

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

Application No. 07-12
Page 1 of 33

**STATE OF ILLINOIS
STATE RECORDS COMMISSION**

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

AGENCY

Southern Illinois University at Edwardsville

DIVISION

Vice Chancellor for Student Affairs

SUBDIVISION

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

SIGNATURE OF AGENCY HEAD

DATE

ACTION TAKEN BY
THE
STATE RECORDS
COMMISSION

David A. Joens
CHAIRMAN

Thomas F. Schwartz, by G.S.
SECRETARY

May 19, 2010
DATE

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF PROVIDING:

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

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

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

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

Application No. 07-12
Page 2 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
----------	---	--------------

Definitions:

“Routine documents” 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 acknowledgment;
- Non-personally addressed, unsolicited correspondence and communications that originate outside of the College, 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” is defined as:

- Shredding or other methods used to destroy records in a controlled environment so the information contained therein can no longer be viewed or otherwise accessed.

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

Application No. 07-12
Page 3 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
----------	---	--------------

**VICE PRESIDENT FOR STUDENT AFFAIRS
EXECUTIVE OFFICE**

100.01 Student Disciplinary and Grievance Hearing Files

Dates: 1985 -
Volume: 20 Cu. Ft.
Annual Accumulation: 1 1/4 Cu. Ft.
Arrangement: Alphabetical and Chronological

This series contains the records of administrative hearings held for the university's disposition of student disciplinary matters and student grievances by the University Hearing Board. Documentation includes the written charge(s), transcripts of proceedings, exhibits, the written grievance(s) and the Board's finding(s).

Recommendation: Retain in office for five (5) years after the disposition of the respective hearing(s) whichever is longer, then destroy in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

**Approved as
Amended
5/19/10**

100.02 Student Appeal Hearing Files

Dates: 1985 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This series documents the proceedings of student appeal hearings held before the University Hearing Board concerning such matters as financial aid, tuition refunds, and state residency determinations. The file series is primarily made up of transcripts of proceedings and the presiding hearing officer's findings.

Recommendation: Retain in office for three (3) years after the disposition of the respective hearing(s) whichever is longer, then destroy in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

**Approved as
Amended
5/19/10**

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

Application No. 07-12
Page 5 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
----------	---	--------------

**VICE PRESIDENT FOR STUDENT AFFAIRS
CAMPUS RECREATION AND INTRAMURALS
CAMPUS RECREATION**

110.01 Annual Reports (Duplicates)

Dates: 1984 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the annual report for the Cougar Lake Pool and the annual report for Departmental Operation. Campus Recreation maintains a copy of each report and sends the original to the Dean of Vice President of Student Affairs.

Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

**Disposition
Approved
5/19/10**

110.02 Athletic Towel Check-Out Log (Originals)

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

Data include name of coach and sport, date of issue, number of towels issued, request filled by, date of return, number of towels returned, and return checked by.

Recommendation: Retain in office for thirty (30) days after date of return, then dispose of unless there is a discrepancy then retain until resolved.

**Approved as
Amended
5/19/10**

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

Application No. 07-12
Page 6 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
110.03	Audio-Visual Equipment Check-Out Request Form (Originals)	
	Dates: 1989 -1999 Volume: 5 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological	
	<p>This record series consists of documents, completed by faculty, which reserve audio-visual equipment.</p>	
	<p>Data include date submitted, time/date required, course number, room number, instructor's name/signature, type of equipment requested, and type of request/return.</p>	
	Recommendation: Retain in office for thirty (30) days after equipment is returned, then dispose of unless there is a discrepancy then retain until resolved and no litigation is pending or anticipated.	Approved as Amended 5/19/10
110.04	Audio-Visual Monthly Usage Report (Originals)	
	Dates: 1990 -1999 Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological	
	<p>This record series consists of statistics pertinent to the usage of audio-visual equipment.</p>	
	Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.	Disposition approved 5/19/10
110.05	Campus Recreation "Lost Pass" Replacement Forms (Originals)	
	Dates: 1990 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological	
	<p>This record series consists of documents which verify replacement of campus recreation pass cards. Data include type of membership (e.g., alumni,</p>	

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

Application No. 07-12
Page 7 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
----------	---	--------------

family), type of tower lake pool pass (e.g., student, faculty, staff, alumni, family member), original card number, replacement card number, date of issue, fee collected, and staff initials.

Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

**Approved as Amended
5/19/10**

110.06 Cash, Check or Charge Receipts

Dates: 1986 -
Volume: 26 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: numerical\

This record series consists of daily cash register receipts of building membership pool membership pro shop retails, instructional recreation fees, equipment retail, and daily user fees.

Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

**Disposition approved
5/19/10**

110.07 Daily Collection Reports

Dates: 1986 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

These reports provide detail to the daily cash register records.

Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

**Disposition approved
5/19/10**

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

Application No. 07-12
Page 8 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
110.08	Facilities Set-Up Request Form (Originals)	
	Dates: 1990 -2007 Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological	
	<p>This record series consists of documents used by instructors to reserve facilities at the university's Vadalabene Center.</p> <p>Data include day/date, time, course number, name of instructor, and a pictorial diagram for table/class arrangement.</p>	
	Recommendation: Retain in office for thirty (30) days following event, then dispose of.	Disposition approved 5/19/10
110.09	Facility Use Logs (Originals)	
	Dates: 1990 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological	
	<p>This record series consists of log sheets which tally the number of individuals using the weight rooms, fitness and short course, pool, and gymnasium. Data include social security number, identification number, type of individual using the facility (i.e., student, faculty, staff, family, alumni) and attendant's initials.</p>	
	Recommendation: Retain in office for one (1) year, then destroy of in a secure manner.	Approved as Amended 5/19/10
110.10	Financial Records (Revenue/Expenditures)	
	Dates: 1986 - Volume: 26 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: By account, Chronological by date	
	<p>This record series consists of financial records that create revenues such as sale of memberships to facility members, memberships to Cougar Lake Swimming Pool, rental of equipment, sale of merchandise, and revenue from instructional activities. This series also includes expenditure records which show</p>	

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

Application No. 07-12
Page 9 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>by line item all recreational activities.</p> <p>Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.</p>	<p>Disposition approved 5/19/10</p>
110.11	<p>Guest Pass Registration for the Vadalabene Center/Student Fitness Center (Originals)</p> <p>Dates: 1990 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series contains data which include name/background information of guest, date of request, amount paid, and name of attendant.</p> <p>Recommendation: Retain in office for two (2) years, then dispose of in a secure manner provided all audits are complete and no litigation is pending or anticipated.</p>	<p>Approved as Amended 5/19/10</p>
110.12	<p>Incident/Theft Reports (Duplicates)</p> <p>Dates: 1990 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Data include name, social security number, and background information of victim; date/time of incident/theft; locker number (if applicable); time police were notified; name of responding officer; and list of missing items (if applicable).</p> <p>Data of the record series is also within the "Investigation Files" maintained by the University Police for a longer period of time per item 330.02 of Application 07-11.</p> <p>Recommendation: Retain in office for three (3) years, then dispose of in a secure manner provided all audits have been completed and no litigation is pending or anticipated.</p>	<p>Disposition approved 5/19/10</p>

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

Application No. 07-12
Page 10 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
110.13	Item Confiscation Sheet (Originals)	
	Dates: 1990 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of documents which verify the return of "locker items" to the owner.	
	Data include description of items, dates of removal and receipt, locker number, name and social security number of owner, fee paid, and signatures of owner and authorized confiscator.	
	Recommendation: Retain in office for two (2) years, then dispose of in a secure manner , provided all audits are complete and no litigation is pending or anticipated..	Approved as Amended 5/19/10
110.14	Laundry Check Forms (Originals)	
	Dates: 1990 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of documents which indicate laundry service for athletes and other participants of the Vadabalene Center.	
	Contents include an Athletic Uniform Check-In Form (i.e., date, sport, items, quantity, individual checking in/out laundry) and Laundry Log Sheet (i.e., name of participant, bag number, times in and out).	
	Recommendation: Retain in office for thirty (30) days, then dispose of.	Disposition approved 5/19/10
110.15	Lost and Found Log (Originals)	
	Dates: 1990 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological	
	Data include date in, description of items, location discovered, name of individual who found items, involved supervision, name and social security	

