

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

Application No. 07-11
Page 1 of 112

**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 Administration

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

November 18, 2009
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.**

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

Item No.	Record Series Title, Description and Recommendation	Action Taken
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Application 07-11 was deferred 9/21/09 in its entirety to make all changes suggested by the Commission.

EXECUTIVE OFFICE

100.01 Construction Project Correspondence Files (Planning and Information Systems) (Originals) (Hardcopy and Electronic)

Dates: 1988 -
Volume: 25 Cu. Ft. /7.5 GB
Annual Accumulation: 1 Cu. Ft. / 300 MB
Arrangement: Alphabetical by project

This record series consists of the correspondence relating to construction projects maintained by this office. The records contain correspondence generated in the process of construction/renovation projects of university buildings as approved by the Board of Trustees and/or the Capital Development Board. Project proposals, blueprints, and other architectural/engineering drawings are maintained and scheduled for disposition centrally under the Office of Physical Plant and Purchasing.

Recommendation: Retain all routine documents in office for three years after the completion of the corresponding projects, then dispose of or delete from the system providing all audits have been completed and no litigation is pending or anticipated. Print all digital non-routine documents and dispose of digital originals. Transfer all hardcopy non-routine documents to the University Archives for permanent retention.

**Disposition
Approved as
Amended
11/18/09**

100.02 Contracts and Leases (Originals) (Hardcopy)

Dates: 1984 -
Volume: 5 Cu. Ft. / 1.5 GB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Alphabetical

The record series consists of original, signed contracts between the university and other public and private organizations; for example, the leasing of space for a Head Start Center in conjunction with the City of Edwardsville.

Item No.	Record Series Title, Description and Recommendation	Action Taken
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Recommendation:	Retain in office for ten (10) years following the expiration of the respective contracts and leases, then dispose of providing all audits have been completed and no litigation is pending or anticipated.	Deferred 11/18/09
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100.03 Policy File on Fees and Charges (Originals and Duplicates) (Hardcopy)

Dates: 1988 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: N/A

This record series consists of working papers and policies establishing various fees and charges of Southern Illinois University-Edwardsville including tuition rates, general student fees, registration fees, special student fees, and special non-instruction fees.

Recommendation:	Retain in office for ten (10) years, then transfer to the University Archives for permanent retention.	Disposition Approved 11/18/09
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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ADMINISTRATIVE ACCOUNTING AND DISBURSEMENTS

110.01 Account Listings (Originals) (Hardcopy) (Electronic)

Dates: 1967 -
Volume: 16 Cu. Ft. / 4.8 GB
Annual Accumulation: 1/2 Cu. Ft. / 150 MB
Arrangement: Alphabetical/Numerical

This record series consists of a list of active account numbers.

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

**Disposition
Approved
11/18/09**

110.02 Accounts Receivable Quarterly Reports (Originals) (Hardcopy) (Electronic)

Dates: 1990 -
Volume: 24 Cu. Ft. / 7.2 GB
Annual Accumulation: 1 Cu. Ft. / 300 MB
Arrangement: Chronological

This record series consists of quarterly reports of accounts receivable controls. These reports and work papers are used to amalgamate the outstanding accounts receivable into the general accounting system of the university.

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

**Disposition
Approved
11/18/09**

110.03 Accounts Receivable Ledgers (Originals) (Hardcopy) (Electronic)

Dates: 1991 -
Volume: 552 Cu. Ft./165.5 GB
Annual Accumulation: 30 1/2 Cu. Ft. / 9.1 GB
Arrangement: Chronological

This record series consists of fiscal ledgers that list various accounts receivable transactions from each fund.

Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from system, providing all audits have been completed and no litigation is pending or anticipated.</p>	<p>Disposition Approved 11/18/09</p>
110.04	<p>Account Suspense Correction Work Papers (Originals) (Hardcopy) (Electronic)</p> <p>Dates: 1990 - Volume: 11 Cu. Ft. / 3.3 GB Annual Accumulation: 1/2 Cu. Ft. / 150 MB Arrangement: Chronological</p> <p>This record series consists of all updated corrections that have been posted to the appropriate accounts.</p>	
	<p>Recommendation: Retain in office for two (2) fiscal years, then dispose of providing all audits have been completed and no litigation is pending or anticipated.</p>	<p>Disposition Approved 11/18/09</p>
110.05	<p>Annual State Certifications (Originals) (Hardcopy) (Electronic)</p> <p>Dates: 1972 - Volume: 4 Cu. Ft. / 1.2 GB Annual Accumulation: Negligible/ 150 MB Arrangement: Chronological</p> <p>This property control report is generated annually as required by the State of Illinois, Department of Central Management Services.</p>	
	<p>Recommendation: Retain in office for five (5) years, then dispose of providing all audits have been completed and no litigation is pending or anticipated.</p>	<p>Disposition Approved 11/18/09</p>
110.06	<p>Bank Cash Reports and Disbursement Reports (Originals) (Hardcopy) (Electronic)</p> <p>Dates: 1989 - Volume: 5 Cu. Ft. / 1.5 GB Annual Accumulation: 1 Cu. Ft. / 300 MB Arrangement: Monthly</p> <p>This record series consists of bank cash receipt reports, as well as disbursement reports, used as resource documents for accounting for missing checks.</p>	

Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from system, of providing all audits have been completed and no litigation is pending or anticipated.</p>	<p>Disposition Approved 11/18/09</p>
110.07	<p>Bank Reconciliation Files (Including Check Voids) (Originals) (Hardcopy) (Electronic)</p> <p>Dates: 1990 - Volume: 25 Cu. Ft. / 7.5 GB Annual Accumulation: 1 1/4 Cu. Ft. / 150 MB Arrangement: Chronological and by bank</p> <p>This record series consists of bank reconciliation schedules and lists of outstanding checks for each bank.</p>	
	<p>Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from system, of providing all audits have been completed and no litigation is pending or anticipated.</p>	<p>Disposition Approved 11/18/09</p>
110.08	<p>Bank Statements, Debit and Credit Memos, and Bank Deposit Slips (Originals) (Hardcopy)</p> <p>Dates: 1986 - Volume: 30 Cu. Ft. Annual Accumulation: 1 1/3 Cu. Ft. Arrangement: Monthly</p> <p>This record series consists of bank statements, related debit and credit memos, and bank deposit slips.</p>	
	<p>Recommendation: Microfilm as received and processed, then dispose of original paper. Retain all record series microforms for six (6) fiscal years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 11/18/09</p>

Item No.	Record Series Title, Description and Recommendation	Action Taken
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110.09 Budget Administration Files Maintained by Administrative Accounting (Duplicates) (Hardcopy)

Dates: 1988 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological by fiscal year

Included in the series are forms used for budget elimination adjustments. The official budget records are maintained and scheduled for disposition by the Budget Office.

Disposition Approved 11/18/09

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

**Disposition
Approved
11/18/09**

110.10 Capital Development Board Project Activity Files Maintained by Administrative Accounting (Property Control) (Originals) (Electronic) (Hardcopy)

Dates: 1986 -
Volume: 20 Cu. Ft. / 6 GB
Annual Accumulation: 3/4 cu.ft. / 450 MB
Arrangement: Chronological and by CDB project

This file contains monthly activity reports pertinent to property control administration connected with Capital Development Board projects and related work papers. Select information contained in this file is incorporated in the university's Annual Financial Reports.

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

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
110.11	Central Fiscal Administration Files Maintained by Administrative Accounting (Disbursements) (Originals) (Hardcopy) (Electronic)	
	Dates: 1991 - Volume: 720 Cu. Ft. / 216 GB Annual Accumulation: 40 Cu. Ft. / 12 GB Arrangement: Numerical	
	This record series consists of state vouchers, local vouchers, transfer vouchers, invoice vouchers, requisitions, purchase orders, and supporting receipts and correspondence.	
	Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from system, of providing all audits have been completed and no litigation is pending or anticipated.	Disposition Approved 11/18/09
110.12	Changes in Fund Balance Reports (Originals) (Electronic)	
	Dates: 1991 - Volume: 300 MB Annual Accumulation: 150 MB Arrangement: Monthly	
	These computer printouts and electronic spreadsheets detail the adjusted changes in fund balances on a monthly basis.	
	Recommendation: Retain in office for six (6) fiscal years, then delete from system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
110.13	Clearing Account Deposit Files (Originals and Duplicates) (Hardcopy)	
	Dates: 1984 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by week	
	Record series contents include original weekly receipt totals, duplicate receipt deposit transmittals, original clearing account journal entries, and general trial balance ledger entries.	
	The original receipt deposit transmittals are sent to the State Comptroller's Office and maintained by that office permanently in microform per Application 77-100M.	

