

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

Application No. 07-13
Page 1 of 27

**STATE OF ILLINOIS
STATE RECORDS COMMISSION**

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

AGENCY

Southern Illinois University - Edwardsville

DIVISION

Vice Chancellor for University Relations

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

SIGNATURE OF AGENCY HEAD

DATE

ACTION TAKEN BY
THE
STATE RECORDS
COMMISSION

David A. Joens
CHAIRMAN

Thomas F. Schwartz, by G.S.
SECRETARY

February 16, 2011
DATE

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF PROVIDING:

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

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

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

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. 07-13
Page 3 of 29

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**VICE CHANCELLOR FOR UNIVERSITY RELATIONS
OFFICE OF THE VICE CHANCELLOR**

100.01 Development Officers' Files

Dates: 1988-
Volume: 4 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the names of the University Development officers; items of historical significance (e.g. record of major donations); record of length of time served in office; and donor's giving history (e.g. total amounts donated).

Recommendation: Retain in office for five (5) years after date of last employment, then with the assistance of the University Archives staff, review the series and transfer any documents possessing archival value to the University Archives for permanent retention and dispose of all routine materials.

**Disposition
approved
2/16/11**

100.02 Annual Report to the Foundation

Dates: 1988-
Volume: 1 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of an annual narrative report on the overall financial condition of the SIUE Foundation.

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

**Disposition
approved
2/16/11**

100.03 Major Gift Campaign Files

Dates: 2006-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of documents related to the major capital

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

Application No. 07-13
Page 4 of 29

Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>campaign for the University. The files include pledge forms, scholarship documents, faculty member campaign rolls, and other related campaign documents. The files date from the planning and establishment of the campaign to the final donor list.</p> <p>Recommendation: Retain in office five (5) years, after final donor list is compiled, then transfer to the University Archives. University Archives staff will review files and dispose of all routine documents. Any remaining accumulation will be retained permanently in the University Archives.</p>	<p>Disposition approved as amended 2/16/11</p>
100.04	<p>Fund Raising Campaign Files</p> <p>Dates: 1978- Volume: 64 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological</p> <p>This record series consists of the documents related to the daily fund raising operations and campaigns by the Annual Giving Department. The file includes donor lists, mailing lists, and call center activity and statistics.</p> <p>Recommendation: Retain in office five (5) years, then transfer to the University Archives for permanent retention. University Archives staff will review files and dispose of all routine documents. Any remaining accumulation will be retained permanently in the University Archives.</p>	<p>Disposition approved as amended 2/16/11</p>
100.05	<p>University Foundation and Alumni Board Founders Files</p> <p>Dates: 1973- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the Articles of Incorporation, by-laws, and Internal Revenue Service exemption determination and related correspondence.</p> <p>Recommendation: Retain in office permanently.</p>	<p>Disposition approved 2/16/11</p>

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

Application No. 07-13
Page 5 of 29

Item No.	Record Series Title, Description and Recommendation	Action Taken
100.06	University Foundation and Alumni Board Conflict of Interest Disclosure Forms	
	Dates: 1998 Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical	
	This record series consists of “conflict of interest disclosure” forms signed by the Foundation and Alumni board members.	
	Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.	Disposition approved 2/16/11
100.07	Strategic Development Plan	
	Dates: 1996- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of documents which explain the past, present, and future development plans and operations devised by the University Relations’ staff. This plan has staffing projections, fund-raising campaign ideas, and other related activities to support University functions and mission. This plan is added to the University’s Strategic Development Plan.	
	Recommendation: Retain in office two (2) years, then transfer to the University Archives for permanent retention.	Disposition approved 2/16/11
100.08	University Foundation and Alumni Board Contracts	
	Dates: 1973- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical	
	This record series consists of signed personnel contracts by board members.	

