

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

Application No. 07-11A  
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**STATE OF ILLINOIS  
STATE RECORDS COMMISSION**

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

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AGENCY

Southern Illinois University - Edwardsville

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DIVISION

Vice Chancellor for Administration

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SUBDIVISION

Facilities Management

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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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*Gary Stockton*  
SECRETARY

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July 20, 2011  
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  
TO DISPOSE OF STATE RECORDS  
(continued)**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**260.06 Commercial Driver's License (CDL) Drug Testing Files (Originals)**

Dates: 1993-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of drug testing results of employees with a CDL license who drive University vehicles. The files include a list of employees and listing of employees eligible for testing, record of employees tested, records related to the drug testing process, test refusals, and previous employer records with reported violations.

- Recommendation:
- 1) Retain negative drug test results and listing of employees eligible for testing in office for one (1) year following the test date, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated. (Positive test results are forwarded to the University's Human Resources Department and are not maintained by the Office of Facilities Management).
  - 2) Retain records relating to the drug collection process in office for two (2) years following the test date, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
  - 3) Retain previous employer records with reported violations in office for three (3) years following the test date, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
  - 4) Retain records of drug test refusals in office for five (5) years after the test date, then destroy in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

**Deferred  
6/15/11**

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