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

Application No. 07-12
Page 11 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>number of claimant, and date out.</p> <p>Recommendation: Retain in office for sixty (60) days after resolution of claim, then dispose of in a secure manner.</p>	<p>Disposition approved 5/19/10</p>
110.16	Physical Education Equipment Inventory (Originals)	
	<p>Dates: 1990 -1999 Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Data include type, number, and condition of equipment.</p> <p>Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.</p>	<p>Disposition approved 5/19/10</p>
110.17	Physical Education Equipment Requests (Originals)	
	<p>Dates: 1990 -2007 Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of documents used by faculty to reserve physical education equipment. Data include instructors name, course number, date(s)/time requested, location, type of delivery and return, quantity, item description and return date.</p> <p>Recommendation: Retain in office for thirty (30) days after equipment is returned, then dispose of unless there is a discrepancy then retain until resolved.</p>	<p>Approved as Amended 5/19/10</p>

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

Application No. 07-12
Page 12 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
110.18	Recreation Facility Scheduling Records Dates: 1986 - Volume: 57 ½ Cu. Ft. Annual Accumulation: 2 1/2 Cu. Ft. Arrangement: Chronological This record series consists of reservations/confirmation notices, daily calendars, and daily room schedules of the Campus Recreational Department. Recommendation: Retain in office for one (1) year, then dispose of.	Disposition approved 5/19/10
110.19	Safety Checklists for Equipment and Facilities (Originals) Dates: 1990 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological This record series consists of documents which evaluate the degree of safety concerning recreational equipment/facilities. (Checklists are completed on a random basis.) Recommendation: Retain in office for three (3) years after superseded by report for subsequent safety check or disposal of equipment, then dispose of provided all audits have been completed and no litigation is pending or anticipated.	Approved as Amended 5/19/10
110.20	Student Welfare and Activity Fee Comprehensive Advisory Committee Minutes Dates: 1984 -1999 Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological These files contain original minutes from the student Welfare and Activity Fee Comprehensive Advisory committee. Recommendation: Retain in office for ten (10) years, then transfer to the University Archives for permanent retention.	Disposition approved 5/19/10

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

Application No. 07-12
Page 13 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
110.21	Cougar Lake Pool Season Pass Application (Originals)	
	Dates: 1990 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological	
	Data include name, social security number, and background information of applicant; Southern Illinois University at Edwardsville affiliation (i.e., enrolled student, non-enrolled student, faculty/staff, alumni); family member; card number and fees.	
	Recommendation: Retain in office for three (3) years, then dispose of in a secure manner provided all audits have been completed and no litigation is pending or anticipated.	Disposition approved 5/19/10
110.22	Transaction Ledger	
	Dates: 1986 - Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of information used to show the current status of purchase orders, requisitions, invoices, etc. within the department.	
	Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.	Disposition approved 5/19/10
110.23	Vadalabene Center Advisory Committee Minutes	
	Dates: 1984 -1999 Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of original minutes and agenda of meetings held by the Vadalabene Center Advisory Committee.	
	Recommendation: Retain in the office for ten (10) years, then transfer to the University Archives for permanent retention.	Disposition approved 5/19/10