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

Application No. 07-13
Page 6 of 29

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

Recommendation:

Retain in office for ten (10) years after the member's last board meeting, then dispose of in a secure manner, provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

**Disposition
approved as
amended
2/16/11**

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

Application No. 07-13
Page 7 of 29

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**VICE CHANCELLOR FOR UNIVERSITY RELATIONS
ALUMNI AFFAIRS**

110.01 Alumni Membership Files

Dates: 1977-
Volume: 20 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Alphabetical

This record series consists of alumni's name, address, occupation, membership type, affiliations to other University clubs and/or associations, and type of degree.

SIU Carbondale permanently maintains "Class History Files" per item 110.16 of Application 87-62.

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

**Disposition
approved
2/16/11**

110.02 Membership/Invitation Letters

Dates: 2007-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of copies of letters sent to upcoming SIUE graduates offering membership to the Alumni Association.

Recommendation: Retain in office for one (1) year or until superseded by a new membership/invitation letter, whichever is longer, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

**Disposition
approved as
amended
2/16/11**

110.03 Alumni Surveys

Dates: 2004-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of surveys sent to alumni members. Returned

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

Application No. 07-13
Page 8 of 29

Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>surveys may include evaluations of alumni services and/or solicit alumni feedback to improve the Alumni Association.</p> <p>Recommendation: Retain in office for two (2) years or until superseded by a new survey, whichever is longer, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition approved as amended 2/16/11</p>
110.04	Intern Agreements	
	<p>Dates: 2009- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of files summarizing agreements between the University and student interns related to duties performed. The contents include the agreements and supporting correspondence.</p> <p>Recommendation: Retain in office for five (5) years after the date of last employment, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition approved 2/16/11</p>
110.05	Event Files	
	<p>Dates: 2009- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of files documenting the events administered by Alumni Services. Reports on generated revenues and expenses, and event analysis are included to determine the return on investments and future event feasibility.</p> <p>Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition approved 2/16/11</p>

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

Application No. 07-13
Page 9 of 29

Item No.	Record Series Title, Description and Recommendation	Action Taken
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110.06 Stewardship Letters

Dates: 2007-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of copies of thank you/memorial/honorary letters sent to or received by alumni (or family), CEO's, Chancellor's and other constituents.

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

**Disposition
approved
2/16/11**

110.07 Alumni/Donor Giving History Lists

Dates: 1978-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of lists of Alumni Association members and University donors. The lists are for informational and marketing purposes.

Recommendation: Retain in office until superseded by new list, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

**Disposition
approved
2/16/11**

110.08 Contracts and Agreement Files

Dates: 1973-
Volume: 4 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of contracts and agreements between the University and outside organizations for services (e.g. catering) provided to the Alumni Association. These files are original documents which are not processed by the University Purchasing Department.

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

Application No. 07-13
Page 10 of 29

Item No.	Record Series Title, Description and Recommendation	Action Taken
Recommendation:	Retain in office for ten (10) years after final expiration of the contract or agreement, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.	Disposition approved 2/16/11
110.09	Alumni Publications Files	
Dates:	1973-	
Volume:	2 Cubic Feet	
Annual Accumulation:	Negligible	
Arrangement:	Chronological	
	This record series consists of publications produced by the Alumni Association. Publications may include magazines, catalogs, newsletters, brochures, pamphlets, and flyers.	
Recommendation:	Transfer one (1) copy of each publication to the University Archives for permanent retention.	Disposition approved 2/16/11

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(continued)

Application No. 07-13
Page 11 of 29

Item No.

Record Series Title, Description and Recommendation

Action Taken

VICE CHANCELLOR FOR UNIVERSITY RELATIONS
FINANCIAL AFFAIRS AND INFORMATION SYSTEMS

120.01 Budget Analysis and Spreadsheets Working Files

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

This record series consists of source files which evolve into the annual budget of University Relations. Documents include memos, budget allocations, investment and bank statements, and budget models. These files are divided into three areas: Alumni Association, Foundation, and state accounts.