Item No.	Record Series Title, Description and Recommendation	Action Taken
110.14	<p>Recommendation: Retain in office for six (6) fiscal years, then dispose of providing all audits have been completed and no litigation is pending or anticipated.</p> <p>FAS Input Transaction Error/Audit List (B-101E10C's) (Originals) (Electronic) (Hardcopy)</p> <p>Dates: 1971 - Volume: 5 Cu. Ft. / 1.5 GB Annual Accumulation: Negligible/ 150 MB Arrangement: Chronological by pay period</p> <p>This record series is separated upon receipt, between cash receipt input and payroll input. This series is used for data entry into the Financial Accounting System.</p>	<p>Disposition Approved 11/18/09</p>
110.15	<p>Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed and no litigation is pending or anticipated.</p> <p>Fiscal Officer Delegation and Acceptance Forms (Originals) (Hardcopy)</p> <p>Dates: 1990 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the assignment of fiscal officer acceptance forms. This document is signed by new fiscal officers when a change has occurred in fiscal officer accountability for property control administration.</p>	<p>Disposition Approved 11/18/09</p>
	<p>Recommendation: Retain in the office for two (2) fiscal years after expiration of the respective forms, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 11/18/09</p>

Item No.	Record Series Title, Description and Recommendation	Action Taken
110.16	Fixed Asset Reports (C-15's) (Originals) (Hardcopy) (Electronic)	
	Dates: 1986 - Volume: 23 Cu. Ft. /7 GB Annual Accumulation: 1 Cu. Ft. /300 MB Arrangement: Chronological	
	This record series details the nature and status of all fixed assets. Central state government property control files are scheduled for a five (5) year retention period per Application 92-75.	
	Recommendation: Retain in office for five (5) fiscal years, then dispose of and/or delete from system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
110.17	GAAP Reporting Forms (Agency Record Copies) (Hardcopy) (Electronic)	
	Dates: 1992 - Volume: 2 Cu. Ft. / 600 MB Annual Accumulation: Negligible/ 150 MB Arrangement: Chronological	
	This record series consists of Generally Accepted Accounting Practices (GAAP) reports and related working papers generated as required in the GAAP reporting system. Original GAAP reports are maintained by the State Comptroller for seven (7) years under the provisions of approved Application 90-26.	
	Recommendation: Retain in office for six (6) fiscal years, then dispose of and/or delete from system provided all audits have been completed and no litigation is pending or anticipated.	Disposition Approved 11/18/09

Item No.	Record Series Title, Description and Recommendation	Action Taken
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Dates: 1990 -
 Volume: 13 Cu. Ft. / 4GB
 Annual Accumulation: ½ Cu. Ft. /150 MB
 Arrangement: Chronological

This record series consists of monthly accounting statements documenting the status and balances of the Interfund Service for cash and travel expenditures.

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

**Disposition
Approved
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110.22 Interest Income Entity/Cash Balance Files (B200E20B's) (Originals) (Hardcopy) (Electronic)

Dates: 1992 -
 Volume: 2 Cu. Ft. / 600 MB
 Annual Accumulation: Negligible/ 150 MB
 Arrangement: Monthly

This record series consists of receipts received from interest off investments and documents the cash balances of the respective accounts on a monthly basis.

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

**Disposition
Approved
11/18/09**

110.23 Inventory Tag Log (Originals) (Hardcopy) (Electronic)

Dates: 1970 -
 Volume: 5 Cu. Ft. /1.5 GB
 Annual Accumulation: Negligible/150 MB
 Arrangement: Chronological

This record series consists of the tagging log maintained by the Office of Property Control. The records include an accumulation of computer printouts, which make up the tag number order file.

Recommendation: Retain in office for two (2) fiscal years following the final disposition of all documented property and equipment, then dispose of and/or delete from system providing all

**Disposition
Approved
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Item No.	Record Series Title, Description and Recommendation	Action Taken
	audits have been and no litigation is pending or anticipated.	
110.24	Investment Files (Documents, Reports, and Worksheets) (Originals) (Hardcopy) (Electronic) Dates: 1981 - Volume: 3 Cu. Ft. / 900 MB Annual Accumulation: Negligible/ 150 MB Arrangement: Securities by year This record series consists of investment account statements and supporting accounting work papers. Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from system providing all audits have been completed and no litigation is pending or anticipated.	Disposition Approved 11/18/09
110.25	Investment Income Transactions Files (B-A77E20's) (Originals) (Hardcopy) (Electronic) Dates: 1991 - Volume: 1 Cu. Ft. / 300 MB Annual Accumulation: Negligible/ 150 MB Arrangement: Monthly This record series consists of accounting runs of daily investment transactions and the total income derived for each month. Recommendation: Retain in office for two (2) fiscal years, then dispose of or delete from system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09

Item No.	Record Series Title, Description and Recommendation	Action Taken
110.26	<p>Journal Vouchers and Forms for Adjusting Journal Vouchers (Originals) (Hardcopy)</p> <p>Dates: 1990 - Volume: 28 Cu. Ft. Annual Accumulation: 1.5 Cu. Ft. Arrangement: Chronological/Numerical</p> <p>The record series consists of vouchers documenting various journal entries and adjustments thereof.</p> <p>Recommendation: Retain in office until the completion of the most current fiscal year audits, then microfilm and dispose of original paper. Retain all record series microforms in office for six (6) fiscal years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 11/18/09</p>
110.27	<p>Local and State Vouchers, Cancelled Checks, and Miscellaneous Cash Receipts Maintained by Administrative Accounting (Operations) (Originals) (Hardcopy) (Electronic)</p> <p>Dates: 1968 - Volume: 287 Cu. Ft./86.1GB Annual Accumulation: 7 Cu. Ft. /2.1 GB Arrangement: Chronological by month/Alphabetical</p> <p>This record series consists of local and state vouchers, cancelled checks, and miscellaneous cash receipts maintained by administrative accounting Original vouchers are maintained by the State Comptroller's Office for five (5) years per Application 89-34.</p> <p>Recommendation: Scan and microfilm as generated and processed, then dispose of original paper. Retain all record series microforms or electronic data for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved as Amended 11/18/09</p>

Item No.	Record Series Title, Description and Recommendation	Action Taken
110.28	Monthly Computer Printouts and COM Accounting Reports (B485's, 3440's, and B475's) (Originals) (Hardcopy) (Electronic) Dates: 1986 - Volume: 12 Cu. Ft. /3.6 GB Annual Accumulation: 1/2 Cu. Ft. / 150 MB Arrangement: Chronological This record series consists of internal computer printouts generated in Administrative Accounting which are also on a COM system. Recommendation: Retain printouts in office until expiration of administrative value, then dispose of and/or delete from system. Retain all COM for six (6) years, then dispose of and/or delete from system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
110.29	Monthly Loan Fund Reconciliations (Work Papers and Computer Printouts) (Hardcopy) (Electronic) Dates: 1990 - Volume: 3 Cu. Ft. / 900 MB Annual Accumulation: Negligible/ 150 MB Arrangement: Chronological This record series consists of the monthly reconciling reports showing the status of the Loan Fund. Recommendation: Retain in office for two (2) fiscal years, then dispose of and/or delete from system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
110.30	Monthly Reports (Cash and Investments, Board Reports, and Income Fund) (Originals) (Hardcopy) (Electronic) Dates: 1989 - Volume: 20 Cu. Ft. / 6 GB Annual Accumulation: 1 Cu. Ft. /300 MB Arrangement: Chronological This record series consists of monthly status reports to the Board of Trustees showing cash on hand, investments, and income received.	

Item No.	Record Series Title, Description and Recommendation	Action Taken
Recommendation:	Retain in office for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
110.31	Monthly Report Summary of Non-Appropriated Funds (Originals) (Hardcopy) (Electronic)	
Dates:	1986 -	
Volume:	2 Cu. Ft. /600 MB	
Annual Accumulation:	Negligible/ 150 MB	
Arrangement:	Chronological	
	This record series consists of work papers used in preparing the monthly summary report of all non-appropriated funds.	
Recommendation:	Retain in office for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
110.32	Monthly Statements and Work Papers of Cougar Village (Originals) (Hardcopy) (Electronic)	
Dates:	1987 -	
Volume:	44 Cu. Ft. /13.2 GB	
Annual Accumulation:	2 Cu. Ft. / 600 MB	
Arrangement:	Chronological	
	This record series consists of a monthly computation of daily reports, computer printouts, and work papers from Tower Lake Housing.	
	Information includes rentals, total revenue, fund balances, utilities, and payables.	
Recommendation:	Retain in office for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09

Item No.	Record Series Title, Description and Recommendation	Action Taken
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110.33 Monthly Statements and Work Papers of the University Center (Originals) (Hardcopy) (Electronic)

Dates: 1987 -
 Volume: 44 Cu. Ft. / 13.2 GB
 Annual Accumulation: 2 Cu. Ft. / 600 MB
 Arrangement: Chronological

This record series consists of computer printouts and work papers showing fiscal data relative to the operations of the University Center.

Recommendation: Retain in office for two (2) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

110.34 Monthly Subsidiary Ledger Summaries (Originals) (Hardcopy) (Electronic)

Dates: 1991 -
 Volume: 2 Cu. Ft. / 600 MB
 Annual Accumulation: Negligible/ 150 MB
 Arrangement: Chronological by month

This record series consists of work papers used in preparing the monthly ledger summaries.