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

Application No. 07-12
Page 14 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
110.24	Vadalabene/Student Fitness Center Family Membership Applications (Originals) Dates: 1990 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Data include name and background information of applicants, type of application (i.e., faculty, staff, student, alumni), renewal status, name of person checking data, name of person receiving payment, date of payment, amount of monies received, number of cards issued, and total fee assessment. Recommendation: Retain in office for three (3) years, then dispose of in a secure manner provided all audits have been completed, and no litigation is pending or anticipated.	Disposition approved 5/19/10
110.25	Weight Room Equipment Maintenance Record (Originals) Dates: 1990 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Data include type of equipment, month of record, silicone date application, oiled date, date of other maintenance, and worker's initials. (Maintenance is performed randomly by university or external staff.) Recommendation: Retain in office for three (3) years, then dispose of.	Disposition approved as amended 5/19/10

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

Application No. 07-12
Page 15 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**VICE PRESIDENT FOR STUDENT AFFAIRS
UNIVERSITY CENTER
FOOD SERVICES**

120.01 Catering Bill Files (Originals)

Dates: 1987 -
Volume: 66 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Chronological/Alphabetical

Contents include bills, menus, instructions for room set-ups, rental orders, room diagrams, and customer comments.

Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved
5/19/10**

120.02 Retail Food Sanitary Inspection Report (Originals)

Dates: 1982 -
Volume: 1 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of documents used by local/state government agencies to inspect university facilities which prepare/sell food 410 ILCS 620 and 650 (1992 State Bar Edition).

Data include name of establishment, owner/agent, address of establishment, violation listings, temperatures, remarks and recommendations for correction, signature of owner, date, sanitation score, and time in/out. Inspections are accomplished on an annual basis by local and/or state agencies (i.e., Municipal Health departments).

Local Records Commission maintains "Food Service Establishment Inspection Reports" for seven (7) years per items 104 of Application (Sangamon) 84.471. The Department of Public Health maintains "Sanitary Inspection Reports" for two (2) years per item 1 of Application 68-4.

Recommendation: Retain in office for seven (7) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved
5/19/10**

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(continued)

Application No. 07-12
Page 16 of 33

Item No.

Record Series Title, Description and Recommendation

Action Taken

VICE PRESIDENT FOR STUDENT AFFAIRS
UNIVERSITY CENTER
UNIVERSITY HEALTH CENTER

130.01 Appointment Logs

Dates: 1968 -
Volume: 10 ¼ Cu. Ft.
Annual Accumulation: 1/4 Cu. Ft.
Arrangement: Chronological

This record series consists of the daily appointment information, including date, time and reason for appointment by students, staff, or visitors who visit Health Service.

Recommendation: Retain in the office for five (5) years, then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved
5/19/10**

130.02 Cash Register Log

Dates: 1989 -1999
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of a log that shows what the beginning receipts were at the start of each day, ending receipts, dates, and names of checkers.

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved
5/19/10**

130.03 Cash Register Tapes

Dates: 1980 -
Volume: 1/4 Cu. Ft
Annual Accumulation: Negligible
Arrangement: Chronological by date

This record series consists of the daily cash register reset tape generated in Health Service. Tape information is recorded on the Daily Checkout Sheet (item 160.06) and used to reconcile cash each day. The tape information is also entered

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

Application No. 07-12
Page 17 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
----------	---	--------------

into the Cashnet program before submitting deposit to the Bursar's Office.

Recommendation: Retain daily cash register tapes for three (3) years until cash tape is reconciled, then dispose of, provided all audits are complete and no litigation is pending or anticipated.

**Disposition
Approved as
amended
5/19/10**

130.04 Daily Cash Check-Out Sheet

Dates: 1989 -
Volume: 10 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological

This record series consists of a report which displays the beginning cash on hand at the start of each day, the daily total sales dollars, the daily patient count, and the checker who completes the report. The record also summarizes how the sales were distributed among Health Service sales categories and how sales were paid (cash, credit/debit card, Cougar debit card or interdepartmental billing) A listing of the credit card transactions (showing total dollars only) is attached to this report. The original report is retained in Medical Records with its corresponding Encounter Forms for that day.”