Recommendation: Retain in office six (6) years, then destroy in a secure manner, provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

**Disposition
approved
2/16/11**

120.02 Financial Records

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

This record series consists of purchase orders, requisitions, credit card orders, invoices, bank statements, donations, deposit records (log sheets, deposit forms, registers), financial reconciliation (amount pledged compared to deposits received) forms and other corresponding notes. These records are not processed by the Purchasing Department.

Recommendation: Retain in office six for (6) years, then destroy in a secure manner, provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

**Disposition
approved
2/16/11**

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

Application No. 07-13
Page 12 of 29

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

Dates: 1973-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of mortgage/land deeds donated to the University for resale as well as those purchased by the University such as Birger Hall.

Recommendation: Retain in office for six (6) years after closing date for the mortgage/land deeds donated to the University, then transfer to the University Archives for permanent retention.

**Disposition
approved as
amended
2/16/11**

Retain in office one (1) year after the closing date for mortgage/land deeds purchased by facilities and/or related structures constructed with private funds by the Foundation, then transfer to the University Archives for permanent retention.

120.04 Internal Revenue Service 990 Information Returns

Dates: 2007-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of Internal Revenue Service 990 forms. The form states the Foundation's name and address, application guidelines (non-profit qualifications), name of Foundation's board/officers/trustees and a complete list of grants awarded.

Recommendation: Retain in office six (6) years, then destroy in a secure manner, provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

**Disposition
approved
2/16/11**

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

Application No. 07-13
Page 13 of 29

Item No.	Record Series Title, Description and Recommendation	Action Taken
120.05	Stipulations and Related Correspondence Regarding the Establishment of a Fund/Account	
	Dates: 1973- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical	
	This record series of the SIUE Foundation consists of stipulations and correspondence regarding the establishment of a Foundation fund/account.	
	Recommendation: Retain in the Foundation Office permanently.	Disposition approved 2/16/11
120.06	Investment Policy and Portfolio Plans	
	Dates: 1973- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of files containing the Foundation's investment policies. The files also include plans for how the Foundation will allocate their funds in portfolios to maintain long-term growth for the University.	
	Recommendation: Retain in office six (6) years, then transfer to the University Archives for permanent retention.	Disposition approved 2/16/11
120.07	Audited Financial Statements	
	Dates: 1973- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of financial statements audited by external auditors. The file includes management letters, financial statements, and other official documents published as part of the audit.	
	Recommendation: Retain in office three (3) years, then transfer to the University Archives for permanent retention.	Disposition approved 2/16/11

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

Application No. 07-13
Page 14 of 29

Item No.	Record Series Title, Description and Recommendation	Action Taken
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120.08 Recipients of Named Scholarships and Honor Awards

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

This record series consists of listings of recipients of named scholarships and honor awards given by the Alumni Association, Foundations, and other organizations (Meridian Society, etc.)

Recommendation: Retain in office permanently.

**Disposition
approved
2/16/11**

120.09 Pledge Records for Major Gifts and Annual Giving Program

Dates: 1977-
Volume: 2 Cubic Feet
Annual Accumulation: negligible
Arrangement: Arrangement

This record series consists of pledge record forms for anticipated donors of the Major Gift and Annual Giving Programs. The form includes name, address, phone number(s), type of donor campaign, and amount of pledge.

Recommendation: Retain pledge records for the Annual Giving Program in office for three (3) years, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Retain pledge records for the Major Gift Program in office permanently.

**Disposition
approved
2/16/11**

Retain records of pledges who do not become donors in office for two (2) years, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(continued)

Application No. 07-13
Page 15 of 29

Item No.

Record Series Title, Description and Recommendation

Action Taken

VICE CHANCELLOR FOR UNIVERSITY RELATIONS
UNIVERSITY MARKETING AND COMMUNICATIONS
PUBLIC AFFAIRS

130.01 News Releases

Dates: 1973-
Volume: 8 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of news releases of newsworthy events for SIUE. The releases may contain event information such as title, activity, location, dates, and time of release.

Recommendation: Retain new releases for significant events and policy matters in office permanently.