Recommendation: Retain in office for two (2) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

110.35 Property Control Inventory Reconciliation (Monthly) (Agency Record Copy) (Hardcopy)

Dates: 1972 -
 Volume: 74 Cu. Ft.
 Annual Accumulation: 2 Cu. Ft.
 Arrangement: Chronological

This record series includes a record of monthly activity for an audit trail as reconciled with an activity journal and a ledger of account balances.

Central state government property control files are scheduled for a five (5) year retention period per Application 92-75.

Item No.	Record Series Title, Description and Recommendation	Action Taken
Recommendation:	Retain in office for five (5) fiscal years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
110.36	Property Control File of Land/Buildings/Improvements/CIP Project Expenditures (Originals) (Hardcopy)	
Dates:	1965 -	
Volume:	4 Cu. Ft.	
Annual Accumulation:	Negligible	
Arrangement:	Chronological	
	<p>This record series consists of worksheets detailing the history of property control reporting through administrative accounting on various building project expenditures.</p>	
Recommendation:	Retain permanently in office or transfer to the University Archives permanent retention.	Disposition Approved 11/18/09
110.37	Property Control Monthly Inventory (Tag Number) Reports (Originals) (Hardcopy) (Electronic)	
Dates:	1972 -	
Volume:	16 Cu. Ft. /4.8 GB	
Annual Accumulation:	Negligible/ 150 MB	
Arrangement:	Chronological	
	<p>This file contains an end-of-month record (on COM microfiche) in tag order of the property control file.</p>	
Recommendation:	Retain in office for five (5) years (from the date of record generation), then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09

Item No.	Record Series Title, Description and Recommendation	Action Taken
110.38	Agency Quarterly Report Work Papers (Originals) (Hardcopy) (Electronic)	
	Dates: 1987 - Volume: 3 Cu. Ft. / 900 MB Annual Accumulation: Negligible/ 150 MB Arrangement: Chronological	
	This record series includes supporting information in the form of work papers generated and received in the compilation of Administrative Accounting's Quarterly Reports.	
	Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
110.39	Receipts, Deposit Transmittals and Supporting Computer Listings, Trial Balances, and Work Papers (Agency Record Copy) (Hardcopy) (Electronic)	
	Dates: 1984 - Volume: 4 Cu. Ft. /1.2 GB Annual Accumulation: Negligible/150 MB Arrangement: Chronological	
	These are standard reports and documents that all state agencies generate and maintain as part of SAMS.	
	The State Comptroller's Office maintains SAMS files for one (1) year (daily reports) and permanently (monthly reports) per Application 77-100M.	
	Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09

Item No.	Record Series Title, Description and Recommendation	Action Taken
110.40	Reports of Year-End Accruals (Originals) (Hardcopy) (Electronic)	
	Dates: 1982 - Volume: 38 Cu. Ft. /11.4 GB Annual Accumulation: 1.5 Cu. Ft. / 450 MB Arrangement: Chronological	
	This record series consists of work papers and supporting documents generated in the accounting of year-end accrued financial transactions as posted to the Financial Accounting System.	
	Recommendation: Scan or microfilm as generated and processed, then dispose of original paper. Retain all record series microforms or electronic data for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
110.41	Retailers' Occupation Tax, Hotel Operators' Tax (Tax Forms and Work papers) (Originals) (Hardcopy) (Electronic)	
	Dates: 1989 - Volume: 2 Cu. Ft. / 600 MB Annual Accumulation: Negligible/ 150 MB Arrangement: Chronological	
	This record series consists of copies of Quarterly Excise Tax forms submitted to the IL. Dept of Revenue.	
	Original data is maintained by the Illinois Department of Revenue for thirty five (35) years (security copies) per Application 96-22M (Retailers Occupation Tax Quarter Monthly Remittance Forms - RR3's) and four (4) years retention per Application 82-6, item 1, (Hotel Operational Tax Business Account Files).	
	Recommendation: Retain in office for four (4) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09

Item No.	Record Series Title, Description and Recommendation	Action Taken
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under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

110.45 Staff Salary/Time Records Maintained by Administrative Accounting (Duplicates) (Hardcopy) (Electronic)

Dates: 1988 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical and Chronological

Originals are maintained and scheduled for disposition by the Offices of University Personnel Services and the Payroll Office.

Recommendation: Retain in office for two (2) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

110.46 Monthly Summary Reports of State Appropriations and Local Funds (Originals) (Hardcopy)

Dates: 1991 - 2005
Volume: 3 Cu. Ft
Annual Accumulation: Negligible
Arrangement: Monthly

This record series consists of reports which summarize the budget, expenditures and available balances in state accounts from both state appropriations and local funds.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
110.47	Supplemental Reports (Originals) (Hardcopy) (Electronic)	
	<p>Dates: 1988 - 2005 Volume: 1 Cu. Ft./ 300 MB Annual Accumulation: Negligible/ 150 MB Arrangement: Chronological</p>	
	<p>This report finalizes additional transactions involving all account statements and summaries.</p>	
	<p>Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 11/18/09</p>
110.48	Textbook Procurement Accounting Work Papers (Originals) (Hardcopy)	
	<p>Dates: 1986 - 1999 Volume: 28 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p>	
	<p>This record series consists of accounting work papers for the procurement of textbooks. Administrative Accounting no longer performs this function for the University.</p>	
	<p>Recommendation: Dispose of accumulation providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 11/18/09</p>
110.49	Trial Balances (Originals) (Hardcopies) (Electronic)	
	<p>Dates: 1986 - Volume: 6 Cu. Ft. / 1.8 GB Annual Accumulation: 3 Cu. Ft. 150 MB Arrangement: Chronological</p>	
	<p>These trial balances are used by the Budget Office to effect the usual monitoring of expenditures and revenue.</p>	
	<p>Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary and no litigation is pending or anticipated</p>	<p>Disposition Approved 11/18/09</p>

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

115.01 Administrative Files Maintained for Tax Levies, Garnishments, and Involuntary Deductions (Originals) (Hardcopy)

Dates: 1987 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical and Chronological

This record series consists of memos and payroll deduction orders issued for wage garnishments or levies on employees and are most often utilized to collect money owed state, local or federal government agencies (child support, delinquent college loans, etc.). These files become inactive when liabilities are finally disposed of through full collection or other settlement.

Recommendation: Retain in office for six (6) fiscal years following the attainment of inactive status, then destroy in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

115.02 Check Distribution Card (Originals) (Hardcopy) (Electronic)

Dates: 1987 -
Volume: 5 Cu. Ft. /5 MB
Annual Accumulation: Negligible/1 MB
Arrangement: Alphabetical

This record series details where an employee's paycheck should be sent (to residence, to bank for direct deposit, etc.).

Recommendation: Retain in office until inactive through revocation or revision, then destroy in a secure manner or delete from the system providing all audits have been completed and no litigations is pending or anticipated.

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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115.03 Credit Union Deduction Cards (Originals) (Hardcopy) (Electronic)

Dates: 1987 -
Volume: 8 Cu. Ft. / 2.4 GB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Alphabetical

This record series is used to effect individual deductions from paychecks for various credit union related services and accounts.

Recommendation: Retain until inactive through revocation or full payment/settlement of all account liabilities, then destroy in a secure manner or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

115.04 Employee Payroll Administration Files (Originals) (Hardcopy) (Electronic)

Dates: 1965 -
Volume: 88 Cu. Ft. / 26.5 GB
Annual Accumulation: 2 Cu. Ft. / 600 MB
Arrangement: Alphabetical

These files contain payroll deduction information, copies of employment contracts, employee deduction cards, W-4 tax forms, leave requests, and other miscellaneous payroll related information. Central payroll administration documentation is maintained and scheduled for disposition by the Office of University Personnel Services.

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

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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115.05 Federal and State Tax Forms (W-2's and W-4's) (Agency Record Copy) (Hardcopy) (Electronic)

Dates: 1965 -
Volume: 24 Cu. Ft. / 7.2 GB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological

This record series consists of various federal and state tax forms required to be filed by this office.

Recommendation: Scan or microfilm all W-2's after a one (1) year retention period after date of filing, then destroy original paper in a secure manner. Retain all microform W-2's or electronic data for six (6) years, then destroy in a secure manner or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Retain all W-4's for six (6) fiscal years following the date of supersedence by revised W-4's, then destroy in a secure manner or delete from the system.

**Disposition
Approved
11/18/09**

115.06 Payroll Certification Forms (Originals) (Hardcopy) (Electronic)

Dates: 1991 -
Volume: 6 Cu. Ft. / 1.8 GB
Annual Accumulation: 2 Cu. Ft. /150 MB
Arrangement: Chronological by pay period

These forms are used for each department's certification of the accuracy of each payroll.

Recommendation: Retain for six (6) fiscal years, then destroy in a secure manner or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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**115.07 Payroll Reports Generated by Administrative Accounting (Operations)
(Hardcopy)**

Dates: 1989 -
Volume: 10 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological by payroll record

This record series consists of the following payroll reports: distribution by account; reimbursement - salary; reimbursement Medicare; related accounting summary; and payroll check registers.