Recommendation: Retain in office for one (1)year, then transfer to SIUE Records Management for five years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved
5/19/10**

130.05 Health Service Medical Files

Dates: 1968 -
Volume: 820 Cu. Ft.
Annual Accumulation: 20 Cu. Ft.
Arrangement: Alphabetical

This record series consists of a file on each person who receives medical attention at Health Service. This record will include the medical record and all pertinent information such as office notes, laboratory reports, x-rays, and correspondence.

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

Application No. 07-12
Page 18 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
Recommendation:	Retain in the office for two (2) years after last treatment date, then transfer to SIU-E Records Management for eighteen (18) years, then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated.	Disposition approved 5/19/10
130.06	Flu Vaccine Consent Forms	
Dates:	1968 -	
Volume:	2 Cu. Ft.	
Annual Accumulation:	Negligible	
Arrangement:	Alphabetical	
	This record series consists of consent forms for the flu vaccine provided to students, staff, state workers, and visitors.	
Recommendation:	Retain in office for three (3) years then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated.	Disposition approved 5/19/10
130.07	Immunization Records	
Dates:	1985 -	
Volume:	102 Cu. Ft.	
Annual Accumulation:	4 Cu. Ft.	
Arrangement:	Alphabetical	
	This record series consists of immunization information including tetanus diphtheria pertussis, measles, mumps rubella, hepatitis A and B, meningitis, typhoid, varicella, pneumonia, and any other vaccines.	
Recommendation:	Retain in office for two (2) years following last date of visit, then transfer to SIU-E Records Management for eighteen (18) years, then destroy in a secure manner providing all audits have been completed and no litigation is pending or anticipated.	Disposition approved 5/19/10

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

Application No. 07-12
Page 19 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
----------	---	--------------

130.08 Monthly Statistics Report

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

This record series consists of a monthly summary of information included in the Daily Checkout Sheet.

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed, and no litigation is pending or anticipated.

**Disposition
approved
5/19/10**

130.09 Health Service Encounter Forms

Dates: 1968 -
Volume: 164 Cu. Ft.
Annual Accumulation: 4 Cu. Ft.
Arrangement: Chronological by date

This record series consists of forms which display the patient's name, ID number, type of visit, laboratory test performed, medical procedure performed, diagnosis information, time of visit, and total charges for services received and/or medications purchased.

Recommendation: Retain in office for one (1) year, then transfer to SIU-E Records Management for three (3) years, then destroy in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved
5/19/10**

130.10 Cougar Lake Resident Health Information Report (Obsolete)

Dates: 1992 -1997
Volume: 3 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of a report from Cougar Lake residents that showed the student's name, address, birth date, personal physician's name and phone number, and emergency phone number. This report form was discontinued in 1997.

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

Application No. 07-12
Page 20 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
Recommendation:	Dispose of accumulation in a secure manner.	Disposition approved 5/19/10
130.11	Vaccine Accountability File	
Dates:	1985 -	
Volume:	2 Cubic Feet	
Annual Accumulation:	Negligible	
Arrangement:	Chronological	
	<p>This record series is an inventory log of vaccines given and ordered each month. This log is sent to the Illinois Department of Public Health in order to receive any additional vaccines.</p>	
Recommendation:	Retain in office for three (3) years, then dispose of providing all audits have been completed and no litigation is pending or anticipated.	Disposition approved 5/19/10

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

Application No. 07-12
Page 21 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
----------	---	--------------

**VICE PRESIDENT FOR STUDENT AFFAIRS
COUNSELING SERVICES**

140.01 Client Files

Dates: 1977 -
Volume: 16 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of files of SIU-E student who have used Counseling Services. These files include counselor notes, referral sheets, release of information forms, correspondence, intake reports and termination notes of the clients.

