

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

Application No. 07-10
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**STATE OF ILLINOIS
STATE RECORDS COMMISSION**

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

AGENCY

Southern Illinois University at Edwardsville

DIVISION

Office of the Chancellor

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 16, 2007

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.**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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**OFFICE OF THE CHANCELLOR
ADMINISTRATIVE OFFICE**

100.01 Board of Trustees Annual Reports (Agency Record Copies)

Dates: 1958-
Volume: 5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

The record series consists of annual reports of operations, activities, and business concerning the university as completed by the Board of Trustees.

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

**Disposition
Approved as
Amended
5/16/07**

100.02 Board of Trustees Minutes With Agenda Item Attachments (Originals)

Dates: 1958-
Volume: 20 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of minutes and related documents from the meetings of the Board of Trustees. Documents include internal budgets for operation/personnel administration, various proposals, committee reports, and task force reports.

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

**Disposition
Approved as
Amended
5/16/07**

100.03 Chancellor's Office Administrative Files (Originals and Duplicates)

Dates: 1956-
Volume: 390 Cu. Ft.
Annual Accumulation: 14 Cu. Ft.
Arrangement: Alphabetical by subject

This record series consists of documents and information from throughout the university for reference purposes by the Chancellor.

Files include: correspondence; memos; copies of minutes from faculty senate, committee, and task force meetings; requests for information; copies of approved and/or draft legislation; various publications; copies of contracts;

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bulletins; duplicate administrative reports; copies of bids and proposals; research materials; chancellors' speeches; information on property and equipment; enrollment data; final policies and procedures with development documents, including draft copies; and trustees meeting background materials (i.e. meeting announcements, agenda item attachments, etc.).

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

**Disposition
Approved as
Amended
5/16/07**

100.04 Job Search Files and Unsuccessful Applications for Employment

Dates: 1985-
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological and Alphabetical

This record series consists of documentation maintained on academic and professional staff appointee search files including applications for employment (unsuccessful), job postings, resumes, and any related correspondence. The unsuccessful applications for employment are received in the course of searches for appointment candidates and are also received on an unsolicited basis from individuals inquiring about employment or appointment to vacancies.

Recommendation: Retain the job search files and the associated applications for employment in office for five (5) years following the date of termination of vacancy and/or date of appointment, then dispose of (by shredding) providing no litigation is pending or anticipated.

**Disposition
Approved
5/16/07**

Retain the unsuccessful unsolicited applications for employment in office for two (2) years from the date of filing, then dispose of (by shredding).

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**OFFICE OF THE CHANCELLOR
LEGAL COUNSEL**

110.01 Administrative Correspondence and Related Documents (Originals and Duplicates)

Dates: 1982-
Volume: 26 Cu. Ft.
Annual Accumulation: 2 ½ Cu. Ft.
Arrangement: Chronological by year, Alphabetical by topic

Contents include incoming and outgoing correspondence exchanged by the agency's Legal Counsel and other agency offices, students, and interested groups/individuals external to the university. Files also include initial drafts, memos, and working papers.

Recommendation: Retain initial drafts, memos, and work papers 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. Transfer remaining incoming and outgoing correspondence to the University Archives for permanent retention.

**Disposition
Approved
5/16/07**

110.02 Annual Agreements and Contracts (Duplicates)

Dates: 1982-
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series contains contracts/agreements and supporting material between the university and external business and vendors.

Originals are maintained by the Office of Vice Chancellor for Administration, the involved office at the University, and the external entity to the contract/agreement.

Recommendation: Retain in office for five (5) years following expiration of contract/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.

**Disposition
Approved
5/16/07**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
110.03	Land Tract Acquisition Files (Agency Record Copies) Dates: 1960- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year Contents include deeds, transfer papers, title documents, legal descriptions, and supporting correspondence. Recommendation: Retain in office for three (3) years, then transfer to the University Archives for permanent retention.	Disposition Approved 5/16/07
110.04	Legal Case Files (Agency Record Copies) Dates: 1982- Volume: 18 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological by year, Alphabetical by name Contents include depositions, settlements, stipulations, discoveries, court orders, and supporting correspondence. SIU-Carbondale permanently retains "Litigation Cases" per item 200.07 of Application 87-62. Recommendation: Retain in office permanently.	Disposition Approved 5/16/07
110.05	"Freedom of Information Act" Administrative Files Dates: 1985- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological This series contains logs, listings of records and files for public dissemination and inspection, and correspondence in request and response to university records access inquiries by public and private entities received and/or generated incidental to the provisions of the "Freedom of Information Act" at 5 ILCS 140/1.1 et seq. (2000 State Bar Edition). Other state agencies have scheduled "Freedom of Information Act" administration files for the same ten (10) year retention period recommended for the disposition of this record series.	

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Recommendation:

Retain in office for ten (10) years lapsed from the date(s) of receipt or generation (whichever occurs last) of the documents, 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
5/16/07**