Recommendation: Microfilm as generated and processed, then destroy original paper in a secure manner. Retain all record series microforms for six (6) fiscal years, then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

**115.08 State of Illinois Payroll Vouchers (Form SLO-029) (Agency Record Copy)
(Hardcopy) (Electronic)**

Dates: 1991 -
Volume: 40 Cu. Ft. / 1.2 GB
Annual Accumulation: 2.2Cu. Ft. / 660 MB
Arrangement: Chronological by pay period

This record series consists of detailed payroll voucher printouts showing gross and net pay for each pay period per employee.

Recommendation: Scan or microfilm as generated, then destroy original paper in a secure manner. All record series microforms or electronic data are to be retained for six (6) fiscal years, then destroyed in a secure manner or deleted from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
115.09	1099 Tax Forms (NCR's) (Originals) (Hardcopy)	
	Dates: 1983 - Volume: 8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological/Alphabetical	
	This record series is used for filing the taxable payments the University made to entities other than corporations excluding medical corporations.	
	Recommendation: Retain in the office for ten (10) fiscal years, then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated	Disposition Approved 11/18/09
115.10	Time Sheets of Student Workers and Hourly Staff (Originals) (Hardcopy) (Electronic)	
	Dates: 1984 - Volume: 12 Cu. Ft. / 3.6 GB Annual Accumulation: 6 Cu. Ft. / 150 MB Arrangement: Chronological by pay period	
	This record series details the total hours worked by each employee (regular hours, overtime, and holiday).	
	Recommendation: Retain in office for two (2) fiscal years, then microfilm and destroy original paper in a secure manner. Retain all record series microforms or electronic data for six (6) fiscal years, then destroy in a secure manner or delete from system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09

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

120.01 Accounts Receivable Files (Originals) (Hard copy and Electronic)

Dates: 1980 -
Volume: 44Cu. Ft. / 132 GB
Annual Accumulation: 1.5 Cu. Ft. / 450 MB
Arrangement: Chronological

The accounts receivable files consist of monthly and daily reports indicating or including:

- (a) debits;
- (b) credits;
- (c) accounts receivable by age groups;
- (d) accounts receivable error list;
- (e) data base changes - weekly;
- (f) unapplied cash;
- (g) accounts receivable update;
- (h) transaction reports;
- (i) administrative accounting transactions;
- (j) accounts receivable by fund; and
- (k) daily due and payable

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, no litigation is pending or anticipated and provided all balances are either collected in full or deleted by write-off in compliance with applicable statutory provisions.

**Disposition
Approved
11/18/09**

120.02 Bankruptcy Files Used for Establishing and the Write-Off of Uncollectible Accounts (Agency Record Copy) (Hardcopy) (Electronic)

Dates: 1983 -
Volume: 2 Cu. Ft. / 600 MB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological and Alphabetical

This file series contains legal proceedings documentation (copies of court orders, bankruptcy notices, etc.) generated from bankruptcy filings by liable parties in collection accounts for accounts receivable. These files are used by the Bursar in the write-off of uncollectible accounts under the terms of applicable statutory provisions.

Item No.	Record Series Title, Description and Recommendation	Action Taken
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Recommendation:	With the exception of any documentation of encumbrances which stay in effect regardless of bankruptcy, retain in office for five (5) years following the completion of all corresponding account write-off procedures in conformance with applicable statutory provisions, then destroy in a secure manner and/or delete from system provided no litigation is pending or anticipated, and all necessary audits have been completed under the supervision of the Auditor General. For any documentation of long-term encumbrances which are in effect regardless of bankruptcy, retain in office for five (5) years following the date the corresponding encumbrances have been satisfied or otherwise settled, then destroy in a secure manner and/or delete from system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
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120.03 Bursar's Computerized Administrative Database(s) (Originals) (Electronic)

Dates:	1983 -
Volume:	2 Cu. Ft. / 600 MB
Annual Accumulation:	Negligible/ 150 MB
Arrangement:	Chronological and Alphabetical

This series is composed of computer disc/tape formats of accounting data relevant to various collections and disbursements administered by the Bursar.

Recommendation:	Retain in office for six (6) fiscal years from the date of record generation, then delete from system providing all audits have been completed and no litigation is pending or anticipated. All computer tape/disc maintenance and preservation procedures are to be fully applied.	Disposition Approved 11/18/09
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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120.04 Canceled Checks (Hardcopy and Electronic) (Originals)

Dates: 1983 -
 Volume: 260 Cu. Ft/ 78 GB
 Annual Accumulation 10 Cu. Ft. / 3 GB
 Arrangement: Chronological and Numerical

These are checks issued by the Bursar out of local fund accounts.

Recommendation: Scan as generated, then dispose of original paper. Retain electronic data for six (6) fiscal years following the date of cancellation, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

120.05 Claims Litigation Proceedings Status File Cards (Hardcopy and Electronic) (Originals)

Dates: 1983 -
 Volume: 2 Cu. Ft. / 600 MB
 Annual Accumulation: Negligible/150 MB
 Arrangement: Chronological

These file cards show when suits for the settlement of claims involving the Office of the Bursar have been filed and the disposition of the documented litigation.

Recommendation: Retain in office for five (5) years following the date(s) the documented litigation proceedings have been completed and all resultant judgments have been paid or settled, then destroy in a secure manner or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

120.06 Collection Reports (Duplicates) (Hardcopy) (Electronic)

Dates: FY 1992 -
 Volume: 20Cu. Ft. / 6 GB
 Annual Accumulation: 1.1 Cu. Ft. / 300 MB
 Arrangement: Chronological

The original reports of collections are forwarded to the university's Administrative Accounting Office.

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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Recommendation: Retain in office for six (6) months, then dispose of or delete from the system.

120.07 Loan Collectors' Work Cards (Originals) (Hardcopy and Electronic)

Dates: 1983 -
Volume: 3 Cu. Ft. /900 MB
Annual Accumulation: Negligible/0.3 GB
Arrangement: Chronological

This record series consists of cards used to locate active clients.

Recommendation: Retain in office for five (5) fiscal years following the date that all documented loan account balances have been paid in full or deleted by write-off as uncollectible under statutory provisions, whichever is applicable, then destroy in a secure manner or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

120.08 Miscellaneous Accounting Reports and Work Papers (Originals) (Hardcopy) (Electronic)

Dates: 1985 -
Volume: 6 Cu. Ft. / 2.4 GB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological

This series includes balancing sheets, over and short accounting statements, Foundation deposit reports, registration by quarter by day, check deposits, machine totals, cash receipt adjustments, fund transfer records, machine tapes, and accounts receivable statements and accounting papers consisting of monthly accounts by fund, monthly outstanding debits, closed or inactive accounts, accounts by fund debits, and accounts receivable debit and credit vouchers.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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120.09 Department of Motor Vehicles' Reports of Registrations (Agency Record Copy) (Hardcopy) (Electronic)

Dates: 1986 -
Volume: 2 Cu. Ft. / 600 MB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological and Alphabetical

These are reports of motor vehicle registrations received from entities charged with such registration used as a tracking source to monitor the collection of all fees due the university for the students' privilege of operating personal motor vehicles on campus.

Recommendation: Retain in office for five (5) fiscal years following the date that all collectible fees have been paid and deposited by the Bursar or for five (5) fiscal years following the date that all documented fees outstanding are forfeited by write-off by the Bursar as uncollectible in compliance with all applicable statutory provisions, then destroy in a secure manner and/or delete from system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

120.10 Reports of Fee Audit Discrepancies (Originals) (Hardcopy and Electronic)

Dates: 1990 -
Volume: 2 Cu. Ft. / 600 MB
Negligible/ 150 MB
Arrangement: Chronological

These reports are generated from audits of the university's fee structure that have findings of discrepancies.

Recommendation: Retain in office for one (1) year following the resolution of the discrepancy by internal audit, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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120.11 File of Bank Returned Checks (Originals) (Hardcopy)

Dates: 1983 -
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This file contains checks returned from banks due to insufficient funds with supporting vouchers issued to departments for covering checks, listings of individuals issuing bad checks, and bank letters of transmittal.

Recommendation: Scan or microfilm as received, then dispose of original paper. Retain all record series microforms or electronic data in office for ten (10) fiscal years or until all checks has been paid or write-off satisfied in accordance with all applicable statutory provisions, whichever is longer, then destroy in a secure manner or delete from the system provided all audits have been completed and no litigation is pending or anticipated.

**Disposition
Approved
as Amended
11/18/09**

120.12 Student Scholarship and Loan Files and Foundation Accounts Files (Originals) (Hardcopy)

Dates: 1975 -
Volume: 34 Cu. Ft :
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological/Alphabetical

These files hold the following accounting administration documents: scholarship invoice vouchers; short-term loan agreements; loan files created from National Defense Student Loans and other student loan sources containing supporting documentation consisting of coding sheets, Long-Term Borrower Reports, statements of loans (by fund and by account type), Long-Term Loan Update Edit Reports, billings, promissory notes, and Fiscal Operations Reports; monthly reports; Foundation Accounts Files; and related correspondence.