Recommendation: Retain in office for five (5) years after separation from the university or date of last attendance, then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved
5/19/10**

140.02 Closed Intake/Assessment Client Files

Dates: 1987 -
Volume: 11 Cu. Ft.
Annual Accumulation: Negligible.
Arrangement: Alphabetical by name of client

These are assessment records of people who have come to the Counseling Services for counseling, but were rejected or referred to other agencies.

Recommendation: Retain in office for five (5) years after separation from the university or date of last attendance, then dispose of in a secure manner of provided all audits are complete and no litigation is pending or anticipated.

**Disposition
approved
amended
5/19/10**

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

Application No. 07-12
Page 25 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
	proposals and other related materials. Recommendation: Retain in office permanently.	Disposition approved 5/19/10
150.04	Student Fee Review Dates: 1988 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological This record series consists of a report that is submitted annually to the student senate justifying the need for student fees to help operated the Alestle newspaper. This report shows annual student fee per student, amount of fees collected, and a line item of how the fees are spent.	
	Recommendation: Retain in office for five (5) years <u>or</u> until administrative value has expired, whichever is longer, then dispose of.	Disposition approved 5/19/10

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

Application No. 07-12
Page 26 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**VICE PRESIDENT FOR STUDENT AFFAIRS
UNIVERSITY HOUSING**

160.01 Apartment Inventory Files

Dates: 1992 -
Volume: 150 MB
Annual Accumulation: Negligible
Arrangement: By building/apartment

This record series consists of a yearly inventory of each university apartment.

Recommendation: Retain in office for three (3) years, then dispose of providing audited and no litigation is pending or anticipated.

**Disposition
approved
as amended
5/19/10**

160.02 Conference Housing Files

Dates: 1989 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of files that include reservations to use university housing facilities, billing records, and general correspondence from groups or individuals requesting use of the facilities.

Recommendation: Retain in office for three (3) years, then dispose of in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved
5/19/10**

160.03 Housing Files

Dates: 1987 -
Volume: 176 Cu. Ft.
Annual Accumulation: 16 Cu. Ft.
Arrangement: Alphabetical

This record series consists of the actual signed contract between the University and a student applying for student housing.

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

Application No. 07-12
Page 27 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
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Also included in the file will be any delinquent letters, credit and debit vouchers, referrals, charges of contract violations, etc.

Recommendation:	Retain in office for three (3) years from the signing date, then dispose of in a secure manner provided all audits have been completed and no litigation is pending or anticipated.	Disposition approved 5/19/10
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160.04 Resident Files

Dates:	1986 -
Volume:	46 Cu. Ft.
Annual Accumulation:	2 Cu. Ft.
Arrangement:	Alphabetical by name of resident

This record series consists of discipline files resulting from residents violating university policies for student conduct.

Included are incident reports and letters of sanctions against the resident.

Recommendation:	Retain in office for five (5) years after last known date of occupancy, then dispose of providing all audits have been completed and no litigation is pending or anticipated.	Disposition approved 5/19/10
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**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(continued)**

Application No. 07-12
Page 28 of 33

Item No.

Record Series Title, Description and Recommendation

Action Taken

VICE PRESIDENT FOR STUDENT AFFAIRS
MORRIS UNIVERSITY CENTER BUSINESS ADMINISTRATION (170 series)

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

Application No. 07-12
Page 29 of 33

Item No.

Record Series Title, Description and Recommendation

Action Taken

VICE PRESIDENT FOR STUDENT AFFAIRS
UNIVERSITY BOOKSTORE (180 series)

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

Application No. 07-12
Page 30 of 33

Item No.

