.001     Academic Program Form 90's (Duplicates)**

Dates:                                1985-  
Volume:                              2 1/2 Cubic Feet  
Annual Accumulation:        Negligible  
Arrangement:                      Chronological

      This record series consists of forms used by the departments to modify or create a course offering. Included is the course name, name of instructor, description of course, type of change, syllabus and appropriate signatures.

      Originals are maintained permanently per item 1800.023 of application 07-09 by the Registrar's Office.

      SIU – Carbondale permanently maintains “Syllabus and Course Approvals per item 145 of Application 87-63.

Recommendation:                Retain in office for three (3) years, then dispose of provided all audits (if required) under the supervision of the Auditor General have been completed.

**Disposition  
Approved  
5/16/07**

**100.002     Accident Reports (Student, Faculty, and Staff) (Originals)**

Dates:                                1975-  
Volume:                              Negligible  
Annual Accumulation:        Negligible  
Arrangement:                      Chronological by year  
    Chronological by year

      Data include type of accident (e.g., academic, campus recreation, freeplay, special event), background information of injured person, time and place of accident, response of injured, background information of witness, description of accident, identity of person in charge of activity, and signature of person completing the form.

      “Accident Reports” are maintained for five (5) years by Southern Illinois University – Carbondale per item 460.03 of Application 87-64.

Recommendation:                Retain in office for five (5) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition  
Approved  
5/16/07**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>100.003</b>	<b>Accreditation Reports and Institutional Reports (Official Agency Record Copies &amp; Duplicates)</b>	
	Dates: 1968- Volume: 31 ½ Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological	
	<p>This record series consists of documents submitted to the Illinois State Board of Education (ISBE), American Assembly of Collegiate Schools of Business (AACSB), National Council of Teacher Education, National League of Nurses (NLN), North Council for Accreditation of Teacher Education (NCATE), Accreditation Board for Engineering and Technology, and all additional boards for accreditation.</p> <p>Contents include Five Year Plans, Illinois State Board of Education (ISBE) reports; and accreditation reports such as the North Central Accreditation Reports, National Council for Accreditation of Teacher Education (NCATE) reports, and accreditation reports to the Board of Engineering and Technology, etc.</p> <p>Also included are supporting documents such as faculty mission statements, program descriptions, curriculum goals, course listings, descriptions of the qualifications of faculty, outlines of present curriculum, statements of future objectives, laboratory information, and recommendations.</p> <p>“Institutional Reports Requested by Outside Agencies” and “Accreditation Reports are both maintained for five (5) years respectively by Northern Illinois University per items 190.07 and 230.08 of Application 89-27.</p>	
	Recommendation: Retain the agency record copies in the Dean’s office for five (5) years, then transfer to the University Archives for permanent retention. Retain duplicate copies in office for five (5) years following supersedence by a new report, then dispose of providing no litigation is pending or anticipated.	<b>Disposition Approved as Amended 5/16/07</b>



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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>100.006</b>	<p data-bbox="282 359 808 384"><b>Class Enrollment Reports (Duplicates)</b></p> <p data-bbox="282 432 805 573">Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="282 611 1336 680">This series contains 10<sup>th</sup> day enrollment reports and quarterly final enrollment reports transmitted to Admissions and Records.</p> <p data-bbox="282 722 1336 863">Recommendation: Retain in office for five (5) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<b>Disposition Approved 5/16/07</b>
<b>100.007</b>	<p data-bbox="282 942 672 968"><b>Class Schedules (Duplicates)</b></p> <p data-bbox="282 1016 907 1157">Dates: 1958- Volume: 45 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological by year</p> <p data-bbox="282 1199 1336 1304">This record series consists of copies of departmental class schedules showing what classes are offered, name of faculty conducting the class, semester or quarter, and where the classes are located.</p> <p data-bbox="282 1310 1336 1379">The originals are maintained permanently in the agency's Admissions and Records Office.</p> <p data-bbox="282 1421 1336 1558">Recommendation: Retain in office for two (2) years then dispose of, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<b>Disposition Approved 5/16/07</b>



