

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

Application No. 07-09  
Page 1 of 155

**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

Provost and Vice Chancellor for Academic Affairs

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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 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.

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SIGNATURE OF AGENCY HEAD

DATE

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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August 20, 2008  
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 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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Definitions:

“Routine documents” (for all applicable record series items) are defined as:

- Extra copies of documents, blank forms, or reports preserved only for ease of reference or for supply purposes, where one copy has been retained for record purposes;
- letters of transmittal and acknowledgement;
- Non-personally addressed, unsolicited correspondence and communications that originate outside of the department, such as “Deans and Directors” memoranda;
- Requests for publications or information after the requests have been filled;
- Replies to questionnaires, where the summary results have been retained for record purposes,
- Material not filed as evidence of administrative activity or for the informational content thereof, Including
  - Working notes, where a final report has been issued
  - Documents regarding regular office functions, such as correspondence requesting supplies, scheduling meetings, or informing others of an employee absence, where a record copy of financial or personnel actions is retained in another record series.

“In a secure manner” (for all applicable record series items)

- By shredding or other destructive methods, so that personally-identifiable information, including but not limited to social security numbers, credit card numbers, other account numbers, addresses, or other sensitive information is not legible; or
- By placing in locked campus recycling services containers for the collection and destruction of sensitive documents; or
- By arranging for the direct pickup and recycling of documents by campus recycling/facilities and services staff.”

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**EXECUTIVE OFFICE**

**110.001 Academic Program Administration Files and Institutional Reports (Agency Record Copies)**

Dates: 1980 -  
Volume: 75 Cu. Ft.  
Annual Accumulation: 4 1/2 Cu. Ft.  
Arrangement: Chronological/Alphabetical by subject

This series contains a range of documentation which pertains to entities, activities, and/or programs instituted for the university's advancement of its academic mission and goals. Documents, issues, or entities contained or referenced within the series include: HEGIS Reports, RAMP Reports, Staff Year Studies; Board of Trustee Meeting Synopses; various administrative reports, such as department activity reports, Summer School Profiles, Faculty Load Reports, catalog compilation papers, Graduate Reviews, Retention Studies, Fee Surveys and Projections, and Unit Cost Studies; university or university associated committee/organization meeting minutes or summaries, which cover such entities as University Self-Study Committees, the Planning and Budget Council, the American Council on Education, the National Education Association, the Faculty Organization for Collective Bargaining, the National Research Council, National Collegiate Athletic Association, the National and Illinois Associations for Institutional Research, the Northcentral Association of Colleges and Schools, the Higher Education Coordinating Council, the American Association of State Colleges and Universities, and the National Association of State University and Land Grant Colleges; and all pertinent correspondence and/or memoranda.

Recommendation: Retain in office for five (5) years, or until expiration of administrative value, whichever is longer, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly then dispose of all routine documents after retaining all other record series items permanently.

**Disposition  
Approved  
8/20/08**



**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
ASSOCIATE PROVOST  
INSTRUCTIONAL SERVICES**

**115 Series**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
EXCELLENCE IN LEARNING AND TEACHING**

**120 Series**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
UNDERGRADUATE ASSESSMENT AND PROGRAM REVIEW**

**125 Series**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
INSTITUTIONAL RESEARCH AND STUDIES**

**130 Series**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF BUSINESS**  
**DEAN'S OFFICE**

**200.001 Faculty Evaluation by the Executive Committee of the Business School  
(Duplicates)**

Dates: 1979-  
Volume: 2 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

This record series consists of letters of appraisal by the chairperson, recommendations from peers and faculty service packets (i.e., showing research accomplishments, teaching goals, co-curricular service achievements, etc.)

Originals are maintained in the respective department within the School of Business for five (5) years following termination of employment of the respective faculty member(s).

Original Personnel Files of Faculty containing evaluative data are maintained by the agency's Human Resources Office for sixty-five (65) years.

Recommendation: Retain in office for five (5) years following termination of employment of the respective faculty member(s), then destroy in a secure manner 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  
8/20/08**

**200.002 Outside Employment Reports (Duplicates)**

Dates: 1982-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year, Alphabetical by topic

This record series consists of documents which verify faculty earnings from sources outside the institution.

Data include name of faculty, address of employment, description of job duties, dates of employment, total time of employment, and total income.

Originals are maintained in the Provost's Office.

Recommendation: Retain in office for five (5) years following termination of employment, then destroy in a secure manner 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  
8/20/08**



Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF BUSINESS**  
**BUSINESS ADVISEMENT**  
**SUPPORT UNIT**

**215.001 Files of Denied Graduate Degree Candidates**

Dates: 1987-  
Volume: 11 Cubic Feet  
Annual Accumulation: 1 Cubic Feet  
Arrangement: Chronological by year, Alphabetical by topic

This record series consists of files pertinent to prospective graduate degree candidates who were denied admission into the graduate program of the School of Business.

Contents include copies of transcripts, screening forms with denial indications, entry scores, personal history data, and advisement information.

Recommendation: Retain in office for five (5) years from date of denial, then destroy in a secure manner 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  
8/20/08**

**215.002 Graduate Management Program Admission Test Scores (Record Copies)**

Dates: 1982-  
Volume: 15 Cubic Feet  
Annual Accumulation: 1 Cubic Feet  
Arrangement: Alphabetical by name

This record series consists of test scores which are used by the School of Business to accept/reject students into the graduate program.

Originals are maintained by the ETS (Educational Testing Service).

Recommendation: Retain in office for five (5) 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  
8/20/08**

**APPLICATION FOR AUTHORITY  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
SCHOOL OF BUSINESS  
ACADEMIC UNITS  
ECONOMICS AND FINANCE DEPARTMENT**

**220 Series**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF BUSINESS**  
**ACADEMIC UNITS**  
**MANAGEMENT AND MARKETING**

**230.001 Foundation Account Files**

Dates: 1995-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of records of foundation donation including deposits, monthly balances/payments, etc.

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.

**Disposition  
Amended  
8/20/08**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF BUSINESS**  
**ASSOCIATE DEAN AND MBA OFFICE**

**240.001 Reports of Graduate Student Academic Plans for Advisement (Duplicates)**

Dates: 1980-  
Volume: 2 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

This record series consists of documents used by graduate students to request changes in academic plans (i.e., curriculum, schedules, theses, etc.).

Data include name of student, social security number, phone, date, address, major department, degree sought, type of request, and authorized signatures (e.g. major adviser, Graduate Program Director, Graduate, Dean, Associate Dean).

Originals are incorporated in the student files.

Recommendation: Retain in office for five (5) years following graduation or last date of attendance of the respective student(s), then destroy in a secure manner 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  
8/20/08**

APPLICATION FOR AUTHORITY  
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(continued)

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Item No.

Record Series Title, Description and Recommendation

Action Taken

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF BUSINESS**  
**ACADEMIC UNITS**  
**COMPUTER MANAGEMENT AND INFORMATION SYSTEMS**

**245 Series**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
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**Application No. 07-09  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
SCHOOL OF BUSINESS  
OFF CAMPUS MBA PROGRAM**

**250 Series**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF BUSINESS**  
**PROFESSIONAL EXPERIENCE PROGRAMS (PEP)**

**255.001 Requests for Declaration of Major (Duplicates)**

Dates: 1991-  
Volume: ½ Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by name

This record series consists of documents used by students in establishing a college major necessary for graduation requirements.

Originals are maintained by the students' areas of academic advisement

Recommendation: Retain in office for five (5) years following graduation or last date of attendance, 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  
Amended  
8/20/08**

**255.002 "Rising Junior Papers" (Originals)**

Dates: 1990-  
Volume: 10 Cubic Feet  
Annual Accumulation: 1 Cubic Feet  
Arrangement: Chronological by year, Alphabetical by name

This record series consists of essays submitted by students who are complying with course-requirements within the School of Business.

Recommendation: Retain in office for five (5) years following graduation or last date of attendance 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  
Amended  
8/20/08**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF BUSINESS**  
**OFFICE OF TECHNOLOGY AND COMMERCE**

**260.001 Client Files**

Dates: 1986-  
Volume: 12 Cubic Feet  
Annual Accumulation: 2 Cubic Feet  
Arrangement: Alphabetical by name

This record series consists of files summarizing the development of businesses/products as supported by the Office of Technology and Commerce.

Contents include brochures, promotional materials, progress reports, relevant service contracts, and supporting correspondence. (The service contracts between the university and the external entities are renewed at various intervals)

Recommendation: Retain in office for five (5) years then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.

**Disposition  
Amended  
8/20/08**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF BUSINESS**  
**ROTC**

**265.001 Illinois State Scholarship Tuition Waiver Files (Originals)**

Dates: 1995-  
Volume: 3 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of original state scholarship tuition waiver files for the ROTC participants at SIU-E. Files include applications, transcripts, interview sheets, award letters, accept/decline forms, correspondence, and related documentation.

Recommendation: Retain in office for five (5) years, then dispose of in a secure manner provided 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  
8/20/08**

**265.002 Illinois State Scholarship (ROTC) Files (Originals)**

Dates: 1995-  
Volume: 3 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of documentation retained on the Illinois State Scholarship Program (for ROTC) including: applications, transcripts, interview sheets, award letters, selective service records and any related correspondence. The actual tuition reimbursements are processed through the University's Office of Financial Affairs.

Recommendation: Retain in the office for thirty (30) years after graduation or date of last attendance, then dispose in a secure manner 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  
8/20/08**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF BUSINESS**  
**SUPPORT UNITS**  
**DEVELOPMENT**  
  
**270 SERIES**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
SCHOOL OF BUSINESS  
SUPPORT UNITS  
INTERNATIONAL PROGRAMS**

**275 SERIES**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF BUSINESS**  
**OUTREACH SERVICE UNITS**  
**SBDC/EC/ITC**  
  
**280 SERIES**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
SCHOOL OF BUSINESS  
ACADEMIC UNITS**

**290 SERIES**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF EDUCATION**  
**DEAN'S OFFICE**

**300.001    Doctoral Dissertations (Bound Copies)**

Dates:                                1977-  
Volume:                              5 Cubic Feet  
Annual Accumulation:        Negligible  
Arrangement:                      Alphabetical by student

This record series consists of copies of student doctoral dissertations. These records are used for reference purposes. The library also maintains copies.

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

**Disposition Amended  
8/20/08**

**300.002    Operating Papers**

Dates:                                1969-  
Volume:                              Negligible  
Annual Accumulation:        Negligible  
Arrangement:                      Chronological

This record series consists of a report describing how the School of Education operates and how it is administered. Amendments to the original operation papers are included.

Recommendation:                Retain in office for five (5) years, then transfer to the University Archives for permanent retention.

**Disposition Amended  
8/20/08**

Item No.

Record Series Title, Description and Recommendation

Action Taken

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF EDUCATION**  
**OFFICE OF CLINICAL EXPERIENCES, CERTIFICATION, AND ADVISEMENT**

**305.001 Teacher Certification Candidate Notifications (Agency Record Copies)**

Dates: 1985-  
Volume: 6 Cubic Feet  
Annual Accumulation: ½ Cubic Feet  
Arrangement: Chronological

This record series consists of notifications to the Illinois State Board of Education that students are scheduled for completion of the certification programs and services that are prerequisites for their formal application for certification.

The original notification is received by the State Board and copies are also maintained by Admissions and Records and the Dean of Education.

The notification list students, social security numbers, programs completed, degrees, and scores received in sitting for the Illinois and US Constitution exams.

Recommendation: Retain in office for five (5) years after graduation or last date of attendance of the respective student(s), then destroy in a secure manner providing no litigation is pending or anticipated.

**Disposition  
Approved as  
Amended  
8/20/08**

**305.002 Pre-Student Teaching Clinical Experience Records**

Dates: 1979-  
Volume: ½ Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by student

This record series consists of records of pre-clinic observation hours experience for student teachers.

Data includes the student's name, social security number, address, phone number, major and all courses and hours taken in the field of the student's major.

The purpose of the record is to provide convenience reference to teachers' pre-clinic experience.

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

**Application No. 07-09  
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Item No.	Record Series Title, Description and Recommendation	Action Taken
Recommendation:	Retain in office for five (5) years after graduation or date of last attendance of the respective student(s), then destroy in a secure fashion, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	<b>Disposition Amended 8/20/08</b>
<b>305.003</b>	<b>Student Advisement Files</b>	
Dates:	1990-	
Volume:	100 Cubic Feet	
Annual Accumulation:	10 Cubic Feet	
Arrangement:	Alphabetical by student	
	<p>This record series consists of the advisement files for education students working toward teaching certification. Files include copies of student program forms, program for certification forms, transcripts, request for majors, and certification and advisement forms.</p>	
Recommendation:	Microfilm as generated or processed, then dispose of the hardcopy in a secure fashion. Retain all record series microforms for fifty (50) years lapsed from the date of generation, then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	<b>Disposition Amended 8/20/08</b>

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF EDUCATION**  
**ACADEMIC UNITS**  
**CURRICULUM AND INSTRUCTION**

**310.001 Student Records**

Dates: 1995-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of departmental copies of student summary data reports.