Recommendation: Microfilm as generated, then dispose of hard copies in a secure manner. Retain microfilm copies in office for twenty (20) years following the date of record generation, then dispose of provided all necessary audits (federal and state) have been completed, all balances due under the accounts have been paid in full or otherwise settled, and provided no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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120.13 Travel Allowance Advance Files (Duplicates) (Hardcopy)

Dates: 1990 -
 Volume: 4 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

This file contains the vouchers and receipts issued by the Bursar to arrange for travel allowances in advance for staff.

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

**Disposition
Approved
11/18/09**

120.14 Bursar's Cash Receipts File and Bursar's Collection Reports (Originals) (Hardcopy) (Electronic)

Dates: 1991 -
 Volume: 320 Cu. Ft. / 96 GB
 Annual Accumulation: 17.7Cu. Ft. / 5.3 GB
 Arrangement: Chronological/Numerical

This record series consists of NCR copies of receipts for payments issued from the Bursar's Office (i.e., tuition, bills, reimbursements, etc.). Also included are the Bursar's supporting collection reports.

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

**Disposition
Approved
11/18/09**

120.15 Cancelled Checks (Originals) (Hardcopy) (Electronic)

Dates: 1991 -
 Volume: 41 Cu. Ft. / 12.3 GB
 Annual Accumulation: 2.3 Cu. Ft. / 690 MB
 Arrangement: Numerical by Bank

This record series consists of checks issued by the university that have been negotiated for payment through the banking industry.

Recommendation: Retain for six (6) fiscal years following the date of check cancellation, then dispose of or delete from the system providing all audits have been completed under the

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

120.17 Listings of Cancelled Checks in Escrow (Originals) (Hardcopy)

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Dates: 1989 -
Volume: 2 Cu. Ft. / 600 MB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological

This record series consists of listings of cancelled check proceeds held in escrow.

Recommendation: Retain for six (6) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

120.17 Summaries of Expenditures and Funds Available (Duplicates) (Hardcopy) (Electronic)

Dates: 1985 -
Volume: 7 Cu. Ft. / 2.1 GB
Annual Accumulation: 1 Cu. Ft. / 150 MB
Arrangement: Chronological by year

The summary data includes account number, account title, current budget information, revenue/expenses, monies of project to date, unrealized expenditures, committed monies, uncommitted monies, and description of line item.

Originals are maintained by the agency's Administrative Accounting Office and/or the Budget Office and are to be scheduled for disposition by those offices.

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

**Disposition
Approved
11/18/09**

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FINANCIAL MANAGEMENT
OFFICE OF THE BUDGET

130.01 Appropriation Legislative Bills (Originals) (Hardcopy)

Dates: 1986 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

These are draft and working copies of appropriation legislative bills.

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

**Disposition
Approved
11/18/09**

130.02 Fiscal Officer Changes (Originals) (Hardcopy)

Dates: 1986 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This form is used by fiscal agents of the University to affect budgetary contingencies as needed.

Recommendation: Retain in office for six (6) fiscal years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

130.03 Governor's Office (BR Forms), Illinois State Legislature (ISL's), and Board of Higher Education (BHE's) Budget Reporting and Compilation Forms (Originals) (Hardcopy) (Electronic)

Dates: 1986 -
Volume: 20 Cu. Ft. / 6 GB
Annual Accumulation: 3/4 Cu. Ft. / 200 MB
Arrangement: Chronological

These forms are completed by the Budget Office for the purpose of reporting and formatting budget administration data for review by the various external overseeing and coordinating agencies involved in the administration of university budgets.

Item No.	Record Series Title, Description and Recommendation	Action Taken
Recommendation:	Retain in office for six (6) fiscal years, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
130.04	Internal Budget Documents (Originals) (Hardcopy) (Electronic)	
Dates:	1982 -	
Volume:	6 Cu. Ft. / 1.8 GB	
Annual Accumulation:	Negligible/ 150 MB	
Arrangement:	Chronological	
	These documents consist of summaries of line item expenditures and planned sources of funding generated for internal budgeting.	
Recommendation:	Retain in office for six (6) fiscal years, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
130.05	New Account Requests and Supporting Documents (Duplicates) (Hardcopy) (Electronic)	
Dates:	1986 -	
Volume:	1 Cu. Ft. / 300 MB	
Annual Accumulation:	Negligible/ 150 MB	
Arrangement:	Chronological	
	This is the form used for the budgetary administration of new accounts. Supporting correspondence, memoranda, and duplicates of various fiscal and administrative records used to support requests are also included within the file series.	
Recommendation:	Retain in office for three (3) fiscal years, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09

Item No.	Record Series Title, Description and Recommendation	Action Taken
130.06	Operational Budgets (Appropriated Funds) (Originals) (Hardcopy)	
	Dates: 1986 - Volume: 14 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological	
	These are the university's final budget documents and work papers from which the operational budget is administered.	
	Recommendation: Retain in office for six (6) fiscal years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
130.07	Personal Services Budget Report Forms and Related Working Papers (Originals) (Hardcopy) (Electronic)	
	Dates: 1983 - Volume: 20 Cu. Ft. / 6 GB Annual Accumulation: 3/4 Cu. Ft. / 200 MB Arrangement: Chronological	
	These are forms with supporting working papers completed by the Budget Office for the purpose of reporting and formatting budget administration data for review by the various external overseeing and coordinating agencies involved in the administration of university budgets.	
	Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary and no litigation is pending or anticipated.	Disposition Approved 11/18/09
130.08	RAMP Appropriation Requests and Budget Expenditure Reports (Originals) (Hardcopy) (Electronic)	
	Dates: 1982 - Volume: 9 Cu. Ft. / 2.7 GB Annual Accumulation: 1/2 Cu. Ft. /150 MB Arrangement: Chronological	
	This is an original budget administration form used under the Resource Allocation Management Planning system to request and justify appropriation allotments.	

Item No.	Record Series Title, Description and Recommendation	Action Taken
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Recommendation:	Retain in office for six (6) fiscal years, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary and no litigation is pending or anticipated.	Disposition Approved 11/18/09
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130.9 Supplemental Appropriation Request Avoidance Files (Originals) (Hardcopy)

Dates:	1986 - 2009
Volume:	1/2 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This form is reviewed quarterly by the Budget Office to plan expenditure levels.

Recommendation:	Retain in office for six (6) fiscal years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
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130.10 Trial Balances (Originals) (Hardcopy) (Electronic)

Dates:	1986 -
Volume:	6 Cu. Ft. / 1.8 GB
Annual Accumulation:	3 Cu. Ft. / 900 MB
Arrangement:	Chronological

These trial balances are used by the Budget Office to effect the usual monitoring of expenditures and revenue.

Recommendation:	Retain in office for six (6) fiscal years, then dispose of and/or delete from system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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FINANCIAL MANAGEMENT
OFFICE OF THE CONTROLLER

140.01 Account Files (Originals) (Hardcopy) (Electronic)

Dates: 1985 -
Volume: 10 Cu. Ft. / 30 GB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Negligible

This series includes accounting statements, ledgers, receipts and related correspondence covering the following accounts:

- (a) Auxiliary and Service Enterprises;
- (b) Farm and Auxiliary Operating Programs;
- (c) Funded Debt-Tower Lake Debt Service Expense;
- ((Duplicates) Funded Debt-University Center Debt Service Expense;
- (e) Insurance Proceeds 1989 - Construction Funds;
- (f) Interest Earned on Investment of Agency Funds;
- (g) Interest Earned on Investment of Federal Funds;
- (h) Interest Earned on Investment of Non-Appropriated Funds;
- (i) Interest Earned on Investment of Restricted Funds;
- (j) Interest Earned on Investment of Service Departments;
- (k) John M. Olin Scholarship Program;
- (l) John M. Olin Endowment Fund;
- (m) Student Fitness Center Operations and Management Expenses;
- (n) Student Fitness Center Other Revenue;
- ((Originals) Student Fitness Center Debt Service Expense;
- (p) Student Health and Fitness Center Construction;
- (q) Student Health and Fitness Center Fees; and
- (r) Student Welfare and Activity Fee Estimates.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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140.02 Internal and External Audit Reports and Related Working Papers (Originals) (Hardcopy) (Electronic)

Dates: 1986 -
Volume: 8 Cu. Ft. / 2.4 GB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological

This file contains reports of internal and external audits of university grant and program administration as well as the expenditure of regular appropriations and allocations. Related exhibits, working papers, and correspondence are also included within the series.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, no litigation is pending or anticipated and providing all audit findings have been resolved.

**Disposition
Approved
11/18/09**

140.03 University Investment Agreements (Originals) (Hardcopy)

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

This record series consists of agreements authorizing the Controller to invest monies of the university with investment brokers.

Record series information includes name of broker, statement of agreement, and appropriate signatures (e.g., investment brokers, university representatives, and officials of the financial institutions).