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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>100.010</b>	<b>Course Syllabi (Originals &amp; Duplicates)</b>	
	Dates: 1957- Volume: 82 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological	
	This record series consists of course syllabus documents. SIU – Carbondale maintains “Course Syllabi” until superseded per item 541 of application 87-63.	
	Recommendation: Retain the originals in the department for three (3) years, then transfer to the University Archives for permanent retention. Retain duplicates in office until revised or superseded, then dispose of.	<b>Disposition Approved 5/16/07</b>
<b>100.011</b>	<b>Curriculum Files (Originals and Duplicates)</b>	
	Dates: 1960- Volume: 2,560 Cu. Ft. Annual Accumulation: 160 Cu. Ft. Arrangement: Chronological	
	This record series consists of departmental curriculum files including handouts, copies of exams (including final graded exams), and student research papers.	
	Also included are requests for changes in academic programs (i.e., area affected by the change, nature of change, analyses of new program, relation to educational objectives, appropriate signatures), requests to modify a course (i.e., present course listing, desired effective date, name of coordinated academic units, authorized signatures), requests to add a course (i.e., course title, catalog description, prerequisites, grade type, reason for request, individual proposing the change, effective date, appropriate signatures), and requests to drop a course (i.e., course name, prerequisites, grade type, reason for request, individual proposing the change, effective date, appropriate signatures), and request to drop a course (i.e., course name, prerequisites, effective dates, related academic units, and authorized signatures).	
	Recommendation: Retain in office <u>originals</u> in office for two (2) years, then transfer to the University Archives for permanent retention. Retain <u>duplicates</u> in office for two years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	<b>Disposition Approved 5/16/07</b>



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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>100.013</b>	<b>Enrollment Statistical Reports (Quarterly and Annual) (Duplicates)</b>	
	Dates: 1989- Volume: 5 ½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological	
	<p>The reports compile enrollment statistics at the beginning, tenth day and end of semester. The reports also compile annual enrollment statistics. Reports can be segmented by class, gender, race, county, state, transfer students, etc. Contents include related administrative agreements, student eligibility reports, proposals, acceptances, application for program assistance, cost estimates, request for equipment, research notes and results, and interim and final reports</p> <p>Central copies of the record series are maintained by the agency's Research and Projects Fiscal Management Office.</p>	
	Recommendation: Retain in office for five (5) years and the completion of all audits (if required) under supervision of the Auditor General, then transfer to the University Archives for permanent retention.	<b>Disposition Approved 5/16/07</b>
<b>100.014</b>	<b>Evaluations of Deans, Associate Deans, and Departmental Directors (Duplicates)</b>	
	Dates: 1990- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical By Name	
	<p>These evaluations cover a range of topics including primary responsibilities, objectives, goals, general performance factors, major accomplishments, development plans and evaluation scores/results. This material is also documented in the agency personnel files scheduled for disposition by the Vice Chancellor for Administration's Office of Human Resources. (This documentation covers faculty on a university-wide basis.)</p>	
	Recommendation: Retain in office for five (5) years, then dispose of (by shredding or confidential records recycling), then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	<b>Disposition Approved 5/16/07</b>

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**100.015 Evaluations of Faculty By Faculty, Students, and Department Chairs  
(Duplicates)**

Dates: 1965-  
Volume: 44 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Alphabetical By Name

This record series consists of questionnaires completed by students evaluating their course content and instructor.

Also included are files used for the evaluations of faculty by peers and the Department Chairman. Included are letters of appraisal by the chairman, recommendations from peers, and faculty service packets (i.e., research accomplishments, teaching goals, co-curricular service achievements).