Recommendation: Retain in office for five (5) years and the completion of all audits under the supervision of the Auditor General, if necessary then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.

**Disposition  
Amended  
8/20/08**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFIARS**  
**SCHOOL OF EDUCATION**  
**OUTREACH SERVICE UNITS**  
**READING CENTER**

**315.001 Clinic Files**

Dates: 1990-  
Volume: 15 Cubic Feet  
Annual Accumulation: 1 ½ Cubic Feet  
Arrangement: Chronological

This record series consists of the Reading Center's clinic files including parent/teacher forms, copies of testing materials, diagnostic reading reports, and related correspondence/memoranda.

Recommendation: Retain in office for five (5) years and the completion of all audits under the supervision of the Auditor General, if necessary then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.

**Disposition  
Amended  
8/20/08**

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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF EDUCATION**  
**EDUCATIONAL LEADERSHIP**

**320.001 Evaluations of the University's President and Vice Chancellors (Department Copies)**

Dates: 1986-  
Volume: 2 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

Evaluations are performed by a special committee appointed by the Faculty Senate.

Recommendation: Retain in office for five (5) years and the completion of all audits under the supervision of the Auditor General, if necessary, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.

**Disposition  
Amended  
8/20/08**

**320.002 Clinical Experience Files**

Dates: 1994-1998  
Volume: 4 ½ Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of documentation retained on student's clinical experience including evaluations of practices and related correspondence.

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

**Disposition  
Amended  
8/20/08**

APPLICATION FOR AUTHORITY  
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Record Series Title, Description and Recommendation

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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF EDUCATION**  
**ACADEMIC UNITS**  
**SPECIAL EDUCATION AND COMMUNICATION DISORDERS**

**335 Series**

Item No.

Record Series Title, Description and Recommendation

Action Taken

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF EDUCATION**  
**SPEECH AND HEARING CLINIC**

**330.001 Speech/Audiology Therapy Client Files**

Dates: 1975-  
Volume: 13 ½ Cubic Feet  
Annual Accumulation: ½ Cubic Feet  
Arrangement: Alphabetical by name of client

This record series consists of a case file on each person who is taking speech or audiological therapy through the Speech and Hearing Center in the Special Education and Communication Disorders Department. The files contain the referral forms, therapy case notes, and related correspondence.

Recommendation: Retain in office for three (3) years following the last file entry, then microfilm and destroy the hardcopy in a secure fashion. Retain all record series microforms for twenty (20) years after the date of last visit, then destroy in a secure fashion provided no litigation is pending or anticipated.

**Disposition  
Amended  
8/20/08**

**APPLICATION FOR AUTHORITY  
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**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
SCHOOL OF EDUCATION  
ACADEMIC UNITS  
KINESIOLOGY AND HEALTH EDUCATION**

**335 Series**

**APPLICATION FOR AUTHORITY  
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**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF EDUCATION**  
**ACADEMIC UNITS**  
**PSYCHOLOGY**  
**340 Series**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
SCHOOL OF ENGINEERING  
ASSOCIATE DEAN'S OFFICE**

**405 Series**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
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**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
SCHOOL OF ENGINEERING  
ACADEMIC UNITS  
CIVIL ENGINEERING**

**410 Series**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF ENGINEERING**  
**ACADEMIC UNITS**  
**CONSTRUCTION DEPARTMENT**

**415.001 “Excellence in Undergraduate Education Project” Files**

Dates: 1990-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological/Alphabetical by project

This record series consists of documentation retained on the “Excellence in Undergraduate Education Project” which provides non-university funding for various educational learning projects and activities (i.e., Impact Testing, Science in Education for Elementary Education).

The files include copies of project contracts, vouchers and related correspondence.

Recommendation: .Retain in office for five (5) years and the completion of all audits under the supervision of the Auditor General, if necessary then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.

**Disposition  
Amended  
8/20/08**

Item No.

Record Series Title, Description and Recommendation

Action Taken

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF ENGINEERING**  
**ACADEMIC UNITS**  
**CENTER FOR ADVANCED MANUFACTURING/PRODUCTION**

**425.001 Client Counseling Files (Originals)**

Dates: 1987-  
Volume: 37 Cubic Feet  
Annual Accumulation: 3 Cubic Feet  
Arrangement: Alphabetical by name

This record series consists of files which document the department's counseling of individuals who are developing small businesses in manufacturing.

Contents include profile information sheets, activity records of clients, business plans, and agreements between the university and clients concerning non-disclosure pertinent to goods/services. (Agreements are renewed and expire at various intervals)

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

**Disposition  
Amended  
8/20/08**

**425.002 Military and Federal Specifications and Standards (Duplicates)**

Dates: 1950-  
Volume: 2 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Numerical by file number

This record series consists of documents, submitted by the Illinois Department of Commerce and Economic Opportunity on microfiche, which clarify specifications for the procurement of goods/services by designated clients of the center for client project implementation.

Data include specifications, standards, and supporting documents, Originals are maintained by the Department of Defense/General Service Administration.

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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Recommendation:	Retain in office for five (5) years and the completion of all audits under the supervision of the Auditor General, if necessary then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.
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**Disposition  
Amended  
8/20/08**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
SCHOOL OF ENGINEERING  
ACADEMIC UNITS  
INDUSTRIAL ENGINEERING AND MANUFACTURING**

**430 Series**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
SCHOOL OF ENGINEERING  
ACADEMIC UNITS  
MECHANICAL ENGINEERING**

**435 Series**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF ENGINEERING**  
**MINORITY ENGINEERING PROGRAM**

**440.001 Annual Reports to the SIU Board of Trustees of Program Operations  
(Departmental Copies)**

Dates: 1990-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

This record series consists of documents, submitted to the board of Trustees annually, which summarize the activities of the Minority Engineering Program.

Data include program inventory forms, programs/descriptions for under-represented student/staff, breakdowns of dollars and staff years budgeted to programs serving under-represented staff/students, and definitions of terms used within the annual report.

The University maintains "Annual Reports" in the Executive Office of the Provost and Vice-chancellor for five (5) years then offers to the University Archives for permanent retention per item 110.001 of this application.

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

**Disposition  
Amended  
8/20/08**

**440.003 Scholarship Applications for Minorities in Engineering Programs (Originals)**

Dates: 1987-  
Volume: 1 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological by year, Alphabetical by name

This record series consists of documents, which verify a minority student's pursuit of financial assistance for Engineering Programs. (Documents concern both accepted and rejected applicants).

Data include background information on students (e.g., name, address, sex, race); educational levels of applicants; past educational achievements (e.g., high school/college class rank, GPA, test scores, courses taken); and parent/guardian data.

The university maintains "NACME Grant Administration Files" (which allocates monies for scholarships) for five (5) years following termination of grant

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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per item 100.011 of this application.

Recommendation:

- A) For accepted and rejected applicants enrolled at the university, retain in office for five (5) years following the last date of attendance or graduation, then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.
- B) For accepted and rejected applicants not enrolled at the university, retain in office for five (5) years lapsed from the date of record generation, then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition  
Amended  
8/20/08**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF ENGINEERING**  
**ENVIRONMENTAL RESOURCES TRAINING CENTER**

**445.001 Continuing Education Units Awarded Files (Originals)**

Dates: 1976-  
Volume: 4 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by student

This record series consists of a form for each student in the continuing Education Unit of the Environmental Resources training courses. Forms list names of courses, dates of course completion, locations, and numbers of continuing education units awarded.

Files are used to verify the number of units awarded toward meeting requirements for Treatment Plant Operator's state certificates. The Illinois EPA performs verification checks.

Recommendation: Retain permanently.

**Disposition  
Amended  
8/20/08**

**445.002 DAVTE (Department of Adult, Vocational, and Technical Education)  
Program Records (Agency Record Copies)**

Dates: 1981-  
Volume: ½ Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of reimbursement claims submitted to DAVTE and the supporting program records.

Files include copies of reimbursement claims, plan approvals, program reports and related correspondence.

Recommendation: Retain in office for six (6) 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  
Amended  
8/20/08**

APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)

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Item No.	Record Series Title, Description and Recommendation	Action Taken
445.003	<b>“Job Training Partnership Act” Records (Agency Record Copies)</b>  Dates: 1983- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  This record series consists of the Environmental Resources training Center’s copies of records for participation in the JTPA program. Files include copies of time sheets, copies of program employment contracts, billings to JTPA, program reports, and related correspondence.  Recommendation: Retain permanently.	<b>Disposition Amended 8/20/08</b>
445.004	<b>Waste Water Treatment Operator Correspondence Course Record Cards (Originals)</b>  Dates: 1979- Volume: 1 ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical by student  This record series consists of record cards of students taking the correspondence course for Waste Water Treatment Operator. Cards list student’s name, social security number, address, phone, course name, dates course began and ended, employer, telephone number and date paid. Listed on the reverse side of the card are chapters tested, date of exam, score, percentile, and list of questions missed. Students have an indefinite amount of time to complete the course. Information is also entered on computer. The results are transferred to the Office of Continuing Education (see item 900.002 of this application).  Recommendation: Retain student files of students who do not complete the course in the office for ten (10) years after last date of attendance, then dispose of in a secure fashion providing no litigation is pending or anticipated.	<b>Disposition Amended 8/20/08</b>

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF ENGINEERING**  
**WASTEWATER TREATMENT PLANT**

**450.001 Construction Plans and Specifications (Duplicates)**

Dates: 1964 -  
Volume: 3 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by subject

This record series consists of copies of the waste treatment plant construction plans and specifications.

Another copies is also maintained by the Office of Facilities Management. Regulations require that copies of plant construction plans and specifications be maintained on site.

The originals are submitted to and maintained permanently by the Illinois EPA per approved Application 95-54, item 1.

Recommendation: Retain in office for ten (10) 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  
8/20/08**

**450.002 Discharge Monitoring Reports (Agency Record Copies)**

Dates: 1979 -  
Volume: 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of original daily meter and flow chart readings for raw waste, aeration, primary sludge, digestion gas, chlorine, B.O.D. analysis, suspended and settleable solid analysis, PH analysis and final effluent analysis for the month.

Original reports are sent to the Illinois EPA and are maintained by that agency for ten (10) years per approved Application 82-93.

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  
8/20/08**

**APPLICATION FOR AUTHORITY  
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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>450.003</b>	<p><b>Flow Charts (Originals)</b></p> <p>Dates: 1965 - Volume: 20 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of 24-hour graph charts of readings from recorders indicating digester gas and other effluents as required for monitoring by the EPA.</p> <p>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>	<p style="text-align: right;"><b>Disposition Approved 8/20/08</b></p>
<b>450.004</b>	<p><b>Lab Bench Sheets (Daily) (Originals)</b></p> <p>Dates: 1965 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record consists of original lab work sheets listing daily readings of BOD analysis, fecal coliform, nitrogen, suspended solids, and ammonia. Information from these work sheets are transferred to the discharge monitoring reports (see item 450.002) and pollution control plant reports, which are sent to the Illinois EPA.</p> <p>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>	<p style="text-align: right;"><b>Disposition Approved 8/20/08</b></p>
<b>450.005</b>	<p><b>List of Treatment Plant Operators (Duplicate)</b></p> <p>Dates: 1992 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of a duplicate list of treatment plant operators in charge of the plant during operation. The original list is submitted to the Illinois EPA. (The Illinois EPA maintains the statewide central file accessed as</p>	

**APPLICATION FOR AUTHORITY  
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Item No.	Record Series Title, Description and Recommendation	Action Taken
	a source for identifying waste water treatment plant operators for twenty-five years per approved Application 97-3, item 2.)	
	Recommendation: Retain in office until the lapse of one (1) year following supersedence by a new list, then destroy in a secure fashion 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 8/20/08</b>
<b>450.006</b>	<b>National Pollutant Discharge Elimination System and Environmental Protection Agency Permits (Duplicates)</b>	
	Dates: 1977 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of permits required by the EPA for the construction and operation of waste treatment plants.	
	Original permits are maintained by the Illinois EPA per approved Application 96-19, item 1.	
	Recommendation: Retain in office for five (5) years after expiration of the respective permit(s), then destroy in a secure fashion 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 8/20/08</b>
<b>450.007</b>	<b>Plant Equipment Records (Originals)</b>	
	Dates: 1964 - Volume: 2 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by equipment	
	This record series consists of original records on equipment maintained by the Waste Treatment Plant.	
	Files include operator's manuals, specifications, service work histories, and correspondence with vendors. The Illinois EPA requires that these records be kept on the plant site.	
	Recommendation: Retain in office for two (2) years following the date the respective equipment is sold, traded, or discarded, then dispose of providing all audits have been completed	<b>Disposition Approved 8/20/08</b>



**APPLICATION FOR AUTHORITY  
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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<b>450.010</b>	<b>Sewage Treatment Works Operator's License Files (Agency Record Copies)</b>	
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Dates:	1978 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of the licenses granted sewage treatment plant operators by the Illinois EPA. EPA regulations require that the current license be displayed on the work site. The Illinois EPA maintains its files of these licenses issued for twenty-five (25) years per approved Application 97-3, item 2.