Record Series Title, Description and Recommendation

Action Taken

VICE PRESIDENT FOR STUDENT AFFAIRS
KIMMEL LEADERSHIP CENTER

190.01 General Administrative Files (Originals and Duplicates)

Dates: 1986 -
Volume: 46 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical by name of resident

This record series consists of the General Administrative files maintained by the Kimmel Leadership Center. The Kimmel Leadership Center provides programs, activities, and services for three major areas: 1) student involvement; 2) student development and 3) campus life. Program emphases include student volunteerism programs, leadership development services, student organization programs and activities, fraternities and sororities, and University-wide events. Specific examples of records include: activity reports; annual reports; audit reports (internal, external); committee reports/records; general correspondence; departmental reports (monthly, semester, project); student records; disciplinary data/reports; evaluation reports (internal, external); grant reports/records; departmental equipment inventories; organizational charts; professional association records; programmatic reports; publications; reference documents; research document/reports/scholastic data/reports; security incident reports; speeches; system/procedure records (departmental, university, system, state); and University departmental records and reports.

Recommendation: Retain in the office for ten (10) years, then transfer to the University Archives for permanent retention provided that all routine documents may be destroyed after three (3) years.

**Disposition
approved
5/19/10**

190.02 Registered Student Organization Files (Originals and Duplicates)

Dates: 1981 -
Volume: 29 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This record series consists of the Registered Student Organization Files maintained by the Kimmel Leadership Center. Records generally contain information retained on Registered Student Organizations (e.g. fraternities, sororities, academic, professional organizations) including: annual registration

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

Application No. 07-12
Page 31 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
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forms; applications/petitions for registration; package pickup; banner logs; bake sale logs; scheduling request forms; chalking/staking forms; banner forms; publicity; web page registration form and hard copy of the web page; IRS tax letters; financial 8 accounts; scheduling request forms; constitutions and bylaws; correspondence; faculty adviser records; fraternal membership lists; fraternal semester reports; group disciplinary records; officer academic/disciplinary status reports; and officer lists..

Recommendation: Retain in the office for ten (10) years, then transfer to the University Archives for permanent retention provided that all routine documents may be destroyed after three (3) years.

**Disposition
approved
5/19/10**

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

Application No. 07-12
Page 32 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**VICE PRESIDENT FOR STUDENT AFFAIRS
EARLY CHILDHOOD CENTER**

200.01 Children's Enrollment Files (Originals)

Dates: 1969 -
Volume: 80 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of an application, birth certificate, enrollment form, health exam, handbook agreement form, I.D. card information, discipline guidelines, child pick-up release, consent to day care providers, screening permission/consent of treatment, photography/videotape agreement, medication consent, accident reports and field trip release.

Recommendation: Retain in office for five (5) years after the date of last attendance, then dispose of in a secure manner providing all audits have been completed providing no litigation is pending or anticipated.

**Disposition
approved
5/19/10**

200.02 Family Financial Files (Originals)

Dates: 1969 -
Volume: 80 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of billing charges (e.g. enrollment fees, meals) levied to the families whose children attend the Early Childhood Center. The families are segmented between subsidized and non-subsidized clients.

Recommendation: Retain in office for seven (7) years from date of last payment for subsidized clients and for six (6) years from date of last payment for non-subsidized clients, then dispose of in a secure manner providing audited and no litigation is pending or anticipated.

**Disposition
approved as
amended
5/19/10**

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

Application No. 07-12
Page 33 of 33

Item No.	Record Series Title, Description and Recommendation	Action Taken
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200.03 Child Care Certificate Report (Originals)

Dates: 1989 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series is an internal report which consists of monthly billing information issued by the Illinois Department of Human Services (I.D.H.S). The reports show each child's attendance record which is a requirement to meet State eligibility for financial subsidies. The I.D.H.S. sends the form to each child care provider.

Recommendation: Retain in office for five (5) years, then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated or anticipated.

**Disposition
approved
5/19/10**

200.04 Child and Adult Care Food Program (CACFP) Files (Originals)

Dates: 1989 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of master rosters, record of meals, enrollment claims, parent sign-in/sign-out sheets, site visit reports, attendance records, heights and weights forms, income eligibility forms, and any other related documentation. The files are used to administer the USDA Food Program (CACFP)

Recommendation: Retain in office for four (4), then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated or anticipated.

**Disposition
approved
5/19/10**