Original faculty evaluations are maintained by the department chairman. Original evaluations of department chairmen are maintained by the Office of the Provost and student evaluations of faculty are maintained by the various department chairmen

The Commission has previously approved the same retention period for SIU-Carbondale under the authority of Application 97-43, item 810.10

Recommendation: Retain in office for five (5) years, then dispose of (by shredding or confidential records recycling), providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition  
Approved as  
Amended  
5/16/07**

**100.016 Faculty Payroll Files (Duplicates)**

Dates: 1998-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of faculty payroll documentation including payroll certification forms (verification), etc.

All agency record copies of payroll records are maintained by the Financial Affairs Office.

Recommendation: Retain in office for three (3) years, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition  
Approved  
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**100.017 Faculty Promotion and Tenure Files (Duplicates)**

Dates: 1969-  
Volume: 12 ½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of files documenting the employment status of the school's faculty. Contents include resumes, cover sheets, recommendations, and supporting correspondence. This file series contains peer evaluations, vitae, letters of recommendation, and position descriptions used by the Faculty Promotion and Tenure Committee in making recommendations for such promotion and/or appointment. The original documents generated and maintained for successful candidates are incorporated within the respective faculty members' personnel files as scheduled for disposition by the Vice Chancellor for Administration (Department of Human Resources). (This series documents university-wide faculty tenure/promotion considerations.)

This material is also documented in the central faculty personnel files scheduled for disposition by the Vice Chancellor for Administration's Office of Human Resources. (This documentation covers faculty on a university-wide basis.)

Recommendation: Retain in office for five (5) years following the date of creation, then destroy or provide all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition  
Approved  
5/16/07**

**100.018 Faculty Tenure, Promotion, and Salary Committee Review Materials (Duplicates)**

Dates: 1990-  
Volume: ½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological/Alphabetical

This series contains copies of faculty "load" reports (detailing class hours taught), reports of research activities, and other professional criteria used by the Faculty Tenure, Promotion and Salary Committee in recommending faculty promotions and/or salary increases.

The original material is documented in the central faculty personnel files scheduled for disposition by the Vice Chancellor for Administration's Office of Human Resources. (This documentation covers faculty on a university-wide basis.)

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Recommendation:	Retain in office for five (5) years lapsed from the date of record generation, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	<b>Disposition Approved 5/16/07</b>
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**100.019 Faculty Research Files**

Dates:	1980-
Volume:	63 Cubic Feet
Annual Accumulation:	2 ¾ Cubic Feet
Arrangement:	Alphabetical By Subject

This record series consists of documentation retained on faculty research projects including; copies of journals, research materials, statistical report data and all related correspondence/memoranda.

Recommendation:	Retain in office for five (5) years after completion of the project and the completion of all audits (if necessary) under supervision of the Auditor General, then transfer to the University Archives for permanent retention.	<b>Disposition Approved 5/16/07</b>
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**100.020 Fiscal Administration and Budget Files (Duplicates)**

Dates:	1965-
Volume:	356 1/2 Cubic Feet
Annual Accumulation:	8 ½ Cubic Feet
Arrangement:	Chronological by year

This record series consists of copies of accounting printouts used for the accounting of expenditures by departments for such items as student wages, travel, commodities, contractual services, graduate assistants and telecommunications; bills; budget allocation records; budget requests; deposit records; expenditure status reports; invoices; ledger worksheets; purchase orders; quarterly remittance reports; receipts; requisitions; weekly fees and accounts receivable collection reports; supplemental budget information, travel vouchers; and any related fiscal correspondence.

The agency record copies of all fiscal administration and budget files are maintained by the Officer of the Vice Chancellor for Administration.