Recommendation:	Retain for five (5) years after final expiration or replacement by new license, 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 8/20/08</b>
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<b>450.011</b>	<b>Sludge Testing Reports (Agency Record Copies)</b>	
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Dates:	1989 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of sludge sample tab test reports for sludge used for land application. The EPA requires that all sludge used for land application be tested to determine chemical and organic composition.

Copies of these reports are forwarded to the EPA and are maintained by that agency for ten (10) years per approved Application 96-26, item 1.

Recommendation:	Retain in office for ten (10) 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 8/20/08</b>
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**APPLICATION FOR AUTHORITY  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
SCHOOL OF ENGINEERING  
DEAN'S OFFICE**

**460 SERIES**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF ENGINEERING**  
**ACADEMIC UNITS**  
**COMPUTER SCIENCE**  
  
**470 SERIES**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
SCHOOL OF ENGINEERING  
ACADEMIC UNITS  
ELECTRICAL AND COMPUTER ENGINEERING**

**480 SERIES**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
SCHOOL OF ENGINEERING  
OUTREACH SERVICE UNITS  
SOUTHWESTERN ILLINOIS ADVANCED  
MANUFACTURING CENTER**

**490 SERIES**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF NURSING**  
**DEAN'S OFFICE**

**500.001 Clinical Field Agency Contract Files**

Dates: 1992  
Volume: 32 Cubic Feet  
Annual Accumulation: 4 Cubic Feet  
Arrangement: Alphabetical by field agency

This record series consists of files which verify student nurses participating in various field agencies (e.g., hospitals, nursing homes, state hospitals, doctors offices).

Contents include contracts between the university and the participating entities and supporting correspondence. The conditional and durational terms of the contracts vary.

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

**Disposition  
Approved  
8/20/08**

**500.002 Index Cards to Clinical Field Agencies (Originals)**

Dates: 1992-  
Volume: 4 Cubic Feet  
Annual Accumulation: ½ Cubic Feet  
Arrangement: Alphabetical by name

Data include agency name, name of responsible individual within the agency, address of the agency, and dates of initial contract.

Recommendation: Retain the record series in office for five (5) years following termination of corresponding clinical agency contracts, then dispose of in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition  
Approved  
8/20/08**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF NURSING**  
**ASSOCIATE DEAN SECRETARY**

**515.001 Advisor's Appointment Books (Originals)**

Dates: 1992-  
Volume: 8 Cubic Feet  
Annual Accumulation: 1 Cubic Feet  
Arrangement: Chronological by year

This record series consists of books showing the student's name, appointment time(s) and dates of appointments.

Recommendation: Retain in office for two (2) years, then dispose of .

**Disposition  
Approved  
8/20/08**

**515.002 Audio-Visual Response Check-Out Records (Originals)**

Dates: 1981-  
Volume: ½ Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological by year, Alphabetical by name

This record series consists of records, which identify individuals who used audio-visual equipment.

Data include inventory number of equipment, name of individual, date purchased, purchase order number, related grant, name of person checking out item, and date of checkout.

Recommendation: Retain in office for one (1) year, 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  
8/20/08**

APPLICATION FOR AUTHORITY  
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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**515.003      Community Outreach Class Files (Duplicates)**

Dates:                            1990-  
Volume:                         Negligible  
Annual Accumulation:      Negligible  
Arrangement:                 Alphabetical by name

This record series consists of files which identify undergraduates in outreach communities who are seeking bachelor degrees in the Registered Nursing Program.

Contents include class lists (e.g., name of student, registered nurse number, and address) and supporting correspondence.

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

**Disposition  
Approved  
8/20/08**

**APPLICATION FOR AUTHORITY  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
SCHOOL OF NURSING  
ASSOCIATE DEAN  
UNDERGRADUATE PROGRAM**

**520 Series**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
ASSISTANT DEAN  
SCHOOL OF NURSING  
GRADUATE PROGRAMS**

**525 Series**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF NURSING**  
**COMMUNITY NURSING SERVICES CENTER**

**530.001 Patient Files (Originals)**

Dates: 1989 -  
Volume: 6 Cu. Ft.  
Annual Accumulation: 2 Cu. Ft.  
Arrangement: Alphabetical by name

This record series consists of files which summarize medical treatment of pediatric and adult patients by nursing staff at the Community Nursing Services Center.

Contents include information sheets, consent forms, problem lists, physical assessment forms, notes, Medicare card information, and referral data.

Northern Illinois University maintains "Patient Master Files for twenty (20) years from the last treatment date per item 170.10 of Application 89-26.

Recommendation: Retain in office for twenty (20) years from the last date of treatment, then dispose of in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition  
Approved  
8/20/08**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF NURSING**  
**ADMISSION RECRUITMENT AND RETENTION**

**535.001 Transcripts from Other Colleges and Universities (Departmental Copy)**

Dates: 1990-  
Volume: 9 Cubic Feet  
Annual Accumulation: 1 Cubic Feet  
Arrangement: Alphabetical by name

This record series consists of documents which verify the academic achievements of applicants not participating in nursing programs at the University.

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

**Disposition  
Approved  
8/20/08**

APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF NURSING**  
**ACADEMIC UNITS**  
**PRIMARY CARE AND HEALTH SYSTEMS**

**540.001 Faculty Work Files (Originals)**

Dates 1991-  
Volume 18 Cubic Feet  
Annual Accumulation 2 Cubic Feet  
Arrangement Alphabetical by Topic

Contents include manuscripts, articles for publication, memos, and supporting correspondence

Recommendation: Retain in office for three (3) years, then transfer to the University Archives for permanent retention.

**Disposition  
Approved  
8/20/08**

APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)

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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF NURSING**  
**ACADEMIC UNITS**  
**FAMILY HEALTH AND COMMUNITY NURSING**

**545.001 Faculty Work Files (Originals)**

Dates 1991-  
Volume 18 Cubic Feet  
Annual Accumulation 2 Cubic Feet  
Arrangement Alphabetical by Topic

Contents include manuscripts, articles for publication, memos, and supporting correspondence

Recommendation: Retain in office for three (3) years, then transfer to the University Archives for permanent retention.

**Disposition  
Approved  
8/20/08**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
SCHOOL OF NURSING  
DIRECTOR OF DEVELOPMENT**

**550 SERIES**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**ASSOCIATE PROVOST**  
**ACADEMIC COUNSELING AND ADVISING**  
**OFFICE OF THE DIRECTOR**

**600.001 Academic Suspension Appeal Files (Agency Record Copies)**

Dates: 1987-  
Volume: 3 Cubic Feet  
Annual Accumulation: ½ Cubic Feet  
Arrangement: Chronological by year

This record series consists of files which document a student's protest of academic suspension. Files include copies of transcripts, appeal forms, and supporting correspondence.

Recommendation: Retain in office for five (5) years following last day of attendance or graduation, then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition  
Approved  
8/20/08**

**600.002 Student Advisement Files (Microforms) (Discontinued)**

Dates: (1987-1992)  
Volume: 45 Cubic Feet  
Annual Accumulation: --  
Arrangement: Chronological by year, Alphabetical by name

This record series consists of files (in microform only) which summarize academic advisement to students who have declared a "college major."

Contents include certificate of admission, general education work sheet, high school/college transcripts, placement tests, interview counselors' reports, and mid-term/end-term grades.

Recommendation: Retain in office for five (5) years following student's graduation or last date of attendance, then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition  
Approved  
8/20/08**



Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**ASSOCIATE PROVOST**  
**ACADEMIC COUNSELING AND ADVISING**  
**DISABLED STUDENT SERVICES**

**601.001 Disabled Student Counseling and Advisement Case Files (Originals)**

Dates: 1982-  
Volume: 15 Cubic Feet  
Annual Accumulation: 1 Cubic Foot  
Arrangement: Alphabetical by Name

This record series consists of files which are used by counselors to assist the educational, vocational, and/or psycho-social development of students with the following disabilities: visual impairment, hearing impairment, mobility impairment, learning impairment, epilepsy, aids, chronic cancer, and chronic heart disease. Files are principally comprised of referral/intake forms and counselors' notes.

Southern Illinois University at Carbondale maintains Student Files for Disabled Students for five (5) years after the date of last attendance per item 185 of Application 87-64.

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

**Disposition  
Approved  
8/20/08**

**601.002 Office Activity Logs and Schedules (Originals)**

Dates: 1987-  
Volume: 2 Cubic Feet  
Annual Arrangement: Negligible  
Arrangement: Chronological

Data includes daily appointments and itineraries of the Disabled Student Counselors.

Recommendation: Retain in office for two (2) 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.

**Disposition  
Approved  
8/20/08**



APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**ACADEMIC COUNSELING AND ADVISING**  
**SPECIAL SERVICES**

**602.001 Mid-term Grade Sheets (Duplicates)**

Dates: 1987-  
Volume: 12 Cubic Feet  
Annual Accumulation: 1 Cubic Foot  
Arrangement: Chronological/Alphabetical

Data includes the name of the student, social security number, assigned grade test data, and comments.

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

**Disposition  
Approved  
8/20/08**

**602.002 Student Tutorial Files (Originals)**

Dates: 1987-  
Volume: 11 Cubic Feet  
Annual Accumulation: 1 Cubic Foot  
Arrangement: Alphabetical by Topic

Contents include the sign in sheets, log achievement sheets, and syllabi.

Recommendation: Retain in office for five (5) years following date of last attendance or graduation, then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated

**Disposition  
Approved  
8/20/08**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**COLLEGE OF ARTS AND SCIENCES**  
**ACADEMIC UNITS**  
**ANTHROPOLOGY**

**605 Series**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**COLLEGE OF ARTS AND SCIENCES**  
**ART AND DESIGN**

**610.001 Art Show Receipts for Sale of Items of the Fine Arts Store**

Dates: 1979-  
Volume: 8 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of receipts from the Fine Arts Store. These are done daily and show what was purchased by the customer and the purchase price.

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

**Disposition  
Approved  
8/20/08**

**610.002 Construction Files**

Dates: (1980-1998)  
Volume: 1 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of original drawings of the new art building. These records include: bids, equipment lists, installation lists, addendum changes, contracts, and blueprints.

Recommendation: Retain in office for five (5) years and the completion of all audits (if necessary ) under supervision of the Auditor General, [then transfer to the University Archives. University Archives staff are to review all accumulations of the series transferred accordingly and dispose of all routine documents after retaining all other records series items permanently.](#)

**Disposition  
Approved  
8/20/08**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>610.003</b>	<b>Research Support Files</b>	
	Dates: 1990- Volume: 10 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological	
	<p>These are files of requests for financial support of research activities of faculty members and graduate students of the Art and Design Department including originals of requests, copies of correspondence, purchase requests, and copies of travel vouchers.</p>	
	Recommendation: Retain in office for five (5) years 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 8/20/08</b>

**APPLICATION FOR AUTHORITY  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
COLLEGE OF ARTS AND SCIENCES  
BACHELOR OF LIBERAL STUDIES PROGRAM**

**615 Series**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**GRADUATE STUDIES AND RESEARCH CENTERS**

**620.001 Organizational Support Review Reports**

Dates: 1990-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

This record series consists of documents which are used by the university to internally evaluate its joint testing for the police department.

File series contents include school resource officer training surveys and wage classification studies.

Recommendation: Retain in office for five (5) years and the completion of all audits under supervision of the Auditor General, (if necessary) then transfer to the University Archives for permanent retention.

**Disposition  
Approved  
8/20/08**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**COLLEGE OF ARTS AND SCIENCES**  
**SCHOOL OF SOCIAL SCIENCE**  
**CONTRACT ARCHEOLOGY**

**625.001 Land Exploration Fiscal Support Files (Originals and Duplicates)**

Dates: 1977-  
Volume: 4 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Negligible by file number

This record series consists of files which document expenses due to land surveys for prehistoric/historic artifacts.

Contents include travel vouchers, salary sheets, expense lists and supporting correspondence.

Recommendation: Retain in office for six (6) 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  
8/20/08**

APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
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Item No.

Record Series Title, Description and Recommendation

Action Taken

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**COLLEGE OF ARTS AND SCIENCES**  
**ENGLISH LANGUAGE AND LITERATURE**  
**DEPARTMENTAL OFFICE**

**630 Series**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**COLLEGE OF ARTS AND SCIENCES**  
**ENGLISH LANGUAGE AND LITERATURE**  
**CORPORATE WRITING**

**635.001 “Corporate Writing” Client Files (Originals and Duplicates)**

Dates: 1989-  
Volume: 11 Cubic Feet  
Annual Accumulation: ¾ Cubic Feet  
Arrangement: Alphabetical

This record series consists of documentation retained on clients of the “Corporate Writing” program, which was established to provide educational workshops for corporate and/or state agencies.