**Disposition
approved
2/16/11**

Retain routine releases in office for (10) years, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

130.02 Biographical Records

Dates: 1957-
Volume: 10 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of biographical data for SIUE faculty and staff. The records are used for public information releases and reference by the staff to provide responses to inquiries. The records may include news clippings, vitae, photographs, personal history data sheets, retirement notices, and obituaries.

Recommendation: Retain in office permanently.

**Disposition
approved
2/16/11**

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

Application No. 07-13
Page 16 of 29

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

130.03 Films, Videotapes, and Sound Recordings

Dates: 1973-
Volume: 6 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of films, videotapes and sound recordings documenting SIUE's activities and events including students, faculty, staff, and intercollegiate athletics with significant relevance to the University's or individual unit's function and mission. These productions may have been created for orientation and recruitment, fund-raising, teaching, research, or publicity.

Recommendation: Retain in office two (2) years, then transfer to the University Archives for permanent retention. University Archives staff will review files and dispose of all routine documents. Any remaining accumulation will be retained permanently in the University Archives.

**Disposition
approved as
amended
2/16/11**

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(continued)

Application No. 07-13
Page 17 of 29

Item No.

Record Series Title, Description and Recommendation

Action Taken

VICE CHANCELLOR FOR UNIVERSITY RELATIONS
UNIVERSITY MARKETING AND COMMUNICATIONS
PHOTOGRAPHIC SERVICE

140.01 Photo Negatives and Color Slides

Dates: 1961-
Volume: 147 Cubic Feet
Annual Accumulation: 3 Cubic Feet
Arrangement: Chronological by year, negative by file number

This record series consists of negative photos and color slides pertinent to miscellaneous events of the university.

Recommendation: Retain in office permanently.

**Disposition
approved
2/16/11**

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

Application No. 07-13
Page 18 of 29

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

**VICE CHANCELLOR FOR UNIVERSITY RELATIONS
UNIVERSITY MARKETING AND COMMUNICATIONS
UNIVERSITY GRAPHICS**

150.01 Job Request Records (Internal Only)

Dates: 1990-
Volume: 42 ½ Cubic Feet
Annual Accumulation: 2 ½ Cubic Feet
Arrangement: Chronological by year, alphabetical by name

This record series consists of printing and publication requests from any University staff. Contents include files for publication orders (i.e., work requests, proofs, specifications, photos) and printing requests (i.e., proofs, specifications, invoices, billing forms, purchase orders).

Files are original with exceptions of invoices, purchase orders, and billing forms.

SIU Carbondale maintains "Production Files" for five (5) years per item 180.06 of Application 87-62.

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

**Disposition
approved
2/16/11**

150.02 Collegiate Licensing Firms' File

Dates: 2008-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological and Alphabetical

This record series consists of quarterly reports from the collegiate licensing firm, merchandise revenues from licensing, liability insurance forms, copies of checks, and receipt copies.

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

**Disposition
approved
2/16/11**

Item No.

Record Series Title, Description and Recommendation

Action Taken

VICE CHANCELLOR FOR UNIVERSITY RELATIONS
UNIVERSITY MARKETING AND COMMUNICATIONS
WSIE

160.01 FCC Public Inspection File

Dates: 1972-
Volume: 8 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological by year, Alphabetical by name

This record series consists of files retained for the FCC and the public for inspection. These files include the following:

NONCOMMERCIAL PUBLIC INSPECTION FILE CHECKLIST

A noncommercial station licensee must maintain the following documents in the public file:

- A) Station Authorization: A copy of the current FCC authorization (technical license), as well as any documents modifying or placing conditions on it. Also, a copy of the station's most recent renewal authorization. (A licensee also must continue to post original licenses at the transmitter control point.)
- B) Applications and related materials: A copy of any pending applications, as well as any correspondence between the FCC and the licensee relating to those applications (i.e., amendments, letters from FCC requesting additional information, petitions to deny, objections, etc.).
- C) Waivers: Copies of the FCC letter decisions granting the station a rule waiver, including, for satellite/repeater stations, waivers of the main studio rule.
- D) Contour maps: Copies of current service contour maps submitted with any FCC application, along with other information in the application showing service contours, main studio location and/or transmitter location.
- E) Ownership reports: The most recent, complete Ownership Report filed with the FCC on Form 323-E
- F) Contracts: Either (a) copies of all contracts and corporate documents required to be filed with the FCC or (b) an up-to-date index or list of such documents, provided that the licensee makes available copies to requesting parties within seven days.
- G) Political file: Records required by Section 73.1943 of FCC rules. The political file must be maintained separately from other documents in the public file.
- H) Equal employment opportunity file: A copy of all annual employment reports, and other materials required by the FCC's current employment rules, filed by the licensee dating from the last renewal grant.

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

Application No. 07-13
Page 20 of 29

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

- I) “The Public and Broadcasting” Manual: A copy of the most recent version of this manual must be retained in the public file, and a copy must be provided free of charge to requesting parties.
- J) Material relating to FCC investigation or complaint: Any material concerning a matter which is the subject of an FCC complaint, investigation or proceeding.
- K) Issues/programs lists: Quarterly issues/programs lists for each quarter of every year dating from the last renewal grant.
- L) Local public notice announcements: A copy of the statement certifying that the licensee complied with local public notice requirements for renewal announcements (including date, time and ext of pre-and post-filing notices).
- M) Donor Lists: The lists of donors supporting specific programs
- N) Must-carry requests (television only): A statement of a noncommercial television station’s request for mandatory carriage on any cable system and any relevant correspondence.

Recommendation:

- A) Station authorization: These materials must be retained in the file until superseded by a new authorization, then disposed of provided all audits have been completed, if necessary, and no litigation is pending or anticipated
- B) Applications and related materials: Retain until action on the application has become final, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
- C) Waivers: Applications that seek a waiver of any rule and waiver grants must be retained in the public file so long as the waiver is in effect, then disposed of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
- D) Contour maps: Retain until current map is superseded, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
- E) Ownership reports: Retain until superseded by a new, complete Ownership Report, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
- F) Contracts: Retain until current contract has expired, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

**Disposition
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2/16/11**

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(continued)

Application No. 07-13
Page 21 of 29

Item No.	Record Series Title, Description and Recommendation	Action Taken
G)	<u>Political file</u> : Retain for two years, then destroy in a secure manner, provided all audits have been completed, if necessary, and no litigation is pending or anticipated.	
H)	<u>Equal employment opportunity file</u> : Retain until grant of the next renewal application becomes final, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.	
I)	<u>“The Public and Broadcasting” Manual</u> : Retain until superseded by most recent copy, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.	
J)	<u>Material relating to the FCC investigation or complaint</u> : Retain until the licensee is notified by the FCC that the material may be discarded, then dispose of provided all audits have been completed and no litigation is pending or anticipated.	
K)	<u>Issues/programs lists</u> : Retain until grant of the next renewal application becomes final, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.	
L)	<u>Local public notice announcements</u> : Retain for the same period of time as the renewal application to which it refers, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.	
M)	<u>Donor Lists</u> : Retain for two years from date of the broadcast of the specific program, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.	
N)	<u>Must-carry requests</u> (television only); Retain for the duration of the period to which the statement applies, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.	

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

Application No. 07-13
Page 22 of 29

Item No.

Record Series Title, Description and Recommendation

Action Taken

VICE CHANCELLOR FOR UNIVERSITY RELATIONS
UNIVERSITY MARKETING AND COMMUNICATIONS
FAST COPY (series 170)

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(continued)

Application No. 07-13
Page 23 of 29

Item No.

Record Series Title, Description and Recommendation

Action Taken

VICE CHANCELLOR FOR UNIVERSITY RELATIONS
UNIVERSITY MARKETING AND COMMUNICATIONS
SPORTS INFORMATION

180.01 Publication Records

Dates: 1972-
Volume: 12 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of media guides, schedules, promotional literature, photographs, sports statistics, programs, press releases, and calendar of events.