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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>100.021</b>	<p><b>Grade Books and Grade Sheets (Duplicates)</b></p> <p>Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>Dates: 1969- Volume: 14 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Official agency record copies of grades given to students are maintained by the Office of the Registrar.</p>	<b>Disposition Approved 5/16/07</b>
<b>100.022</b>	<p><b>Grade Change Forms (Duplicates)</b></p> <p>Recommendation: Retain in office for three (3) years after date of the change, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>Dates: 1964- Volume: 32 ½ Cubic Feet Annual Accumulation: ¾ Cubic Feet Arrangement: Chronological</p> <p>This record series consists of requests for student grade changes submitted by faculty. The originals are retained for five years by the Registrar's Office, per item 1800.005 of application 07-09. Final grades are maintained permanently per item 1800.008 of application 07-09.</p> <p>SIU-Carbondale maintains duplicate copies of "Grade Change Forms" for three (3) years per item 341 of Application 87-63.</p>	<b>Disposition Approved 5/16/07</b>
	<p>Recommendation: Retain in office for three (3) years after date of the change, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<b>Disposition Approved 5/16/07</b>

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**100.023      Grade Rosters (Duplicates)**

Dates:                                      1957-  
Volume:                                    39 Cubic Feet  
Annual Accumulation:                ¾ Cubic Feet  
Arrangement:                            Chronological by year/Alphabetical by name

This record series consists of each instructor's final grade reports to the Office of the Registrar. The rosters show the name of the student, social security number, course name, total hours earned and grade.

Originals are to be maintained permanently by the Office of the Registrar.

Recommendation:                      Retain in office for five (5) years, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition  
Approved  
5/16/07**

**100.024      Graduate Assistantship Files (Duplicates)**

Dates:                                      1964-  
Volume:                                    Negligible  
Annual Accumulation:                Negligible  
Arrangement:                            Chronological/Alphabetical

This record series consists of the departmental copies of documentation retained on department graduate students, including copies of contracts, award designations and related correspondence.

Originals are to be retained by the Vice Chancellor for Administration's Office of Human Resources.

Recommendation:                      Retain in office for five (5) years following graduation or last date of attendance, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition  
Approved  
5/16/07**





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department, key number and information as to which rooms, buildings, cabinets, etc. can be opened with the key(s) issued to the recipient.

Originals are maintained by the Office of the Vice-President for Administration.

Recommendation: Retain in office for one (1) year, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition  
Approved  
5/16/07**

**100.029 List of Graduates (Majors and Minors) (Duplicates)**

Dates: 1987-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of listings pertinent to graduates of the university and to students majoring/minoring in various fields of study.

Graduate listings include name of student, department major/minor, social security number, sex, minority classification, campus location, term, and cumulative totals.

Listings also are posted by state and county residence, sex, department majors, etc.

Recommendation: Retain in office for two (2) years, then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated..

**Disposition  
Approved as  
Amended  
5/16/07**

**100.030 Material Safety Data Sheets**

Dates: 1985-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of copies of information sheets on products and chemicals maintained by various university departments, labs, etc. Data sheets provide information on potential hazards of materials; protective clothing required for handling material, treatment for exposure to materials, and general information concerning the material (chemical composition, address of manufacturer, common names, reactions to other chemicals, etc.).

Originals are maintained permanently by the Department of Labor per

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approved Application 88-11, item 78.

Recommendation:	Retain in the office for ten (10) years after the respective products are no longer used or stored in the workplace, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	<b>Disposition Approved 5/16/07</b>
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**100.031 Minutes (Originals)**

Dates:	1963-
Volume:	33 ½ Cubic Feet
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of original minutes for meetings held by University staff, departments, faculty, committees, boards or any other similar entities at Southern Illinois University in Edwardsville.

This includes (but is not limited to) minutes of the Radiological Control Committee, whose members are appointed by the provosts to oversee the licensure process and policies governing the use of radio isotopes as required by the State Department of Nuclear Safety (now Illinois Department of Emergency Management); minutes of various University Museum committees; minutes of the Academic Affairs Conference; minutes of the University Advisory Committee for Administrative Computing and supporting documents including operating papers, procedures and guidelines promulgated by the committee to enhance the implementation of the administrative computing systems and programs; minutes of the Southwestern Illinois Leadership Council; etc.