File series contents include copies of course materials and all related registration and fiscal administration forms, reports, and correspondence

Recommendation: Retain in office until updated and/or superseded or until the lapse of two (2) years from the date of record generation, whichever is longer, 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  
8/20/08**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**COLLEGE OF ARTS AND SCIENCES**  
**ENGLISH LANGUAGE AND LITERATURE**  
**DRUM VOICES REVUE**

**640.001 “Drum Voices Revue”**

Dates: 1991-  
Volume: 13 Cubic Feet  
Annual Accumulation: 1 ½ Cubic Feet  
Arrangement: Chronological

This record series consists of department copies of back issues of the “Drum Voices Revue”, a multicultural journal of literary and visual arts published annually with occasional special issues and anthologies.

Originals are maintained permanently by the University Archives.

Recommendation: Retain in office until administrative value has expired or until the lapse of six (6) months from the dates of issue, whichever is longer, then dispose of.

**Disposition  
Approved  
8/20/08**

**640.002 Subscription Files (Originals)**

Dates: 1991-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of data retained on subscribers to “Drum Voices Review” (i.e., fliers, correspondence, etc.).

Recommendation: Retain for one (1) year after expiration of subscription, then dispose of.

**Disposition  
Approved  
8/20/08**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**COLLEGE OF ARTS AND SCIENCES**  
**ENGLISH LANGUAGE AND LITERATURE**  
**PAPERS ON LANGUAGE AND LITERATURE**

**645.001 Contributor's Correspondence Files**

Dates: 1965-  
Volume: 12 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This records series consists of correspondence exchanged with contributing authors.

Recommendation: Retain in office for three (3) years and the completion of all audits under supervision of the Auditor General, (if necessary), then transfer to the University Archives for permanent retention.

**Disposition  
Approved  
8/20/08**

**645.002 "Papers on Language and Literature" Journals (Duplicates)**

Dates: 1965-  
Volume: 11 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of department copies of back issues of "English Language and Literature" journals.

Originals are maintained by the University Archives.

Recommendation: Retain in office until administrative value has expired, then dispose of.

**Disposition  
Approved  
8/20/08**



Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**COLLEGE OF ARTS AND SCIENCES**  
**ENGLISH LANGUAGE AND LITERATURE**  
**SOU' WESTER**

**650.001 "Sou'wester" Magazine Files (Duplicates)**

Dates: 1960-  
Volume: 3 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of department copies of back issues of "Sou'wester" Magazine.

Originals are maintained permanently by the University Archives.

Recommendation: Retain in office until administrative value has expired, then dispose of.

**Disposition  
Approved  
8/20/08**

**650.002 "Sou'wester" Subscription Files (Originals)**

Dates: 1992-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of data retained on subscribers to "Sou'wester" magazine (i.e., correspondence and lists of subscribers).

Recommendation: Retain for one (1) year after expiration of subscription, then dispose of

**Disposition  
Approved  
8/20/08**

**APPLICATION FOR AUTHORITY  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
COLLEGE OF ARTS AND SCIENCES  
FOREIGN LANGUAGE AND LITERATURE**

**655 Series**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

**Application No. 07-09  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**COLLEGE OF ARTS AND SCIENCES**  
**ACADEMIC UNITS**  
**GEOGRAPHY**

**660 Series**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

**Application No. 07-09  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
COLLEGE OF ARTS AND SCIENCES  
ACADEMIC UNITS  
HISTORICAL STUDIES**

**670 Series**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**COLLEGE OF ARTS AND SCIENCES**  
**MASS COMMUNICATIONS DEPARTMENT**

**675.001 Graduate/Undergraduate Review Files**

Dates: 1977-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of a departmental review by the Graduate and Undergraduate Program of the Mass Communications Department.

Recommendation: Retain permanently in office of transfer to the University Archives for permanent retention.

**Disposition  
Approved  
8/20/08**

**675.002 Internship/Masters Program Files**

Dates: 1982-  
Volume: ½ Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This series contains program and related curricula descriptions, student applications for admittance to the programs, student enrollment forms, student attendance forms, and evaluations of students' performance in the programs.

Recommendation: Retain program related documentation (i.e., description of programs) in office for five (5) years or until expiration of administrative value, whichever is longer, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.

**Disposition  
Approved  
8/20/08**

Retain in office the college, school, departmental and program level records of students' participation in internship programs for five (5) years following the date of graduation or last attendance of student, then transfer to the Office of Admissions and Records to be placed in the students' permanent academic record.

**APPLICATION FOR AUTHORITY  
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(continued)**

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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
COLLEGE OF ARTS AND SCIENCES  
ACADEMIC UNITS  
MATH AND STATISTICS**

**680 Series**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
COLLEGE OF ARTS AND SCIENCES  
ACADEMIC UNITS  
MUSIC DEPARTMENT**

**685 Series**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
COLLEGE OF ARTS AND SCIENCES  
ACADEMIC UNITS  
DEPARTMENT OF PHILOSOPHY**

**690 Series**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

**Application No. 07-09  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
COLLEGE OF ARTS AND SCIENCES  
ACADEMIC UNITS  
PHYSICS DEPARTMENT**

**695 Series**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

**Application No. 07-09  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
COLLEGE OF ARTS AND SCIENCES  
POLITICAL SCIENCE**

**700 Series**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**COLLEGE OF ARTS AND SCIENCES**  
**ACADEMIC UNITS**  
**PUBLIC ADMINISTRATION AND POLICY ANALYSIS**

**705.001 Scholarship Record Forms (Leo Cohen Award) (Duplicates)**

Dates: 1989-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

This record series consists of documents, which identify recipients of the “Leo Cohen Award” for excellence in urban management.

Data include name of recipient, account number, amount of scholarship, and endowment account type.

Originals are maintained by the University’s Foundation Department.

Recommendation: Retain in office for four (4) years following the expiration of scholarship assistance, then dispose of in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition  
Approved  
8/20/08**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**COLLEGE OF ARTS AND SCIENCES**  
**ACADEMIC UNITS**  
**SOCIOLOGY AND CRIMINAL JUSTICE**  
**LABOR AND MANAGEMENT PROGRAMS**

**730.001 Labor and Management Leadership Training Program Files (Originals and Duplicates)**

Dates: 1985-  
Volume: 13 Cubic Feet  
Annual Accumulation: 1 Cubic Feet  
Arrangement: Alphabetical by name

This record series consists of files, which document the department's relationship with private companies, unions, and government agencies in the coordination of consulting and/or grant programs implemented for labor/management leadership or professional development training programs.

Contents include proposals, progress reports, final reports, notes, budgetary data, and supporting correspondence. With the exception of the budgetary data, the file is original.

Original budgetary data are maintained by the agency's Accounting Office.

Recommendation: Retain in office for five (5) years and the completion of all audits under the supervision of the Auditor General, (if necessary) then transfer to the University Archives. University Archives staff are to review all accumulations of the series transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.

**Disposition  
Approved  
8/20/08**

**730.002 Statistical Data of Research Projects (Computer Tape/Disks)**

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

This record series consists of miscellaneous statistical information derived from research projects of the Labor/Management Program Office.

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

**Application No. 07-09  
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Item No.	Record Series Title, Description and Recommendation	Action Taken
Recommendation:	Retain in office for five (5) years and the completion of all audits under the supervision of the Auditor General, (if necessary) then transfer to the University Archives. University Archives staff are to review all accumulations of the series transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.	<b>Disposition Approved 8/20/08</b>
<b>730.003</b>	<b>Monographs of Unit Publications (Originals)</b>	
Dates:	1987-	
Volume:	5 ½ Cubic Feet	
Annual Accumulation:	½ Cubic Feet	
Arrangement:	Chronological by year	
	This record series consists of documents, which summarize the following topics as published by the unit: conference proceedings, studies, project explanations, and final reports of grant program outcomes.	
Recommendation:	Retain in office for three (3) years, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.	<b>Disposition Approved 8/20/08</b>
<b>730.004</b>	<b>Statistical Data of Research Projects (Computer Tape/Disks)</b>	
Dates:	1985-	
Volume:	Negligible	
Annual Accumulation:	Negligible	
Arrangement:	Chronological by year	
	This record series consists of miscellaneous statistical information derived from research projects of the Labor/Management Program Office.	
Recommendation:	Retain the computer tapes/disk files in office for two (2) years from the date of data entry, then reuse and/or dispose of. *This item is deferred until several questions are answered based on the contents etc.	<b>Deferred 8/20/08</b>

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**COLLEGE OF ARTS AND SCIENCES**  
**ACADEMIC UNITS**  
**THEATER AND DANCE**

**735.001 Friends of Theater and Dance Files**

Dates: 1970-  
Volume: 2 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the Theater and Dance Foundation's correspondence, board meeting reports, by-laws, scholarship information, newspaper clippings, and related budget records of the Friends of Theater and Dance.

Recommendation: Retain in office for three (3) years and the completion of all audits under the supervision of the Auditor General if necessary, then transfer to the University Archives. University Archives staff are to review all accumulations of the series transferred accordingly and dispose of all routine documents after retaining all other record series documents permanently.

**Disposition  
Approved  
8/20/08**

**735.002 Summer Showbiz File**

Dates: 1995-  
Volume: 3 ½ Cubic Feet  
Annual Accumulation: 1/3 Cubic Feet  
Arrangement: By season

This record series consists of records from the Theater and Dance Department Summer Program series only. This file includes budget figures, lists of casts, newspaper clippings, and reviews.

Recommendation: Retain in office for ten (10) years or until expiration of administrative value, whichever is longer, then transfer to the University Archives. University Archives staff is to review all accumulations accordingly and dispose of all routine documents after retaining all other record series items permanently.

**Disposition  
Approved  
8/20/08**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

**Application No. 07-09  
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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>735.003</b>	<b>Theater Program Files</b>	
	Dates: 1970- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: By season	
	<p>This record series consists of records from each program (with the exception of the Summer Showbiz Program) produced by the Theater and Dance Department. Included are the original programs of the musicals, theater productions or dance productions. This file also includes lists of each cast, newspaper clippings, and reviews of each production.</p>	
	Recommendation: Retain in office for ten (10) years or until expiration of administrative value, whichever is longer, then transfer to the University Archives. University Archives staff is to review all accumulations accordingly and dispose of all routine documents after retaining all other record series items permanently.	<b>Disposition Approved 8/20/08</b>

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**COLLEGE OF ARTS AND SCIENCES**  
**UNIVERSITY MUSEUM**

**740.001 Museum Contract Files (Originals)**

Dates: 1982-  
Volume: 2 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological by year/Alphabetical by name

This record series consist of files, which summarize repairs to objects as performed by staff or the University's Museum. (Agreements vary with length of renewal cycles and are formulated between the Museum and individual owners of objects).

Recommendation: Retain in office for five (5) years following expiration of contract, 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  
8/20/08**

**740.002 Donor and Artist Object Files (Originals)**

Dates: 1959-  
Volume: 24 Cubic Feet  
Annual Accumulation: 8 Cubic Feet  
Arrangement: Chronological by year/Alphabetical by name

This record series consists of files, which identify donors and artists who give "objects" to the University Museum.

Donor Files include appraisals, transfer of titles, and supporting correspondence. Artist files contain accession work sheets (i.e., source, physical description), purchase orders/invoices, specifications, bill of lading, change of location, research documents, photos, donor records for the Harrington Collection, and supporting documentation.

SIU Carbondale permanently maintains "Donor Files" per item 660.02 of Application 97-43.

Recommendation: Microfilm, then dispose of original paper. Retain all record series microforms in office permanently.