Recommendation: Retain in office for ten (10) fiscal years following termination of agreement(s), then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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140.04 Investment Program Status Reports (Originals) (Hardcopy) (Electronic)

Dates: 1985 -
Volume: 4 Cu. Ft. / 1.2 GB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological

This record series consists of reports, which detail the status of university investments. Record series data include name of investment firm, phone number of firm, purchase price, purchase amount, accrued interest totals, total settlement, purchase and settlement date, yield amount, account total, and individual officer initiating the investment.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

140.05 Monthly Reports File (Originals) (Hardcopy) (Electronic)

Dates: 1985 -
Volume: 1 Cu. Ft./300 MB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological

The following monthly reports are generated or received by the Controller in the course of the Office's business of monitoring the financial solvency of the university:

- (a) Budget-Income Fund Analysis;
- (b) Cash and Investment Report;
- (c) Federal Funding Report (Controller);
- (d) Non-Appropriated Monthly Summary (Administrative Accounting);
- (e) Auxiliary Enterprises and Treasurer's Reports;
- (f) Quarterly Financial Report;
- (g) Debt Service Transfer; and
- (h) Paying Agent Fee.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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HUMAN RESOURCES
UNIVERSITY PERSONNEL SERVICES

150.01 Absent Without Pay Reports (Originals) (Hardcopy) (Electronic)

Dates: 1988 -
Volume: 4 Cu. Ft. / 1.2 GB
Annual Accumulation: Negligible / 150 MB
Arrangement: Alphabetical by employee

This record series consists of summary reports of all employees that were absent without pay during the school year. This record is created from the employee's Salary Time Record and is used for reference purposes.

Recommendation: Retain in office for six (6) years, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated,

**Disposition
Approved
11/18/09**

150.02 Accrued Liability Vacation and Sick Leave Record (Originals) (Hardcopy) (Electronic)

Dates: 1979 -
Volume: 4 Cu. Ft. / 1.2 GB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological

This record series consists of an annually updated record of money that would be owed to an employee should that employee choose to retire and "cash in" accumulated leave. A new record is created each year, showing updated sick and vacation leave accrued by an employee and amount of money the university would need to pay off the accrued benefits.

A copy is sent to the Administrative Accounting Office.

Recommendation: Retain in office for six (6) years, then destroy in a secure manner or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

150.03 Applications for Employment (Solicited / Unsolicited) and Supporting Documents (Resumes, Transcripts, Military Record) (Hard Copy)

Item No.	Record Series Title, Description and Recommendation	Action Taken
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Dates: 1985 -
Volume: 96 Cu. Ft.
Annual Accumulation: 4 Cu. Ft.
Arrangement: Alphabetical by applicant

The record series consists of original employment applications and related documentation from individuals seeking employment with the university.

Files include applications, resumes, transcripts, military records, and letters of recommendation (if applicable).

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

**Disposition
Approved
11/18/09**

150.04 Civil Service Exams (Hardcopy and Electronic) (Originals)

Dates: 1992 -
Volume: 136 Cu. Ft. / 40.8 GB
Annual Accumulation: 8 Cu. Ft. / 2.4 GB
Arrangement: Numerical by exam number

This record series consists of civil service exams completed by applicants seeking employment or promotion with the university. Exam scores are entered into the university computer database for transmittal to the State Universities Civil Service System.

Recommendation: Retain for two (2) years, then destroy in a secure manner or delete from the system provided the results are transmitted to the State Universities Civil Service System, all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
150.05	Civil Service Exam Registration Cards and Computer Database (Hardcopy and Electronic) (Originals) Dates: 1982 - Volume: 6 Cu. Ft. /1.8 GB Annual Accumulation: Negligible/N/A Arrangement: Alphabetical by classification <p>The record series consists of registration cards for individuals completing the civil service exam. Cards contain name, address, social security number, exam taken, final score, breakdown of exam elements, and exam number. Information formerly retained on these cards currently is now entered into computer database.</p>	Disposition Approved 11/18/09
150.06	Civil Service Registration Index Cards (Originals) Dates: 1982 - 1991 Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by applicant <p>This record series consists of cross-reference index cards showing applicants who have taken civil service exam. This card system has been replaced by the Computer Indexing System.</p>	Disposition Approved 11/18/09

Item No.	Record Series Title, Description and Recommendation	Action Taken
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150.07 Collective Bargaining Records (Originals) (Hardcopy)

Dates: 1968 -
Volume: 63Cu. Ft.
Annual Accumulation: 1.5 Cu. Ft.
Arrangement: Chronological

This record series consists of collective bargaining agreements and background records of the bargaining process. Files include original collective bargaining agreements, minutes of bargaining meetings, salary surveys, meeting notes, requests to bargain from union, correspondence, and materials used to support bargaining positions.

Recommendation: Retain one (1) copy of each collective bargaining agreement permanently. Retain supporting documentation for fifteen (15) years after the date of generation, then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

150.08 Draft Registration Compliance Statements (Originals) (Hardcopy)

Dates: 1984 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of statements indicating compliance with the Selective Service System registration requirements. The statements are required of all male students receiving financial aid. The university retains this form, as required by the Selective Service System.

Recommendation: Retain in office for five (5) years following the date of the latest termination of enrollment of the respective students, then destroy in a secure manner provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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150.09 Employee Grievance Case Summaries (Originals) (Hardcopy)

Dates: 1985 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by employee

This record series consists of summaries of employee grievance cases by Legal Counsel and the department of originating grievance. Individual case file documentation is retained by the departments from which the grievances originate and the Legal Counsel.

Recommendation: Retain in office for five (5) years following the date of separation from employment of the employee(s) filing the grievances, then destroy in a secure manner provided no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

150.10 Reports of Contribution (Quarterly) to Unemployment Compensation (Duplicates) (Hardcopy)

Dates: 1975 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of copies of quarterly reports of unemployment compensation contributions made by the university to the Illinois Department of Employment Security (which retains the original reports for six (6) years per Application 86-107M).

Recommendation: Retain in office for six (6) fiscal years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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150.11 Extended Sick Leave Reports (Originals) (Hardcopy)

Dates: 1987 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by employee

This record series consists of summary reports of all employees on extended sick leave during the school year. This record is created from the employee's Salary Time Record and is used for reference purposes.

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

**Disposition
Approved
11/18/09**

150.12 Lists of Civil Service Exam Scores (Duplicates) (Hardcopy) (Electronic)

Dates: 1991 -
Volume: 3 Cu.Ft/ 900 MB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological

This record series consists of the monthly lists of scores received by individuals sitting for civil service exams held at the university.

Original lists are sent to the State Universities Civil Service System.

Recommendation: Retain for five (5) years following the date of generation of the lists, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

150.13 Payroll Deduction Reports Transmittal Lists (Originals) (Hardcopy) (Electronic)

Dates: 1990 -
Volume: 30 Cu. Ft. / 9 GB
Annual Accumulation: 1.5 Cu. Ft. / 450 MB
Arrangement: Chronological then Alphabetical by type of deduction

This record series consists of reports listing payroll deductions, which are transmitted in original to the Department of Central Management Services. Titles of reports sent are Pay Record Adjustment Report, Additional Payroll

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Record, Premium Transmittal Summary, and Non-payroll Member and Direct Payment Reports.

Recommendation: Retain in office for six (6) fiscal years, then destroy in a secure manner or delete from system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

150.14 Personnel Files (Civil Service Employees) (Originals) (Hardcopy)

Dates: 1966 -
Volume: 345 Cu. Ft
Annual Accumulation: 8 Cu. Ft.
Arrangement: Alphabetical

The record series consists of original personnel files for university civil service employees. Files include notice of employment; request for change of status form; change of information forms; civil service and employment record; physician's statements; report of status of participant (State University Retirement System); letters of commendation; deduction authorizations; designation of beneficiary for SURS and insurance; resignations; insurance enrollment forms; tax sheltered annuity records (applications, salary reduction agreements, maximum exclusion allowance calculation request and response, retirement estimate request, and copy of statement); performance reviews; disciplinary memos (if applicable); revocation of deduction authorization; waiver of qualifications for examination, job audits, suspensions (if applicable); and correspondence concerning the employee.

Recommendation: Retain this series in one of two formats available: the original paper documents or microform. Whenever a copy of the material has been transferred to microform, destroy the original document in a secure manner and retain the microform in the office permanently. For original paper documents of employees of the University Merit System, retain in office for sixty-five (65) years after separation from employment, then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. For original paper documents of employees of the State Personnel Code, retain in office for five (5) years after separation from employment, then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General. Auditor General,

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11/18/09**

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if necessary, and no litigation is pending or anticipated. (Central personnel files of employees under State Personnel Code jurisdiction are maintained permanently per Application 72-9M.)

150.15 Personnel Files (Professional and Faculty) (Originals) (Hardcopy)

Dates: 1965 -
Volume: 660 Cu. Ft
Annual Accumulation: 27.5 Cu. Ft.
Arrangement: Alphabetical

The record series consists of original personnel files of faculty and professional staff at the university.