Recommendation:	Retain in office until administrative use is complete, then transfer to the University Archives for permanent retention.	<b>Disposition Approved 5/16/07</b>
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**100.032 Minutes (Duplicates)**

Dates:	1966-
Volume:	35 Cubic Feet
Annual Accumulation:	1 Cubic Feet
Arrangement:	Chronological

This record series consists of duplicate copies of minutes for meetings held by University staff, departments, faculty, committees, boards or any other similar entity at Southern Illinois University in Edwardsville.

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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>100.033</b>	<p><b>Payroll Records (Duplicates)</b></p> <p>Dates: 1996- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of miscellaneous payroll records for Faculty, Professional staff, Civil Service employees, and students. Data include ledger lists/printouts of names, social security numbers, monthly salaries, and benefit deductions.</p> <p>Recommendation: Retain in office for three (3) years in office, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p><b>Disposition Approved 5/16/07</b></p>
<b>100.034</b>	<p><b>Personnel Files (Duplicates)</b></p> <p>Dates: 1990- Volume: 1 ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of departmental copies of personnel records including evaluations and timekeeping slips.</p> <p>Recommendation: Retain in office for six (6) years, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p><b>Disposition Approved 5/16/07</b></p>
	<p>Recommendation: Retain in office for five (5) years after separation from employment, then dispose of (by shredding or confidential records recycling) provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p><b>Disposition Approved 5/16/07</b></p>

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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>100.035</b>	<b>University/Departmental Policy Manuals (Originals)</b>	
	Dates: 1998- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological	
	<p>This record series consists of policies, procedures, regulations, fees/charges governing the general operations of the university/department. Some procedural statements included when procedures are incorporated in a policy document.</p>	
	Recommendation: Retain in office for two (2) years after superseded, then transfer to the University Archives for permanent retention.	<b>Disposition Approved as Amended 5/16/07</b>
<b>100.036</b>	<b>Proficiency Exam Files (Duplicates)</b>	
	Dates: 1992- Volume: 16 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological	
	<p>This record series consists of exams given to freshmen to test proficiency in a variety of subjects. The exam scores show whether a student needs remedial courses or may waive selected general studies' courses. The test scores are retained permanently by the Office of the Registrar.</p>	
	Recommendation: Retain in office for ten (10) years, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	<b>Disposition Approved 5/16/07</b>
<b>100.037</b>	<b>Program Review Reports (Originals)</b>	
	Dates: 1971- Volume: 10 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological by year	
	<p>This record series consists of departmental reports and reports from the internal and external review teams, which visit each department every five years to</p>	

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evaluate the departments as well as correspondence related to these reviews.

Data includes summaries of the programs, program descriptions, number of graduate faculty members, number of course offerings, administrative and enrollment data, lists of students, costs of the programs, funded research projects, and recommendations.

SIU-Carbondale maintains "Program Review Reports" permanently per item 370.01 of Application 97-43.

Recommendation: Retain in office for ten (10) years after the program review is completed, then transfer to the University Archives for permanent retention.

**Disposition  
Approved  
5/16/07**

**100.038 Program Review Reports (Duplicates)**

Dates: 1971-  
Volume: 5 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

This record series consists of documents that are used by the university to evaluate their academic programs.

Data include summaries of the programs, program descriptions, number of graduate faculty, number of course offerings, administrative/enrollment data, lists of students, costs of the programs, funded research projects, and recommendations. Reviews are conducted by the department every five (5) years.

Recommendation: Retain in office for five (5) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated

**Disposition  
Approved  
5/16/07**

**100.039 Property Control Equipment Inventories (Duplicates)**

Dates: 1966-  
Volume: 12 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

This record series consists of listings of equipment, furniture, and other commodities requisitioned by or assigned to the department which are valued over \$100.00.