**Disposition  
Approved  
8/20/08**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

**Application No. 07-09  
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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>740.003</b>	<p data-bbox="282 321 656 346"><b>Exhibition Files (Originals)</b></p> <p data-bbox="282 394 907 533">Dates: 1988- Volume: 4 Cubic Feet Annual Accumulation: ¼ Cubic Feet Arrangement: Chronological by year</p> <p data-bbox="282 575 1338 680">This record series consists of files, which verify the internal exhibition of objects within the university. Contents include log sheets (e.g., attendance, environmental conditions), gallery guides, and type sets.</p> <p data-bbox="282 722 1243 747">Recommendation: Retain in office for one (1) year, then dispose of.</p>	<p data-bbox="1438 722 1560 806"><b>Disposition Approved 8/20/08</b></p>
<b>740.004</b>	<p data-bbox="282 852 883 877"><b>“Loan In” and “Loan Out” Files (Originals)</b></p> <p data-bbox="282 926 907 1064">Dates: 1979- Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p data-bbox="282 1106 1338 1169">This record series consists of files, which verify the movement of objects between the university Museum and external entities.</p> <p data-bbox="282 1180 1338 1285">Contents include agreements between the museum and external entity, certificate of insurance, inspection documents, receipts, and bill of lading. (Agreements expire at various terms.)</p> <p data-bbox="282 1327 1338 1539">Recommendation: Microfilm, then dispose of original paper in a secure fashion. Retain all record series microforms in office for five (5) years following expiration of agreement, 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 data-bbox="1438 1327 1560 1411"><b>Disposition Approved 8/20/08</b></p>

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>740.005</b>	<b>National Association for the Exchange of Industrial Resources File</b>	
	Dates: 1987- Volume: 1 Cubic Foot Annual Accumulation: Negligible Arrangement: Chronological by year	
	<p>This record series consists of files, which verify receipt of commodities at the Museum via the “National Association for the Exchange of Industrial Resources.”</p>	
	<p>Contents include bills of lading, notifications of delivery, record of value of shipment, various fiscal printouts, and supporting correspondence</p>	
	Recommendation: Retain in office for six (6) years, then dispose of in a secure fashion 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 8/20/08</b>

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**COLLEGE OF ARTS AND SCIENCES**  
**WSIE**

**745.001    Emergency Broadcast/Authorizations (Agency Record Copies)**

Dates:                                1986-  
Volume:                              Negligible  
Annual Accumulation:        Negligible  
Arrangement:                      Chronological

This series consists of the authorization forms from the FCC that allows WSIE to broadcast emergency messages and bulletins.

Recommendation:                Retain in office for two (2) years following the expiration and/or renewal of the authorization(s), 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  
8/20/08**

**745.002    F.C.C . Licensing Files (Agency Record Copies)**

Dates:                                1986-  
Volume:                              Negligible  
Annual Accumulation:        Negligible  
Arrangement:                      Chronological

This series contains applications for FCC License, copies of actual licenses issued to the station from the FCC, all files of license modifications (increases in power, etc.), and all related correspondence. Licenses are renewable every seven (7) years.

Recommendation:                Retain in office for eight (8) 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  
8/20/08**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>745.003</b>	<p><b>Music Logs (Originals)</b></p> <p>Dates: 1992- Volume: 4 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological</p> <p>This record series consists of a daily computer generated play list of which songs were played on the air.</p> <p>Recommendation: Retain in office until superseded, 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 8/20/08</b>
<b>745.004</b>	<p><b>Notification from the FCC of Receipt of Radio License Renewal (Agency Record Copies)</b></p> <p>Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain in office for one (1) year 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 8/20/08</b>
<b>745.005</b>	<p><b>Operation Logs (Originals)</b></p> <p>Dates: 1990- Volume: 2 ½ Cubic Feet Annual Accumulation: ¼ Cubic Feet Arrangement: Chronological</p> <p>This record series consists of a log that indicates how the transmitter is performing. The log also provides space for the board operator to sign-on remarks by operator, etc. (The FCC requires a minimum retention period of two years for this record series.)</p> <p>Recommendation: Retain in office for two (2) years, then dispose of providing all audits (state and federal) have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<b>Disposition Approved 8/20/08</b>

**APPLICATION FOR AUTHORITY  
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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>745.006</b>	<p data-bbox="282 321 634 352"><b>Program Logs (Originals)</b></p> <p data-bbox="282 394 834 537">Dates: 1990- Volume: 29 ½ Cubic Feet Annual Accumulation: 3 ¼ Cubic Feet Arrangement: Chronological</p> <p data-bbox="282 575 1336 646">These are daily computer printout logs that show the daily activity and directives to the operators.</p> <p data-bbox="282 684 1336 827">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 8/20/08</b>
<b>745.007</b>	<p data-bbox="282 905 1321 936"><b>Station Administration and Operation Subject Files (Agency Record Copies)</b></p> <p data-bbox="282 978 794 1121">Dates: 1986 Volume: 4 Cubic Feet Annual Accumulation: ¼ Cubic Feet Arrangement: Alphabetical</p> <p data-bbox="282 1159 1336 1339">This record series consists of copies of previous applications to the FCC for radio license and radio station license, technical operations material, programming information, correspondence from the public, written requests by political candidates for air time, and ownership reports. This series is maintained and used in close conjunction with item 745.002 (“FCC Licensing Files”).</p> <p data-bbox="282 1377 1336 1520">Recommendation: Retain in office for eight (8) years then dispose of providing all audits (state and federal) have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<b>Disposition Approved 8/20/08</b>

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**COLLEGE OF ARTS AND SCIENCES**  
**WOMEN'S STUDIES**

**750.001 Special Events File (Originals and Duplicates)**

Dates: 1988-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year, Alphabetical by name

This record series consists of files which describe historic, ceremonial, and/or promotional events staged or sponsored by the Women's' Studies Program.

Contents include budgetary information, promotional data, news clippings, and supporting correspondence.

Recommendation: Retain in office for three (3) years and the completion of all audits under supervision of the Auditor General if necessary, then transfer to the University Archives for permanent retention.

**Disposition  
Approved  
8/20/08**

**APPLICATION FOR AUTHORITY  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
COLLEGE OF ARTS AND SCIENCES  
BLACK STUDIES**

**755 SERIES**

**APPLICATION FOR AUTHORITY  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
COLLEGE OF ARTS AND SCIENCES  
OFFICE OF SCIENCE AND MATHEMATICS EDUCATION**

**760 SERIES**

**APPLICATION FOR AUTHORITY  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
COLLEGE OF ARTS AND SCIENCES  
ACADEMIC UNITS  
ENVIRONMENTAL SCIENCES**

**765 SERIES**

**APPLICATION FOR AUTHORITY  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
COLLEGE OF ARTS AND SCIENCES  
ACADEMIC UNITS  
SPEECH COMMUNICATION**

**770 SERIES**

**APPLICATION FOR AUTHORITY  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**COLLEGE OF ARTS AND SCIENCES**  
**ACADEMIC UNITS**  
**SOCIAL WORK**  
  
**775 SERIES**

**APPLICATION FOR AUTHORITY  
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**Item No.**

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**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**COLLEGE OF ARTS AND SCIENCES**  
**ACADEMIC UNITS**  
**BIOLOGICAL SCIENCE**  
  
**780 SERIES**

**APPLICATION FOR AUTHORITY  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**COLLEGE OF ARTS AND SCIENCES**  
**ACADEMIC UNITS**  
**CHEMISTRY**  
  
**785 SERIES**

APPLICATION FOR AUTHORITY  
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**LIBRARY INFORMATION SERVICES (LOVE JOY LIBRARY)**  
**ADMINISTRATIVE OFFICE AND ACADEMIC COMPUTING**

**800.001 Annual Long Range Computer Plans (Originals)**

Dates: 1992 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

This record series consists of guidelines, which emphasize exam priorities, recommendations, and future goals/needs of the Academic Computing Program.

Recommendation: Retain in office permanently.

**Disposition  
Approved  
8/20/08**

APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
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Item No.

Record Series Title, Description and Recommendation

Action Taken

PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
LIBRARY AND INFORMATION SERVICES (LOVEJOY LIBRARY)  
TECHNICAL AND ACCESS SERVICES  
ACQUISITIONS  
805 Series

Item No.

Record Series Title, Description and Recommendation

Action Taken

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**LIBRARY AND INFORMATION SERVICES (LOVEJOY LIBRARY)**  
**CIRCULATION**

**810.001 Circulation Databases (Electronic Media) (Originals)**

Dates: 1980-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological /Numerical

This series contains the electronic databases constructed and maintained by the library as indexes and finding aids for its catalogue holdings, related patron files (listing names of patrons, social security nos., addresses, and other identifying information), and as systems interfaced with library check-out systems and rules. Also included is a database used for tracking local library circulation of materials other than books, such as CD's government documents, and maps. The databases comprising the series are backed up on computer tapes rotated at off-site locations in weekly and monthly cycles as determined by the database administrator(s). The tape rotations ensure access to the complete databases at all times.

Recommendation: Retain for five (5) years lapsed from the date of data entry then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

(All computer and/or digital media maintenance and preservation procedures are to be fully applied. If equipment and programs which provide access to the database(s) involved are updated or replaced, the existing data must remain accessible in the successor format for the duration of the approved retention period.)

**Disposition  
Approved as  
Amended  
8/20/08**

APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)

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Item No.	Record Series Title, Description and Recommendation	Action Taken
810.002	<b>Circulation Reserve System Forms (Originals)</b>  Dates: 1972- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological/Alphabetical  The forms in this series are used to reserve materials for university faculty research and instruction. The reservations are renewable quarterly.  Recommendation: Retain in office for four (4) months, then dispose of.	<b>Disposition Approved 8/20/08</b>
810.003	<b>Courtesy Borrowing Files for Alumni and Friends of the Library (Originals)</b>  Dates: 1988- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological/Alphabetical  This series contains the applications and lists of borrowers maintained to administer borrowing privileges granted to alumni and Friends of the Library (i.e., library foundation donors).  Recommendation: Retain the applications for one (1) year following expiration, 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.  Retain the lists of borrowers 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.	<b>Disposition Approved 8/20/08</b>

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Item No.

Record Series Title, Description and Recommendation

Action Taken

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**LIBRARY AND INFORMATION SERVICES (LOVEJOY LIBRARY)**  
**DEAN'S OFFICE**  
**815 SERIES**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
LIBRARY AND INFORMATION SERVICES (LOVEJOY LIBRARY)  
TECHNICAL AND ACCESS SERVICES**

**820 SERIES**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
LIBRARY AND INFORMATION SERVICES (LOVEJOY LIBRARY)  
USER SERVICES**

**825 SERIES**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**OFFICE OF CONTINUING EDUCATION**

**900.001 Continuing Education Program Conference Files (Agency Record Copies)**

Dates: 1990-  
Volume: 24 Cubic Feet  
Annual Accumulation: 2 ½ Cubic Feet  
Arrangement: Chronological

The offices of Continuing Education structures, coordinates and conducts conferences for the awarding of credit and non-credit continuing education units to successful participants/enrollees. This series contains the conceptual and organizational records of those conferences, which include receipts of participant/enrollee fee payments, participant/enrollee attendance records, written evaluations of the conferences by the participant/enrollees, related correspondence, and supporting workpapers with attachments.

The actual curricula development and administration files are maintained and scheduled for disposition by the associated and/or sponsoring academic colleges, schools, and departments of the university per the series described as “curricula development files.” The original records of participant/enrollee fee payments are maintained and scheduled by the Office of the Bursar.

Recommendation: Retain in office the participant/enrollee fee payment receipts and attendance records 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.

Retain all other record series documents in office for ten (10) years, then transfer to the University Archives. [University Archives staff will review all accumulations of this series transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.](#)

**Disposition  
Approved  
8/20/08**

APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
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Item No.	Record Series Title, Description and Recommendation	Action Taken
900.002	<b>Records of Continuing Education Units Awarded to Conference Participants and Enrollees (Agency Record Copies)</b>  Dates: 1973- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological/Alphabetical  This series consists of the original documentation of credit and non-credit continuing education units awarded to successful conference participants and enrollees.  Recommendation: Retain permanently	<b>Disposition Approved 8/20/08</b>

**APPLICATION FOR AUTHORITY  
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**Item No.**

**Record Series Title, Description and Recommendation**

**Action Taken**

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
SCHOOL OF DENTAL MEDICINE  
DEAN'S OFFICE**

**950 SERIES**

Item No.

Record Series Title, Description and Recommendation

Action Taken

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF DENTAL MEDICINE**  
**RADIOLOGICAL CONTROL**

**1000.001 Application for Procurement of Radioisotopes (Originals)**

Dates: 1980-  
Volume: ½ Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by name

This record series consists of documents, which authorize the use of radioisotopes at the university's Dental School, as regulated under the provisions of 420 ILCS 40/28 (1996 State Bar Edition).

Data include general information (i.e., date, status of application, name of applicant, department, sealed or unsealed radionuclides, maximum amount of activity (i.e., MCI's) for possession, location of use, location of storage, proposed plan of use, monitoring/survey equipment available, type of waste, and certification); facility description (i.e., location, sketch of facility, construction materials, number of persons normally in area, listings of monitoring devices available for use, staff number in charge); statement of training (i.e., dates and location of training, experience, remarks) and occupational radiation exposure history (i.e., name and sociological data of individual, history of external and internal exposure, accumulated occupational dose total, and permissible dose calculation).

SIU-Carbondale permanently maintains "Radiological Safety Authorization File" per item 155.08 of Application 97-43 OK. SIU-School of Medicine maintains "Radioisotope/Mater Inventories" for fifty (50) years following final disposition of radioisotope per its applicable approved records disposition application item.

Recommendation: Retain in office permanently.