Recommendation: Transfer one copy of each to the University Archives for permanent retention upon publication or distribution.

**Disposition
approved
2/16/11**

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(continued)

Application No. 07-13
Page 24 of 29

Item No.

Record Series Title, Description and Recommendation

Action Taken

VICE CHANCELLOR FOR UNIVERSITY RELATIONS
PROSPECT RESEARCH

190.01 Donor Prospect Files

Dates: 2000-
Volume: 8 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Alphabetical

This record series consists of information compiled on possible donors to be used by the Alumni Association and SIUE Foundation. Information includes newspaper clippings, magazine articles, and other sources of biographical data.

Recommendation: Retain in office one (1) year or until administrative value expires, whichever is longer, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

**Disposition
approved
2/16/11**

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(continued)

Application No. 07-13
Page 25 of 29

Item No.	Record Series Title, Description and Recommendation	Action Taken
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VICE CHANCELLOR FOR UNIVERSITY RELATIONS
PLANNED GIVING

200.01 Alumni Donors' Files

Dates: 1973-
Volume: 10 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series may include memorandums, trusts, wills, declaration of intent, assets, and other items an alumnus donates to the University.

Recommendation: Retain in office permanently.

**Disposition
approved
2/16/11**

200.02 The Gardens at SIUE Files

Dates: 2000-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of donor lists, records of events (e.g. receptions) held at the Gardens, and previous and future plans for the grounds.

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

**Disposition
approved
2/16/11**

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

Application No. 07-13
Page 27 of 29

Item No.	Record Series Title, Description and Recommendation	Action Taken
210.03	Phone Campaign Files	
	Dates: 2001 Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical	
	This record series consists of files compiled during the phone campaigns implemented throughout the year. The files include annual records of solicited calls, pledges' and donors' daily/monthly/annual reports, and calling statistics.	
	Recommendation: Retain in the office for ten (10) years, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.	Disposition approved 2/16/11
210.04	Meridian Society Scholarship Files	
	Dates: 2004- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of files related to the Meridian Society scholarship. The Meridian Society is a women's philanthropic organization dedicated to supporting SIUE while learning more about financial and estate planning issues. The files include membership lists, copies of applications submitted, copies of award receipts, copies of meeting minutes, subcommittee/workshop meeting minutes, Board of Directors meeting minutes, event photos, and copies of any printed materials.	
	Recommendation: Retain in office permanently.	Disposition approved 2/16/11
210.05	Monthly Giving Reports	
	Dates: 1996- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of reports which are compiled monthly. The report includes giving and pledge statistics by mailings and phone campaigning. These reports are compiled to be included in the Annual Report to the	

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

Application No. 07-13
Page 28 of 29

Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>Foundation.</p> <p>Recommendation: Retain in office for five (5) years, then dispose of provided all audits have been, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition approved 2/16/11</p>
210.06	<p>Student Call Center Reports</p> <p>Dates: 2001- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of reports compiled by the Student Call Center. The reports include the number of prospects, contacts, completed calls, pledges and total hours.</p> <p>Recommendation: Retain in office for ten (10) years, then dispose of provided all audits have been completed if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition approved 2/16/11</p>
210.07	<p>Centralized Solicitation Letters & Scripts</p> <p>Dates: 2001- Volume: negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of solicitation letters and scripts used by Alumni Association personnel for direct mailings and phone campaigns.</p> <p>Recommendation: Retain in office three (3) years, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition approved 2/16/11</p>

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

Application No. 07-13
Page 29 of 29

Item No.	Record Series Title, Description and Recommendation	Action Taken
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210.08 Annual Giving Program Codes, Comments, and Changes Index Files

Dates: 1973-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

 This record series consists of an index of various codes used to chart donations.

Recommendation: Retain in office until superseded by the new index, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

**Disposition
approved
2/16/11**