Data in the record series include month paid, SIU tag number, locations, description, and value of item. Originals are maintained by the agency's Property Control Unit.

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Item No.	Record Series Title, Description and Recommendation	Action Taken
	Recommendation: Retain in office for two (2) years in office, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	<b>Disposition Approved 5/16/07</b>
<b>100.040</b>	<b>Quarterly/Semester Class Assignments (Duplicates)</b>	
Dates:	1985-	
Volume:	12 Cubic Feet	
Annual Accumulation:	Negligible	
Arrangement:	Chronological	
	This record series consists of documentation of instructional assignments of faculty.	
	Data includes the name of the faculty member, name of course(s) taught, and amount of time used by the instructor.	
	The originals are maintained in the Chancellor's office.	
	Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.	<b>Disposition Approved 5/16/07</b>
<b>100.041</b>	<b>Sabbatical Files (Duplicates)</b>	
Dates:	1985-	
Volume:	Negligible	
Annual Accumulation:	Negligible	
Arrangement:	Chronological	
	This record series consists of the sabbatical application, statement of sabbatical, summary of any previous sabbaticals, curriculum vita, approval memo from chair stating how applicant's classes will be covered, memo of sabbatical approval/denial from Provost, memo of Board of Trustees approval/denial from Provost, report on sabbatical leave form signed by Chair, Dean, Provost, sabbatical report, and memo of sabbatical report acceptance from Provost.	
	If the applicant changes the semester in which they wish to take their sabbatical, the file should also consist of a written request to change sabbatical date, approval from department and school/college, and change of assignment.	

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Item No.	Record Series Title, Description and Recommendation	Action Taken
	Recommendation: Retain in office for five (5) years, then dispose of (by shredding or confidential records recycling), provided all audits have been completed under the authority of the Auditor General and provided no litigation is pending or anticipated.	<b>Disposition Approved 5/16/07</b>
<b>100.042</b>	<b>Salary Information (Duplicates)</b>	
Dates:	1975-	
Volume:	2 Cubic Feet	
Annual Accumulation:	Negligible	
Arrangement:	Chronological	
	This record series consists of department copies of salary schedules, related budget work papers. These records are used for department reference.	
	Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	<b>Disposition Approved 5/16/07</b>
<b>100.043</b>	<b>Student Exchange Agreement Files (Duplicates)</b>	
Dates:	1990-	
Volume:	33 Cubic Feet	
Annual Accumulation:	2 ½ Cubic Feet	
Arrangement:	Chronological	
	This record series consists of files summarizing agreements between the university and educational institutions of foreign countries pertinent to the mutual exchange of students.	
	Contents include agreements and supporting correspondence. The agency record copies are retained by the Chancellor.	
	Recommendation: Retain in office for three (3) years following expiration of agreement, then dispose of providing all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.	<b>Disposition Approved 5/16/07</b>



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Item No.	Record Series Title, Description and Recommendation	Action Taken
100.046	<b>Student Listings (Restricted Under FOI)</b>  General, if necessary, and no litigation is pending or anticipated. Retain <u>duplicates</u> in office for one (1) year after closure of grievance, then destroy (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or  Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  This records series consists of lists showing the names of students that qualify for exemption from public inspection per provisions of the 5 ILCS 140/7 (Illinois Freedom of Information Act).  Recommendation: Retain in office for five (5) years, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	<b>Disposition Approved 5/16/07</b>
100.047	<b>Student Worker Exemption Forms</b>  Dates: 1989- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  This record series consists of documents that permit student workers to exceed a twenty (20) hour limit governing weekly employment time. Data includes the name of the unit where employed, name of student, social security number, designated quarter/semester, job description, and justification for request. These forms are renewed each semester.  Recommendation: Retain in office for two (2) years from the end of the semester, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	<b>Disposition Approved 5/16/07</b>