**Disposition  
Approved  
8/20/08**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

**Application No. 07-09  
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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>1000.002</b>	<b>Facility Licensure Files (Agency Record Copies)</b>	
	Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological	
	<p>This record series consists of files which document the licensure of x-ray machines and radioisotopes used by the Dental School, pursuant to the provisions at 420 ILCS 40/10 (1996 State Bar Edition). Licenses are renewed by the State Department of Nuclear Safety every five (5) years.</p> <p>Contents include applications for licensure, license to operate with radioisotopes and x-ray machines, amendments to the license, and supporting correspondence.</p> <p>The Illinois Department of Emergency Management permanently maintains "State License Files, Including License Files Maintained Pursuant to Agreement With the Nuclear Regulatory Commission". (Radon Industry Licensing Files – Application 88-50X, item 180.19)</p>	
	Recommendation: Retain in office permanently.	<b>Disposition Approved 8/20/08</b>
<b>1000.003</b>	<b>Radiation Exposure Reports (Originals)</b>	
	Dates: 1971- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological by month	
	<p>This record series consists of documents which measure the cumulative amount of radiation received by staff/students, as recorded pursuant to the provisions of 420 ILCS 40/29 (1996 State Bar Edition).</p> <p>Data include badge number, type of badge, name of individual, social security number, badge date, penetrating and non-penetrating information (i.e., X-B-G), neutron statistics, deep dose/shallow dose information, unused permissible dose, date of birth/sex, and service start date.</p> <p>SIU-Carbondale permanently maintains "Personnel Occupational Exposure Rate Records" per item 155.06 of Application 97-43 OK. The State Department of Nuclear Safety permanently maintains "Radiation Exposure Report Files" per item 220.09 of Application 88-50.</p>	
	Recommendation: Retain in office permanently.	<b>Disposition Approved 8/20/08</b>

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>1000.004</b>	<b>SIU-Edwardsville Laboratory Survey Reports (Originals)</b>	
	Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year	
	<p>Data include building and room number, inspection date, supervisor, number of persons in lab, isotope identification number, chemical form, amount on hand, wipe test results, areas of contamination, any corrective procedures, badge status, equipment quality (i.e., gloves, trays, hoods), posting requirements (i.e., storage areas, waste containers) and survey performance.</p> <p>The State Department of Nuclear Safety now the Illinois Department of Emergency Management maintains "Non-Departmental Inspector Survey Report Files" for nine (9) years following final report per item 84 of Application 88-50. SIU-School of Medicine maintains "Laboratory Radiological Surveys" for nine (9) years following completion of survey per its applicable approved records disposition application item.</p>	
	Recommendation: Retain in office for nine (9) years following completion of survey, 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 8/20/08</b>
<b>1000.005</b>	<b>Radiological Control Administrative Correspondence and Related Documents (Agency Record Copies)</b>	
	Dates: 1974- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year, Alphabetical by topic	
	<p>This record series consists of incoming and outgoing correspondence exchanged by the Radiological Control Office and other agency offices, students, and interested groups and individuals (i.e., Nuclear Regulatory Commission and Illinois Department of Emergency Management) external to the university. Files also include inner-office memorandum, drafts, and working papers.</p>	
	Recommendation: Retain in office for three (3) years, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.	<b>Disposition Approved 8/20/08</b>

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**VICE CHANCELLOR FOR STUDENT AFFAIRS**  
**INTERNATIONAL STUDENT SERVICES**

**1100.001 International Student Pending Files (Agency Record Copies)**

Dates: 1990-  
Volume: 2 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of documentation retained on international students who have been accepted to the university including copies of admissions files, letters of acceptance, financial data, copies of I-20's and all related correspondence.

Recommendation: Retain for (2) years after date of acceptance, 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  
8/20/08**

**1100.002 Immigration Files (Agency Record Copies)**

Dates: 1965-  
Volume: 6 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of documentation retained on all international students including: copies of I-20's, copies of passports, INS transactions, financial data and all related correspondence.

Recommendation: Retain in office permanently.

**Disposition  
Approved  
8/20/08**

**1100.003 Foreign Faculty Files (Agency Record Copies)**

Dates: 1986-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of faculty files retained on persons hired on a non-immigrant basis including copies of immigration documents, I-20's, vital and

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TO DISPOSE OF STATE RECORDS  
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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any related correspondence/memoranda. Original Civil Service, Professional and Faculty Personnel Files are maintained for sixty-five (65) years by the agency's Personnel Office per items 150.19 and 150.20 of Application 98-54 OK

Recommendation: Other than Faculty Personnel Files retain in office for five (5) years following separation from employment, then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition  
Approved  
8/20/08**

For Faculty Personnel Files, retain in office for five (5) years following separation from employment, the completion of all audits under the supervision of the Auditor General if necessary and the final disposition of any litigation and/or claims involving the employee, then transfer the series to the custody of the University Archives for review. University Archives staff is to review all accumulations transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.

**1100.004      Orientation Files (Agency Record Copies)**

Dates: 1990-  
Volume: 3 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of program files for the orientation of international students including: workshop schedules/data, campus tour information, handouts, local bank resource information and all related correspondence.

Recommendation: Retain in the office for three (3) years, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all routine documents materials after retaining all other record series items permanently. .

**Disposition  
Approved  
8/20/08**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**ASSISTANT PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**ASSISTANT VICE CHANCELLOR FOR ENROLLMENT MANAGEMENT**  
**OFFICE OF THE REGISTRAR**

**1200.001 Cooperating Teacher Scholarship Tuition Waiver Log (Originals)**

Dates: 1992-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

This record series consists of logs verifying that tuition waivers given to supervisory teachers who were responsible for training student teachers at SIU-E have been received in the office and forwarded appropriately.

Data include card number, name of student using card, student ID number, term number of hours for tuition credit, date to Financial Aid Office, and date sent to CECA (Clinical, Experience, Certification, and Advisement Office).

Recommendation: Retain in office for five (5) years following graduation or last date of attendance of the respective supervisory teachers, then destroy in secure manner 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  
8/20/08**

**1200.002 Evening/Weekend Payment Forwarding Log (Originals)**

Dates: 1990-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

This record series consists of logs, which verify delivery of payment and associated items by staff of the Service Center.

Data include date of payment, payment received by, form of payment, amount, description of service, name of individual, student ID number, forwarded to, delivered by, and date of delivery.

Recommendation: Retain in office for six (6) 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 as  
Amended  
8/20/08**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>1200.003</b>	<b>Red and Evening Parking Decal Log (Originals)</b>	
	Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year	
	<p>This record series consists of logs, which verify parking permits sold in the office and receipt of payment and forms at Parking Services.</p>	
	<p>Data include decal number, sold by, date sold, student name, student ID Number, how paid, and delivered/received by.</p>	
	<p>Southern Illinois University-Carbondale retains "Vehicle Registration Forms" for four (4) years per item 130.14 of Application 87-65.</p>	
	Recommendation: Retain in office for four (4) years, then dispose of in a secure fashion 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 8/20/08</b>
<b>1200.004</b>	<b>Service Requests Forwarding Logs (Originals)</b>	
	Dates: 1988- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year	
	<p>This record series consists of forms, which are used by Service Center staff to record details about services requested by students and others and to track the processing of the requested service.</p>	
	<p>Data include date, name, student ID number, work phone, home phone, type of service, signature (when needed), and action required.</p>	
	Recommendation: Retain in office of two (2) years, then dispose of in a secure fashion 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 8/20/08</b>

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>1200.005</b>	<b>Evening and Weekend Forwarding Log (Discontinued)</b>	
	Dates: 1988-1998 Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year	
	This record series consist of logs that verify receipt of items and papers delivered by office staff.	
	Recommendation: Dispose of accumulation.	<b>Disposition Approved as Amended 8/20/08</b>
<b>1200.006</b>	<b>Tally of Registrations, Program Changes, Withdrawals Completed in the Evening/Weekend Services Office (Discontinued)</b>	
	Dates: 1992-1998 Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year	
	This record series consists of statistics compiled to represent the number of student registrations, program changes, and withdrawals processed by Evening and Weekend Student Services.	
	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 8/20/08</b>

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**ASSISTANT PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**COLLEGE OF ARTS AND SCIENCES**  
**ARTS AND ISSUES**

**1300.001 Arts/Issues Advisory Board File (Agency Record Copies)**

Dates: 1985-  
Volume: 17 Cubic Feet  
Annual Accumulation: 1 Cubic Feet  
Arrangement: Chronological by year

This record series consists of files, which document the activities of the Arts/Issues Advisory Board.

Contents include contracts between the university and various artists, minutes of the Arts/Issue Advisory Board, fiscal data (i.e., bills, invoices, budget records), grant information (i.e., proposals, acceptances, award letters), annual reports, and supporting correspondence.

Central copies of contracts and related bid/procurement records are to be maintained by the agency's Purchasing Office. Original contracts exceeding \$5,000 are maintained for five (5) years following completion by the state Comptroller's Office per Application 96-32, item 3. Also, central copies of vouchers and invoices are scheduled by the University's Accounting Office.

Recommendation: Retain in office for five (5) years following completion of all contracts, the completion of all audits under supervision of the Auditor General if necessary, and the final disposition of any litigation or claims surrounding the contracts, then transfer to University Archives. University Archives Staff are to review all accumulations of the series transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.

**Disposition  
Approved  
8/20/08**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**ASSISTANT PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**

**COLLEGE OF ARTS AND SCIENCES**  
**ARTS AND ISSUES**

**1400.001 Foundation Fundraising Files (Agency Record Copies)**

Dates: 1985-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by fiscal year

This record series consists of all documentation retained on foundation fundraising efforts including; lists of donors, reception lists, deposits and related correspondence/memoranda.

Recommendation: Retain in office for five (5) years and the completion of all audits under the supervision of the Auditor General, if necessary, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.

**Disposition  
Approved  
8/20/08**

**1400.002 Needs Assessments and Feasibility Studies for New Theater Building (Agency Record Copies)**

Dates: 1991-1994  
Volume: 3 Cubic Feet  
Annual Accumulation: N/A  
Arrangement: Chronological

This record series consists of documentation retained on studies, which were completed to evaluate the feasibility of building a new performing arts theater on the SIU-E campus. File series contents include: site photos and drawings; consultant contracts; site visit evaluations; feasibility studies and final reports.

Recommendation: Transfer accumulation to the University Archives for permanent retention.

**Disposition  
Approved  
8/20/08**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>1400.003</b>	<b>Events Files (Agency Record Copies)</b>	
	Dates: 1985- Volume: 9 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological	
	<p>This record series consists of documentation retained on the planning, promotion and set up of special events: (e.g. concerts, lectures) sponsored by the university. Contents include: press releases, copies of contracts; marketing data; performer's biographies and background information; production technical requirements; copies of tickets and programs and all related correspondence and memoranda</p>	
	Recommendation: Retain in office for five (5) years and the completion of all audits under the supervision of the Auditor General, if necessary, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.	<b>Disposition Approved 8/20/08</b>

APPLICATION FOR AUTHORITY  
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(continued)

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Item No.	Record Series Title, Description and Recommendation	Action Taken
<p><b>PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS</b> <b><u>ASSISTANT VICE CHANCELLOR FOR ENROLLMENT MANAGEMENT</u></b> <b><u>ADMISSIONS</u></b> <b><u>ACADEMIC MAILING SERVICES</u></b></p>		
<b>1405.001</b>	<b>Postal Records (Second Class and Bulk Mailing Forms) (Agency Record Copies)</b>	
	Dates: 1989- Volume: 7 ½ Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological by year	
	Recommendation: Retain in office for four (4) 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 8/20/08</b>

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**ASSISTANT VICE CHANCELLOR FOR ENROLLMENT MANAGEMENT**  
**ADMISSIONS**

**1410.001 High School Recruitment Files (Agency Record Copies)**

Dates: 1987-  
Volume: 11 Cubic Feet  
Annual Accumulation: 1 Cubic Feet  
Arrangement: Alphabetical by name

This record series consists of files which summarize efforts to enroll students from secondary schools.

Contents include graduation lists, lists of prospective students, news articles, handouts, and supporting correspondence.

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.

**Disposition  
Approved  
8/20/08**

**1410.002 Visitation Reports (Originals)**

Dates: 1987-  
Volume: ½ Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

This record series consists of forms which tally and describe visitations between university officials and secondary school staff pertinent to the recruitment of high school students.

Data include number of students, number of counselors, type of contact person, description of visitation, and perception of visitation.

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.

**Disposition  
Approved  
8/20/08**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**ASSISTANT VICE CHANCELLOR FOR ENROLLMENT MANAGEMENT**

**OFFICE OF THE REGISTRAR**

**1420.001 ACT Scoring Sheets – No Applications Filed (Agency Record Copies)**

Dates: 1987-  
Volume: 16 Cubic Feet  
Annual Accumulation: 1 ½ Cubic Feet  
Arrangement: By test date/Alphabetical name of student

This record series consists of listings of ACT test scores of students who have sent an ACT exam to the University without a corresponding application for admission.