Files include position descriptions, performance evaluations, appointment notices, resignations, promotions, personal and professional data forms, transcripts, copies of W'4's, contracts, change of status documentation, recommendations, record of tenure, requests for leave of absence, transcript of completion of advanced degree, certifications, memos and certificates, in lieu of transcripts, sabbatical requests, accumulated sick leave and vacation record, letter of report of grievance (if applicable), and correspondence regarding the employee.

Recommendation: Retain in office for sixty-five (65) years following separation from employment, then destroy in a secure manner provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

150.16 Position Description Files (Originals) (Hardcopy)

Dates: 1988 -
Volume: 56 Cu. Ft
Annual Accumulation: 2.6 Cu. Ft.
Arrangement: Numerical by civil service position number

This record series consists of descriptions of all employment positions at the university and any related job audits. Job audits are used to consider possible adjustments to the job description.

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

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
150.17	Position Vacancy Files (Originals) (Hardcopy)	
	Dates: 1987 - Volume: 27 Cu. Ft. Annual Accumulation: 1.2 Cu. Ft. Arrangement: Chronological	
	This record series consists of files of any available civil service employment position in the university.	
	Files include a request for civil service personnel, active register of qualified applicants, certification of appointment, cover sheet and position descriptions (periodically).	
	Recommendation: Retain for five (5) years, then destroy in a secure manner providing no litigation is pending or anticipated.	Disposition Approved 11/18/09
150.18	Request to Set, Change, Correct, or Delete a Pay Schedule (Open Range, Established Rate Range and Negotiated Range) (Agency Record Copy)(Hardcopy)	
	Dates: 1975 - Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of the agency record copies of requests to establish or alter salary titles or salary ranges and are used to add new job titles, change a job description, switch pay ranges, or change pay rates for positions at the university.	
	The original request is sent to the State Universities Civil Service System.	
	Recommendation: Retain in office for two (2) years then transfer to the University Archives for permanent retention.	Disposition Approved 11/18/09

Item No.	Record Series Title, Description and Recommendation	Action Taken
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150.19 Salary Increase Population Records (Duplicates) (Hardcopy) (Electronic)

Dates: 1975 -
Volume: 14 Cu. Ft. / 4.2 GB
Annual Accumulation: 1/2 Cu. Ft. / 150 MB
Arrangement: Chronological

This record series consists of computer printouts and supporting worksheets used for salary increases.

Printout reports list employees, identification numbers, job classifications, pay rates, and adjusted pay rates.

The original records are maintained by the Payroll Office.

Recommendation: Retain in office for three (3) fiscal years, then destroy in a secure manner or delete from system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

150.20 Salary/Time Record Cards (Originals) (Hardcopy) (Electronic)

Dates: 1991 -
Volume: 6 Cu. Ft. / 1.8 GB
Annual Accumulation: 2 Cu. Ft. /150 MB
Arrangement: Chronological

This record series consists of the official leave record for university employees. Cards indicate hours worked and leave used. It is used to track vacation and sick leave only.

Recommendation: Retain in the office for six (6) years, then destroy in a secure manner or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

150.21 Seniority Lists (Originals) (Hardcopy) (Electronic)

Dates: 1986 -
Volume: 2 Cu. Ft. / 600 MB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological

This record series consists of lists of university employees by date of hire, showing rank of seniority by each position.

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Recommendation:	Retain for five (5) years after superseded by new seniority list, then destroy in a secure manner or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
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150.22 State Universities Retirement System Records (Duplicates) (Hardcopy) (Electronic)

Dates:	1971 -
Volume:	6 Cu. Ft. / 1.8 GB
Annual Accumulation:	Negligible/ 150 MB
Arrangement:	Chronological

This record series consists of duplicate records sent to and received from the State Universities Retirement System.

Files include correspondence, copies of annual reports, payroll notes, lists of participants, data requests, copies of applications for out-of-state credit, copies of applications for appointment, and duplicate reports of status.

Original files are retained by the State Universities Retirement System.

Recommendation:	Retain in office for two (2) years following the date the files are superseded and/or termination of SURS coverage and/or full payment or final settlement of SURS participant, survivor, and beneficiary benefits, then destroy in a secure manner or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
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150.23 Unemployment Compensation Claim Files (Duplicates) (Hardcopy) (Electronic)

Dates:	1990 -
Volume:	14 Cu. Ft. / 4.2 GB
Annual Accumulation:	1/2 Cu. Ft. / 200MB
Arrangement:	Alphabetical by claimant

This record series consists of unemployment compensation claims filed against the university and documents relating to the case.

Files include copies of claims, notices of claims, notice of separation, copies of payroll records and report of decisions on claims.

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Original records are retained by the Illinois Department of Employment Security for six (6) years after claim settlement per items 1 and 2 of Application 85-75M.

Recommendation: Retain in office for six (6) years after separation from employment from the university, then destroy in a secure manner or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

150.24 U.S. Immigration and Naturalization Service Form I-9 Employment Eligibility Verification Forms (Originals)

Dates: 1987 -
Volume: 22 Cu. Ft
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by employee

This record series consists of a form used to verify the true identity of a job applicant and the applicant's authority to work in the United States. Information must be produced on demand by the U.S. Immigration and Naturalization Service.

Recommendation: Retain I-9's in office for three (3) years after the date of hire or one (1) year after the date of employment ends, whichever is longer, then destroy in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

150.25 Worker's Compensation Files (Duplicates) ((Hardcopy)

Dates: 1989 -
Volume: 24 Cu. Ft.
Annual Accumulation: 1.2 Cu. Ft.
Arrangement: Alphabetical/Chronological

This record series consists of all documents pertinent to Workmen's Compensation cases filed with the university.

Files include hardcopy and microform copies of accident reports, notices of injury, witness reports, doctors' statements, information release forms, bills, summary sheets of bills, voucher copies, and correspondence regarding cases. Original records are retained by the Department of Central Management Services

**APPLICATION FOR AUTHORITY
(continued)**

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for three (3) years after final payment per Application 81-60. Case records filed with the Industrial Commission are retained on an ongoing basis by the university.

Recommendation:	Retain hardcopy record series documents and microfilm copies in office for five (5) years following closure of case, then destroy in a secure manner provided no litigation is pending or anticipated.	Disposition Approved 11/18/09
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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OFFICE OF INFORMATION TECHNOLOGY
ADMINISTRATIVE OFFICE

160.01 Risk Management File (Originals) (Hardcopy)

Dates: 1989 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: N/A

This file contains documentation of the offices' risk management policies (i.e., insurance policies or "self insurance" program documentation) implemented to cover equipment that is often in the personal possession of staff so that such coverage is provided outside of staff members' homeowners insurance.

Recommendation: Retain in office for six (6) years following the termination date of the respective risk management policy(s), then dispose of providing all audits have been completed and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

160.02 Service Contracts (Duplicates) (Hardcopy)

Dates: 1982 -
Volume: 2 Cu. Ft. Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This file of service contracts is composed primarily of software contracts. The University's Purchasing Office maintains the central copies of these contracts.

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

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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OFFICE OF INFORMATION TECHNOLOGY
ADMINISTRATIVE INFORMATION SYSTEMS

170.01 Alumni Data Base System (Originals) (Hardcopy) (Electronic)

Dates: 1980 -
Volume: Negligible/150 MB
Annual Accumulation: Negligible/150 MB
Arrangement: By ID sequence

This record series consists of a file created quarterly (from SIS data) to provide a tape that contains alumni i.d., name, address, biodemographic data and degree information. Approximately 2200 students receive Southern Illinois University-Edwardsville degrees annually and the four tapes (December/March/June/August) are sent to the Foundation Office for processing/maintenance in their computer system.

Recommendation: Retain until the lapse of two years following revision or supersedence, then destroy in a secure manner and/or delete from the system providing all audits have been completed and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

170.02 Auxiliary Systems Housing System Application (Originals) (Computer Tapes)

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

This record series consists of housing procedures that are peripheral procedures that utilize the Accounts Receivable Database (Housing Contracts) and the Billing Receivables Database (Charges/Credits).

Recommendation: Retain for five (5) years following the date of data entry, then delete from system providing all audits have been completed and no litigation is pending or anticipated. All computer tape/disc maintenance and preservation procedures are to be fully applied.

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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Recommendation:	Retain for six (6) years from the date of data entry, then delete from the system providing all audits have been completed and no litigation is pending or anticipated. All computer tape/disc maintenance and preservation procedures are to be fully applied.	Disposition Approved 11/18/09
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170.05 Financial Aids System Master File Database (Originals) (Electronic)

Dates:	1979 -
Volume:	297 GB
Annual Accumulation:	9.9 GB
Arrangement:	Numerical-

This record series consists of a database which stores a “working copy” of financial aid records such as award letters, scholarship applications, verifications, student histories, etc.

Recommendation:	Retain for six (6) years following the date of data entry, then delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. All computer tape/disc maintenance and preservation procedures are to be fully applied.	Disposition Approved 11/18/09
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170.06 Human Resource System Database Files (Originals) (Electronic)

Dates:	1986 -
Volume:	Negligible
Annual Accumulation:	N/A
Arrangement:	File identification and weekly copy detail number

This record series includes all data maintained on the HRS Database and related subsystems for the following areas: Payroll, Budget/Position control, and Personnel Reporting.