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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>100.048</b>	<b>Supply Order Forms (Duplicates)</b>	
	Dates: 1990- Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of documents that are used by the various offices to order miscellaneous supplies.	
	Recommendation: Retain in office for two (2) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	<b>Disposition Approved 5/16/07</b>
<b>100.049</b>	<b>Telephone Logs</b>	
	Dates: 1990- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological	
	This records series consists of telephone logs maintained by the various departments and offices.	
	Recommendation: Retain in office for two (2) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	<b>Disposition Approved as Amended 5/16/07</b>
<b>100.050</b>	<b>Textbook Request Forms (Departmental Copies)</b>	
	Dates: 1980- Volume: 21 Cubic Feet Annual Accumulation: ¾ Cubic Feet Arrangement: Chronological by year	
	This record series consists of the university's textbook request forms which include faculty's name/department and textbook title. SIU-Carbondale maintains "Textbook Request Forms" for three (3) years per item 860 of Application 87-63. These originals are submitted and maintained by Textbook Services, which is now under the Vice Chancellor for Student Affairs.	

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Item No.	Record Series Title, Description and Recommendation	Action Taken
	Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	<b>Disposition Approved 5/16/07</b>
<b>100.051</b>	<b>Thesis Files (Originals and Duplicates)</b>	
Dates:	1969-	
Volume:	6 Cubic Feet	
Annual Accumulation:	Negligible	
Arrangement:	Chronological	
This record series consists of originals and duplicate copies of graduate students' theses maintained by the departments.		
	Recommendation: Transfer originals to the University Archives for permanent retention. Retain departmental copies in office for one (1) year after graduation, then dispose of.	<b>Disposition Approved 5/16/07</b>
<b>100.052</b>	<b>Time Sheets for Civil Service, Faculty, Professional Staff, and Student Workers (Duplicates)</b>	
Dates:	1990-	
Volume:	10 Cubic Feet	
Annual Accumulation:	¾ Cubic Foot	
Arrangement:	Chronological	
This record series consists of time sheets for civil service, faculty, professional staff, and student workers. Name, department, hours worked, anniversary date, start date, vacation/sick leave accumulations and balances, and pay period are among the types of information included on the time sheets. The agency record copies are maintained by the Vice-Chancellor for Administration.		
	Recommendation: Retain in office for two (2) years, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	<b>Disposition Approved as Amended 5/16/07</b>



**APPLICATION FOR AUTHORITY  
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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>100.055</b>	<b>Examinations, Tests, Term Papers and Homework Records</b>	
	Dates: 1980- Volume: 900 Cubic Feet Annual Accumulation: 30 Cubic Feet Arrangement: Alphabetical and Chronological	
	<p>This record series includes homework assignments, essay assignments, examinations/quizzes and answer sheets, course papers and term papers from all University academic schools and departments.</p>	
	Recommendation: Retain in the office for one (1) semester after course completion for all cases where the grade is not contested, then destroy in a secure manner. Retain records for cases where the grade is being contested in office for one (1) semester after final resolution of the case, then destroy in a secure manner.	<i>Deferred 6/16/10</i>  <i>Disposition Approved as rewritten 7/21/10</i>
<b>100.056</b>	<b>Employee Absence Requests Forms (Originals)</b>	
	Dates: 1998- Volume: 24 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Alphabetical	
	<p>This record series consists of a form which an employee completes to request usage of vacation/sick/personal time. The form includes the employee's name, ID number, beginning/ending dates, leave type requested (e.g. sick, vacation, comp), and reason for absence. The form is signed by the employee, supervisor, and the fiscal officer along with the appropriate approvals/denials. This form is used to reconcile the monthly vacation/sick leave totals on the employee's salary time card record.</p>	
	Recommendation: Retain in the office for two (2) years, then destroy in a secure manner providing all audits have been completed and no litigation is pending or anticipated.	<i>Deferred 6/16/10</i>  <i>Disposition Approved 7/21/10</i>