Recommendation: Retain in office for one (1) year then dispose of in a secure fashion

**Disposition  
Approved  
8/20/08**

Item No.

Record Series Title, Description and Recommendation

Action Taken

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**ASSISTANT VICE CHANCELLOR FOR ENROLLMENT MANAGEMENT**

**OFFICE OF THE REGISTRAR**

**1500.001 ACT Scoring Sheets (Agency Record Copies)**

Dates: 1987-  
Volume: 16 Cubic Feet  
Annual Accumulation: 1 ½ Cubic Feet  
Arrangement: By test state, Alphabetical by name of student

This record series consists of listings of ACT test scores of all high school students who have taken an ACT exam. This information is captured within the university's master student academic files.

Recommendation: Retain in office for one (1) year, then dispose of in a secure fashion

**Disposition  
Approved  
8/20/08**

**1500.002 Course Request Forms (Series A, B, BB, BBB) (Originals)**

Dates: 1957-1993  
Volume: 72 Cubic Feet  
Annual Accumulation: 24 Cubic Feet  
Arrangement: Alphabetical by name of student/quarterly

This record series consists of a copy of the courses requested by a student, issued by his/her advisor. This record is used for registration time.

Recommendation: Microfilm record series as generated then dispose of hard copy documents in a secure fashion, provided all audits have been completed under the supervision of the Auditor General, if necessary and no litigation is pending or anticipated. All microfilm is to be retained permanently by the Admissions & Records Office.

**Disposition  
Approved  
8/20/08**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>1500.003</b>	<b>Student and Staff ID Card Processing and Information Forms (Originals)</b>	
	Dates: 1994- Volume: 10 Cubic Feet Annual Accumulation: 21 Cubic Feet Arrangement: Alphabetical	
	his record series consists of forms used to compile the necessary information for student and staff who require a new ID badge or duplicate ID as a result of misplacement of loss.	
	Recommendation: Retain in office for two years, then destroy in a secure manner 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 As amended 8/20/08</b>

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**ASSISTANT VICE CHANCELLOR FOR ENROLLMENT MANAGEMENT AND REGISTRAR**  
**CAREER DEVELOPMENT CENTER**

**1510.001 Summary of Admission Standards and Graduation Requirements (Originals)**

Dates: 1972-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: N/A

This is a narrative summary of admissions standards and graduation requirements used in administering graduate studies admissions and degree awards.

Recommendation: Retain in office until revised, then transfer to the University Archives for permanent retention.

**Disposition  
Approved  
8/20/08**

**1510.002 Inactive Applications for Admission to Graduate Studies with Supporting Documents (Agency Record Copies)**

Dates: 1972-  
Volume: 18 Cubic Feet  
Annual Accumulation: 1 ½ Cubic Feet  
Arrangement: Chronological and Alphabetical

These are applications for admissions to graduate studies with supporting documents, including copies of transcripts and letters of recommendation, which are inactive from the failure of accepted applicants to enroll or the denial of applications following review. Applications are valid for three (3) years following initial submission, after which time applicants must fully re-apply to reinstate candidate status.

Recommendation: Retain in office for three (3) years following the attainment of inactive status, then destroy in a secure manner 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  
8/20/08**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

**Application No. 07-09  
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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**1510.003      Reference Copies of Academic Transcripts**

Dates:                                      1973-  
Volume:                                    84 Cubic Feet  
Annual Accumulation:                3 Cubic Feet  
Arrangement:                            Chronological and Alphabetical

This is an accumulation of reference copies of student academic transcripts collected by the office in its review of admissions applications and related matters of academic accreditation.

The original academic transcripts of enrollees are maintained and scheduled for disposition by the University's Office of Admissions and Records per a separate item of this records disposition application. (This series includes transcripts submitted by both successful and unsuccessful candidates for admission.)

Recommendation:                      Retain in office for five (5) years lapsed from the date of generation and/or receipt of the transcripts or until expiration of administrative value, whichever is longer, then destroy in a secure manner 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  
8/20/08**

**1510.004      Career Fair Organizational Records (Agency Record Copies)**

Dates:                                      1982-  
Volume:                                    2 Cubic Feet  
Annual Accumulation:                Negligible  
Arrangement:                            Chronological

This series includes the Center's planning and staging records pertinent to "Career Fairs." Series contents include samples of advertising ads that go into the school newspapers, copies of mailings to the student body, copies of budgets allocated for the Fairs, and copies of staff meeting minutes pertinent to the planning and productions of the event.

Recommendation:                      Retain in office for ten (10) years then transfer to the University Archives. University Archives staff are to review all accumulations of the series transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.

**Disposition  
Approved  
8/20/08**

APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>1510.005</b>	<b>Annual Reports of Career Development Center Administration (Originals)</b>  Dates: 1995- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  This series consists of annual reports of Career Development Center Administration and goal administration and achievements. Copies are provided to Lovejoy Library for its accessioning and to the Administrative Office of the Vice chancellor for Academic Affairs and Provost.  Recommendation: Retain in office for ten (10) years then transfer to the University Archives for permanent retention.	<b>Disposition Approved 8/20/08</b>

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**UNIVERSITY SERVICES TO EAST ST. LOUIS**  
**EAST ST. LOUIS CENTER**

**1600.001 Program/Project Formulation and Implementation Records (Agency Record Copies)**

Dates: 1966-  
Volume: 25 Cubic Feet  
Annual Accumulation: ¾ Cubic Feet  
Arrangement: Chronological

This series consists of the Center’s documentation of its role in the formulation and implementation of its assigned grant programs/projects. Such grant programs/projects documented include: the Upward Bound and Science Awareness Programs, which target first generation college youth; Project STEP (i.e., Special Training Education Program) and Project Success, which serve abuse, neglected, and other disadvantaged youth through DCFS referrals; Project PALS, which is a “latch key” program aimed at servicing children during the immediate hours before and after school to assist working parents; and the Head Start Program, a child development program administered under Center auspices in East St. Louis and its localities in behalf of the Department of Children and Family Services and the US Department of Health and Human Services

File series contents include: grant proposals (successful and unsuccessful); reference duplicates of program/project sub-contracts; any amendments to program/project proposals; annual status reports; final program/project evaluations; and related correspondence/memoranda.

Recommendation: Retain in office five (5) years following the termination and/or completion of the corresponding grant project(s), then dispose of providing all audits (federal and state) have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated, and providing all final reports of the grant program results are sent the University Archives for permanent retention.

Retain unsuccessful grant applications, proposals, and related documents for three (3) years lapsed from the date of application or notification of rejection by the granting entity, then dispose of providing all audits (state and federal) have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition  
Approved  
8/20/08**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

**Application No. 07-09  
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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<b>1600.002</b>	<b>Experimental Higher Education Curriculum Student Records (Duplicates)</b>	
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Dates:	1966-
Volume:	42 Cubic Feet
Annual Accumulation:	1 ½ Cubic Feet
Arrangement:	Chronological and Alphabetical

This series consists of the Center's copies of Experimental Higher Education Curriculum student records, which are principally comprised of academic transcripts and attendant student registration and advisement forms. .

Recommendation:	Retain in office until the lapse of five (5) years from the last date of enrollment or graduation of the respective student(s), then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.
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**Disposition  
Approved  
8/20/08**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**GRADUATE STUDIES AND RESEARCH**  
**GRADUATE SCHOOL**

**1700.001 Competitive Graduate Awards Files (Agency Record Copies)**

Dates: 1972-  
Volume: 1 ½ Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This set of program files document the school's administration of financial assistance grants to graduate student research projects. The series primarily consists of grant proposals and attendant applications for grant assistance (successful and unsuccessful).

Recommendation: For successful grant applications and proposals, retain in office for five (5) years following the date of the final grant award payment, the transfer to the University Archives for permanent retention.

For unsuccessful grant applications and proposals, retain in office for three (3) years lapsed from the date of notification of rejection by the granting entity, then dispose of in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition  
Approved  
8/20/08**

**1700.002 Graduate Faculty Appointment Review and Appointment Criteria Files**

Dates: 1972-  
Volume: 4 ½ Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This series documents graduate faculty appointments and appointment review criteria in the school's assemblage of graduate faculty. The university's central documentation of individual faculty appointments is captured in the university's original personnel files maintained and scheduled for disposition by the Vice Chancellor for Administration.

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
Recommendation:	<p>Retain the graduate faculty appointment forms for five (5) years following separation from employment of the respective faculty member, then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>Retain the graduate faculty appointment criteria until revised, then transfer to the University Archives for permanent retention.</p>	<b>Disposition Approved 8/20/08</b>
<b>1700.003</b>	<b>Summary of Admission Standards and Graduation Requirements</b>	
Dates: 1972- Volume: Negligible Annual Accumulation: Negligible Arrangement: N/A	<p>This is a narrative summary of admissions standards and graduation requirements used in administering graduate studies admissions and degree awards.</p>	
Recommendation:	Retain in office until revised, then transfer to the University Archives of permanent retention.	<b>Disposition Approved 8/20/08</b>
<b>1700.004</b>	<b>Inactive Applications for Admission to Graduate Studies with Supporting Documents</b>	
Dates: 1972- Volume: 18 Cubic Feet Annual Accumulation: 1 ½ Cubic Feet Arrangement: Chronological and Alphabetical	<p>These are applications for admission to graduate studies with supporting documents, including copies of transcripts and letters of recommendation, which are inactive from the failure of accepted applicants to enroll or the denial of applications following review. Applications are valid for three (3) years following initial submission, after which time applicants must fully re-apply to reinstate candidate status.</p>	

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>Recommendation: Retain in office for three (3) years following the attainment of inactive status, then destroy in a secure fashion 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 8/20/08</b></p>
<b>1700.005</b>	<b>Reference Copies of Academic Transcripts (Duplicates)</b>	
	<p>Dates: 1973- Volume: 84 Cubic Feet Annual Accumulation: 3 Cubic Feet Arrangement: Chronological and Alphabetical</p>	
	<p>This is an accumulation of reference copies of student academic transcripts collected by the office in its review of admissions applications and related matters of academic creditation. The original academic transcripts of enrollees are maintained and scheduled for disposition by the university's Office of Admissions and Records per a separate item of this records disposition application. (This series includes transcripts submitted by both successful and unsuccessful candidates for admission.)</p>	
	<p>Recommendation: Retain in office for five (5) years lapsed from the date of generation and/or receipt of the transcripts then destroy in a secure fashion 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 8/20/08</b></p>
<b>1700.006</b>	<b>Graduate School Affiliated Student Organization Support and Oversight File (Originals and Duplicates)</b>	
	<p>Dates: 1985- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p>	
	<p>This series documents the school's files generated and used for the support and oversight of Graduate School affiliated student organizations. File series contents include: the organization's original constitutions and charters; the organization's publicity files (i.e., photographs, press releases, etc.); the organization's oversight records, which include documents of any disciplinary charges and proceedings lodged and convened against the organizations and student member GPA monitoring results; related budget and fiscal records</p>	

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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documenting the organizations' expenditures and support (duplicates); and any related correspondence/memoranda.

Recommendation: Retain in office for five (5) years then destroy in a secure manner the organization related budget and fiscal records and all organization oversight and disciplinary records providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Transfer all other record series documents to the University Archives for permanent retention.

**Disposition  
Approved as  
amended  
8/20/08**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**VICE CHANCELLOR FOR ENROLLMENT MANAGEMENT**  
**OFFICE OF THE REGISTRAR**

**1800.001 Commencement Bulletins (Agency Record Copies)**

Dates: 1957-  
Volume: 1 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: By term

This record series consists of printed programs used for Commencement. It is not a list of successful graduates, but rather a list of those who were invited to participate in commencement based on anticipated completion of degree requirements. The official record of degree conferral is noted on each student's transcript and is maintained permanently as part of the transcript. The Commencement Bulletin does not serve as an official record.

Recommendation: Retain in office for ten (10) years, then transfer to the University Archives. .

**Disposition  
Approved  
8/20/08**

**1800.002 Course Request Forms (Series A) (Discontinued) (Originals)**

Dates: 1957-1973  
Volume: 10 Cubic Feet  
Annual Accumulation: None  
Arrangement: N/A

This record series consists of documents completed by students listing the courses the student requested at registration. These forms were called #2 cards and were used before registration was decentralized.

Recommendation: Dispose of accumulation.

