

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

Application No. 07-09D
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**STATE OF ILLINOIS
STATE RECORDS COMMISSION**

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

AGENCY

Southern Illinois University - Edwardsville

DIVISION

V.P. for Academic Affairs

SUBDIVISION

Office of Research and Projects

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 or digitized copies will be made in accordance with the standards of the State Records Commission and will be adequate substitutes for the original records.

SIGNATURE OF AGENCY HEAD

DATE

ACTION TAKEN BY
THE
STATE RECORDS
COMMISSION

David Joens
CHAIRMAN

Gary Stockton
SECRETARY

July 20, 2011
DATE

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 or digitized and the original hardcopy record disposed of if the record is microfilmed or digitized in accordance with the standards of the State Records Commission Rules and if the film or digitized copy is retained for the prescribed retention period. **Disposal of records after microfilming or digitizing must be noted on a Records Disposal Certificate.**

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

**APPLICATION FOR AUTHORITY
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(continued)**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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1700.007 Fiscal Management and Grant Post Award Records (Originals)

Dates: 1972-
Volume: 6 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of all original externally sponsored (state and federal) grants and contracts post award and fiscal management records that include: award documents; negotiated contracts and amendments; invoices; financial and performance reports; collection reports; correspondence to/from funding agencies; cost transfers; payroll certifications; journal entries; time and effort reports; subcontracts; sub-recipient monitoring records; sub-recipient audit reports; agency specific audit reports; cost share documents; indirect cost recovery and distribution reports. Grant fiscal management records for (a) major construction (e.g. new buildings) and (b) real property and equipment (e.g. computer purchases) are included in this record series.

- Recommendation:
- a) Major Construction: Retain records in office for ten (10) years from the date of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

 - b) Real Property and Equipment: Retain records for real property in office for twenty (20) years from the date of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Retain records for equipment in office for three (3) years from the date of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

 - c) General Grant: Retain records in office for five (5) years from the date of the final expenditure report or, for awards that are renewed quarterly or annually, from

**Disposition
approved as
amended
7/20/11**

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Item No.

Record Series Title, Description and Recommendation

Action Taken

the date of the submission of the quarterly or annual financial report, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.