**Disposition  
Approved as  
Amended  
8/20/08**

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>1800.003</b>	<b>Enrollment Forms (Originals)</b>  Dates: 2003- Volume: 10 Cubic Feet Annual Accumulation: 10 Cubic Feet Arrangement: Term/Alphabetical by student name  Recommendation: Retain 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 8/20/08</b>
<b>1800.004</b>	<b>Graduation Statistics (Series F, FF) (Originals)</b>  Dates: 1957- Volume: 65 Cubic Feet Annual Accumulation: 6 ½ Cubic Feet Arrangement: By term  This record series consists of microfiche and hard copy statistical reports summarizing data pertinent to graduation trends pertinent to academic and demographic categories.  Recommendation: Retain for two years, then microfilm and dispose of the hard copy documents. . All microfilm copies are to be retained permanently.	<b>Disposition Approved 8/20/08</b>
<b>1800.005</b>	<b>Grade Correction Requests (Agency Record Copies)</b>  Dates: 1979-1999 Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological by term process  This record series consists of requests for student grade changes submitted by faculty.  Recommendation: Retain in office for five (5) years, then dispose of in a secure fashion 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 8/20/08</b>

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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>1800.006</b>	<b>Index Cards for Cross Reference to Student Transcripts (Discontinued) (Originals)</b>  Dates: 1972-1983 Volume: 95.5 Cubic Feet Annual Accumulation: -- Arrangement: Alphabetical  These are index cards containing printed information that is permanently stored in the student information system.  Recommendation: Dispose of accumulation.	<b>Disposition Approved 8/20/08</b>
<b>1800.007</b>	<b>Index Cards Keyed to Transcript Transmittals (Discontinued) (Originals)</b>  Dates: 1984-1992 Volume: 39.5 Cubic Feet Annual Accumulation: None Arrangement: Alphabetical  Index cards containing staff notes confirming that transcripts were released per student's request.  Recommendation: Dispose of accumulation.	<b>Disposition Approved 8/20/08</b>
<b>1800.008</b>	<b>Instructor Grade Rosters (Series D &amp; DD) (Originals)</b>  Dates: 1957- Volume: 9.5 Cubic Feet Annual Accumulation: 2.75 Cubic Feet Arrangement: Term/class/section  This record series consists of each instructor's final grade reports to the office of the Registrar.  Recommendation: Retain permanently.	<b>Disposition Approved 8/20/08</b>

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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>1800.009</b>	<b>Standard Reports from Computerized Student System (Originals)</b>	
	Dates: 1972- Volume: 60 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological by term and year	
	Contents include reports that run at specific times during each semester throughout the academic school year. These include enrollment and graduation statistical reports. Copies are distributed to various university offices as needed.	
	Recommendation: Retain permanently.	<b>Disposition Approved 8/20/08</b>
<b>1800.010</b>	<b>Proficiency Test Scores (Series 1) (Originals)</b>	
	Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Term/Alphabetical by student name	
	This record series consists of the proficiency exam files. The records generally include exam answer sheets and report forms for various selected courses.	
	Recommendation: Retain permanently.	<b>Disposition Approved 8/20/08</b>
<b>1800.011</b>	<b>Requests for Admission Files (No shows or inactive) (Agency Record Copies)</b>	
	Dates: 1992- Volume: 252 Cubic Feet Annual Accumulation: 36 Cubic Feet Arrangement: Alphabetical by name of student/by semester	
	This record series consists of individual files on prospective undergraduate students (who sent the university a completed application or a transcript) who did not subsequently enroll at SIU-E.	
	Files include admission applications, ACT scores, high school and college transcripts. Applicants need to reapply if not enrolled within a year from the date of application.	

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	Recommendation: Retain in office for one (1) year and one (1) month lapsed from the date of submission, then dispose of in a secure fashion 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 8/20/08</b>
<b>1800.012</b>	<b>SIU-E University Catalogues (Agency Record Copies)</b>	
	Dates: 1957- Volume: 4.5 Cubic Feet Annual Accumulation: Negligible Arrangement: By term	
	This record series consists of the University's master copies of catalogues (graduate and undergraduate).	
	Recommendation: Retain in office permanently.	<b>Disposition Approved 8/20/08</b>
<b>1800.013</b>	<b>Shurtleff College Catalogues (Agency Record Copies)</b>	
	Dates: 1890-1956 Volume: 3 Cubic Feet Annual Accumulation: N/A Arrangement: Chronological	
	This record series consists of the master catalogues of Shurtleff College.	
	Recommendation: Original documents have been transferred to University Archives for permanent retention. Records were microfilmed before transfer. Microfilm remains in Registrar's Office for permanent retention.	<b>Disposition Approved 8/20/08</b>
<b>1800.014</b>	<b>Student Working Files (Agency Record Copies)</b>	
	Dates: 1957- Volume: 453 Cubic Feet + Annual Accumulation: 28 ½ Cubic Feet Arrangement: By term Alphabetical by student name	
	This series consists of student data related to enrollment, grades and degree completion. Content also includes student requests for non-disclosure of	

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Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>directory information, student appeals and subpoena information Does not include student transcripts. They are filed separately see item 1800.021</p> <p>Recommendation: Retain permanently.</p>	<p><b>Disposition Approved 8/20/08</b></p>
<b>1800.015</b>	<p><b>Transcript Request Forms (Agency Record Copies)</b></p> <p>Dates: 2003- Volume: 2 Cubic Feet Annual Accumulation: 10 Cubic Feet Arrangement: Alphabetical</p> <p>Recommendation: Retain in office for one (1) year.</p>	<p><b>Disposition Approved 8/20/08</b></p>
<b>1800.016</b>	<p><b>Technical &amp; Adult Education Records (TA Series) (Microfilm only)</b></p> <p>Dates: 1958-1973 Volume: Negligible Annual Accumulation: N/A Arrangement: Alphabetical By name of student</p> <p>This record series consists of the student files of students formerly enrolled in the now obsolete Technical and Adult Education program.</p> <p>Recommendation: Retain in office permanently.</p>	<p><b>Disposition Approved 8/20/08</b></p>
<b>1800.017</b>	<p><b>University Announcements (Agency Record Copies)</b></p> <p>Dates: 1958-1964 Volume: Negligible Annual Accumulation: None Arrangement: Chronological</p> <p>This record series includes bulletins (undergraduate and graduate) used to describe courses and degree requirements for each degree program. Since 1964 SIUE has not issued a separate publication for this purpose and has incorporated this information in the undergraduate and graduate catalogues.</p> <p>Recommendation: Dispose of accumulation.</p>	<p><b>Disposition Approved as Amended 8/20/08</b></p>

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Item No.	Record Series Title, Description and Recommendation	Action Taken
<b>1800.018</b>	<b>Archive Record Cards (Series E) (Originals)</b>  Dates: 1957-1969 Volume: 35 Cubic Feet Annual Accumulation: None Arrangement: Alphabetical by student name  Recommendation: Retain permanently.	<b>Disposition Approved 8/20/08</b>
<b>1800.019</b>	<b>Operational and Ad Hoc Reports from Computerized Student System (Agency Record Copies)</b>  Dates: 1972- Volume: 60 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological by term and year  Contents include reports that run at specific times during each semester throughout the academic school year. These include batch maintenance reports, class registration summary reports, and commencement reports.  Recommendation: Retain 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 8/20/08</b>
<b>1800.020</b>	<b>Student Grade Reports (Agency Record Copies)</b>  Dates: 1984-2001 Volume: 70 Cubic Feet Annual Accumulation: None (Discontinued) Arrangement: By term/Alphabetical by student name  This record series consists of copies of the student grade reports issued for each student enrolled for the term and copies of each revised grade report issued for that term. Grade reports are no longer printed. Students access grades through academic transcripts, which are retained permanently.  Recommendation: Dispose of accumulation.	<b>Disposition Approved as Amended 8/20/08</b>

**APPLICATION FOR AUTHORITY  
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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**1800.021      SIUE Student Transcripts (Originals)**

Dates:                                      1957-  
Volume:                                    n/a  
Annual Accumulation:                n/a  
Arrangement:                            Alphabetical by student's last name

All student grade records are stored in an electronic format as part of the student information system. Printouts are generated as needed. Source documents are located in student files which are updated and microfilmed each semester.

Recommendation:                      Retain permanently.

**Disposition  
Approved  
8/20/08**

**1800.022      Student Records Cards (Agency Record Copies)**

Dates:                                      (1957- Winter Quarter 1992)  
Volume:                                    48 Cubic Feet  
Annual Accumulation:                N/A  
Arrangement:                            By term/Alphabetical by student name

This record series consists of microform and hardcopy student record cards by term for each student enrolled during the term (Series B and BB) and microforms of all student record cards on hand (Series BBB). Filming of record cards by term was discontinued after Winter Quarter 1992 with the conversion of all academic records to the Student Information System. Updates are still made to record cards for reentering students.

Recommendation:                      Retain permanently.

**Disposition  
Approved  
8/20/08**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**OFFICE OF THE REGISTRAR**  
**ACADEMIC ADVISEMENT**  
**SPECIAL SERVICES**

**1900.001 Mid-Term Grade Sheets (Originals)**

Dates: 1987-  
Volume: 12 Cubic Feet  
Annual Accumulation: 1 Cubic Feet  
Arrangement: Chronological by year, Alphabetical by name

Data include name of student, social security number, assigned grade, test data, and comments. Original final grades are maintained by the agency's Admissions/Records Office on a permanent basis per item 1800.021 of this Application.

Recommendation: Retain in office for five (5) years following the last day of attendance or graduation from the University, then destroy in a secure manner 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  
8/20/08**

**1900.002 Student Tutorial Files (Originals)**

Dates: 1987-  
Volume: 11 Cubic Feet  
Annual Accumulation: 1 Cubic Feet  
Arrangement: Alphabetical by topic

Contents include sign in sheets, log achievement sheets, and syllabi.

Recommendation: Retain in office for five (5) years following the students graduation or last date of attendance, then destroy in a secure manner 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  
8/20/08**

Item No.

Record Series Title, Description and Recommendation

Action Taken

**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**ASSISTANT VICE CHANCELLOR FOR ENROLLMENT MANAGEMENT AND REGISTRARS**  
**STUDENT FINANCIAL AID AND STUDENT EMPLOYMENT**

**2000.001 Student Employment Files (Originals)**

Dates: 1988-  
Volume: 60 Cubic Feet  
Annual Accumulation: 5 Cubic Feet  
Arrangement: Alphabetical by name

This record series consists of files which summarize the employment histories of students working part-time at the university.

Contents include job referral forms, payroll certification documents, federal work-study awards, termination notices, I-9 forms, W-4's, and Student Employee Compliance Agreements.

Recommendation: Retain in office for five (5) years lapsed from the termination of employment or the last date of enrollment of the respective student(s), whichever occurs first, then destroy in a secure fashion, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition  
Approved  
8/20/08**

**2000.002 Student Financial Aid Case Files (Originals)**

Dates: 1994-  
Volume: 360 Cubic Feet  
Annual Accumulation: 30 Cubic Feet  
Arrangement: Alphabetical by name

This record series consists of files which document student financial aid, loan assistance, and the collection of loan debts.

Contents include anecdotal notes of counselor, applications for assistance, student data sheets, award letters, income tax forms, verification statements of family budget and current financial condition, supplemental worksheets, financial assistance reports, information summary reports, loan data, and supporting correspondence.

Northern Illinois University maintains "Comprehensive Student Assistance Case Files" for five (5) years following graduation or date of last attendance per item 150.21 of Application 89-26.

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Recommendation:	Retain in office for five (5) years following graduation or last date of attendance, then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated and all financial assistance accounts have been fully settled and closed (including all account write-offs completed for the closure of uncollectible accounts).	<b>Disposition Approved 8/20/08</b>
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**2000.003     Monetary Award Program Printouts (Central Copies)**

Dates:	1988-
Volume:	15 Cubic Feet
Annual Accumulation:	3 Cubic Feet
Arrangement:	Chronological

This record series consists listings, submitted by the Illinois Student Assistance Commission, which identify students receiving federal, state, and/or local monies for educational pursuits.

Data include name of student, social security number, amount of awards and amount of total awards. Original "Listings of Grant Fund Payments" are maintained with the Illinois Student Assistance Commission for six (6) years per item 1 of Application 85-8M.

Recommendation:	Retain in office for three (3) then destroy in a secure fashion 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 8/20/08</b>
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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**PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**SCHOOL OF PHARMACY**

**2100.001 School of Pharmacy Student Application Files (Originals and Duplicates)**

Dates: 2005-  
Volume: 1 ½ Cubic Feet  
Annual Accumulation: 1 ½ Cubic Feet  
Arrangement: Alphabetical

This record series consists of application files of prospective students who applied for admission to the School of Pharmacy but did not actually enroll, were denied admittance and/or never attended after admittance. File series contents include; student inquiries, applications, GPA calculation worksheets, copies of transcripts, document file review forms, interview evaluations and writing assessments. Documentation for applicants who are accepted and enrolled becomes part of their actual student file.

Recommendation: Retain in the office for five (5) years after the date of denial (for denied applications) or the date of receipt of the application (for prospective/no-show students), then dispose of in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition  
Approved  
8/20/08**