Examples of file series data include: "Space 61 Extract"; "State Insurance Tape Extract"; "State Voucher"; "Payroll Work File"; "IL Legal Address County File"; "FED W2 Work File"; "State Insurance Work File"; "Ramp Extract -Student Payroll"; File of Budget Data, Employee Appointments, "Pay Controls"; Time Information; Position Applicant, Applicant Testing, Civil Service Classification, Promotional Histories, and Civil Service Register Entry File; "Student Payroll Master File" and "Payroll History Posting File"; "Local Voucher Extract"; "Payroll Retroactive Pay History"; Fringe Benefit Posting Extract; and Salary Increase User Extract.

Item No.	Record Series Title, Description and Recommendation	Action Taken
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Recommendation:	Retain all database information on line for six (6) years following the date of data entry, then delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
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170.07 Program and System Design Files (Originals) (Hardcopy)

Dates:	1972 -
Volume:	54 Cu. Ft.
Annual Accumulation:	1.5 Cu. Ft.
Arrangement:	By component/procedure number

This record series consists of hard copy records generated or received to design and implement computer systems and programs. The documentation includes file layouts/record layouts/Bachman diagrams, flowcharts, job control documentation, parameter requests, procedure/program narratives, report samples, special instructions, and Pinnacle documentation.

Systems include: ASP (Active Student Profile), SIS (Admissions/Records), BR (Billing Receivables), FAM (Financial Aid), SAS (Extracts/Components), Table Source (Base/Test/Production), Program Links (Base/Test/Production) and Modification/TOS's (1989-Current).

Recommendation:	Retain in office for five (5) years (lapsed from the date of system replacement or obsolescence), then dispose of providing all audits have been completed if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
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170.08 Property Control Master File System (Database) (Originals) (Electronic)

Dates:	1980 -
Volume:	3 Cu. Ft. / 900 MB
Annual Accumulation:	Neg/ 150 MB
Arrangement:	File identification number and copy detail number

This record series was created to produce the necessary location reports, inventory listings, and final disposition of equipment reports used to account for the assignment and location of all physical assets under the control of Southern Illinois University-Edwardsville.

Reports generated by this system include: Monthly Detail File of Property; General Ledger Balance File of University Accounts for Purchase/Leasing of Equipment, and End-of-Year File of Property.

Recommendation:	Retain Master File Monthly Detail File of Property Tape for two (2) years following the date of data entry, then	Disposition Approved 11/18/09
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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delete from the system providing all audits have been completed if necessary, and no litigation is pending or anticipated. Retain Property Modification Files for two (2) years following the date of data entry, then dispose of or delete from the system providing all audits have been completed if necessary, and no litigation is pending or anticipated.

170.09 Student Information Systems and Preceding Systems (Database) (Originals)

Dates: 1972 -
Volume: 444 GB
Annual Accumulation: 12 GB
Arrangement: Numerical

This record series consists of a database which stores various academic records such as applications, external transcripts, ACT test scores, reference letters, etc.

Recommendation: Retain for six (6) years following the date of data entry, then delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

170.10 Telephone System Files - Auxiliary Systems (Computer Discs/Tapes) (Originals and Duplicates)

Dates: 1987 -
Volume: 6 Cu. Ft/900 MB
Annual Accumulation: Neg/150 MB
Arrangement: Numerical/Chronological

This record series includes files of transactions and billings of the University's telecommunications system. File records are updated and generated from "transaction" discs/tapes received from vendors. Transaction disc/tape copies have been maintained for six (6) months while the billing transactions from the external vendor received monthly are currently saved for three (3) months. Selected records from the external vendor are likewise to be maintained for three (3) months and also for a one (1) year retention following the date of generation.

Recommendation: Retain duplicated external vendor transaction files, monthly billing transaction files and selected records thereof for six (6) years following the date of generation,

**Disposition
Approved
as Amended
11/18/09**

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then delete from the system providing all audits have been completed and no litigation is pending or anticipated. All computer tape/disc maintenance and preservation procedures are to be fully applied.

Item No.

Record Series Title, Description and Recommendation

Action Taken

OFFICE OF INSTITUTIONAL RESEARCH AND STUDIES

**180.01 Academic Discipline Unit Cost Studies and Staff Effort Reports (Originals)
(Hardcopy)**

Dates: 1964 -
Volume: 176 Cu. Ft.
Annual Accumulation: 4 Cu. Ft.
Arrangement: Chronological

This record series consists of cost reports based on each credit hour per academic discipline and grade levels of university students.

Data entries in the record series include: assignment category cost by level and function; differences between reported and weighted dollars by assignment category and level of instruction; and differences between reported and weighted dollars by assignment category and level of instruction after a fixed cost average.

Recommendation: Microfilm as generated and processed, then dispose of all microfilm source original paper. Retain office use record series microforms for six (6) years after the date of generation, then dispose of provided all audits have been completed and no litigation is pending or anticipated. . Security record series microforms are to be maintained by the University's Office of Microfilm Services for six (6) years after the date of generation, then transfer to the University Archives for permanent retention.

**Disposition
Approved
11/18/09**

180.02 Faculty Credit Hour Reports (Originals)

Dates: 1966 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of a standard report typically compiled by all Illinois universities that details a comparative analysis of credit hours per faculty member, student grade level, and academic discipline.

Data entries in the record series include faculty load statistics and weighted averages, total number of faculty staff, years and credit hours, and grade level of students.

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

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
180.03	Illinois Board of Higher Education (IBHE) Studies and Reports (Duplicates) (Hardcopy) Dates: 1979 - Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year This record series consists of studies and administrative reports compiled by the Illinois Board of Higher Education. The record series is formatted as supplemental data (e.g., charts, graphs, tables, illustrations), and the written reports (e.g., salary increase studies, expenditure costs). Originals are maintained by the Illinois Board of Higher Education. Recommendation: Retain in office for five (5), then transfer to the University Archives for permanent retention.	Disposition Approved 11/18/09
180.04	Illinois Board of Higher Education Technical Questions and University Responses (Duplicates) (Hardcopy) Dates: 1985 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year This record series consists of written questions received from the Illinois Board of Higher Education to compile appropriation requests. Contents in the record series include fiscal year reports, memos, survey questions posed by the Board of Higher Education, and responses to questions from the university. Recommendation: Retain in office for five (5) years, then transfer to the University Archives for permanent retention.	Disposition Approved 11/18/09

Item No.	Record Series Title, Description and Recommendation	Action Taken
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180.05 Normative Cost Studies and Induced Load Matrix Reports (Originals) (Duplicates) (Hardcopy)

Dates: 1984 -
Volume: 2 Cu. Ft
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of reports used for comparing the percentage of credit hours offered by all state universities with student grade level and major fields of study. Data in the record series include distributions of program credit hours, distributions of discipline credit hours, and classification of institutional programs.

Recommendation: Microfilm as generated and processed, then dispose of all microfilm source original paper. Retain office use record series microforms for six (6) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated. Security record series microforms are to be maintained by the University's Office of Microfilm Services for six (6) years, then transfer to the University Archives for permanent retention.

**Disposition
Approved
11/18/09**

180.06 Program Major Cost Study (Originals) (Hardcopy)

Dates: 1978 -
Volume: 8 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of a study that documents, per grade level, monetary expenses for students' major programs.

Data in the record series include cost statistics relevant to categories of: lower division students; upper division students; graduate I (masters program) students; graduate II (doctoral program) students; and total instruction programs.

Item No.	Record Series Title, Description and Recommendation	Action Taken
Recommendation:	Microfilm as generated and processed, then dispose of all microfilm source original paper. Retain office use record series microforms for six (6) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated. Security record series microforms are to be maintained by the University's Office of Microfilm Services for six (6) years then transfer to the University Archives for permanent retention.	Disposition Approved 11/18/09
180.07	Resource Allocation Management Plans (RAMPS) (Hardcopy)	
Dates:	1979 -	
Volume:	6 Cu. Ft.	
Annual Accumulation:	Negligible	
Arrangement:	Chronological by year	
	This record series consists of cost and enrollment reports associated with the RAMP program.	
	Data in the record series include: staff earnings and requirements by category and funding source, enrollments, utilities and cost of operation and maintenance of physical plants, enrollment/staff ratios by staff categories, staff and enrollment ratios by function, functional cost analysis, and sub-functional cost analysis.	
	These reports are submitted to the Illinois Board of Higher Education.	
Recommendation:	Retain in office for five (5) years, then transfer to the University Archives for permanent retention.	Disposition Approved 11/18/09
180.08	Statistical Studies of Academic Programs (Originals) (Hardcopy)	
Dates:	1974 -	
Volume:	2 Cu. Ft.	
Annual Accumulation:	Negligible	
Arrangement:	Chronological by year	
	This record series contains studies showing the following data: enrollment numbers, degrees granted, staff data, tuition and fees, and student financing statistics.	

Item No.	Record Series Title, Description and Recommendation	Action Taken
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Recommendation:	Microfilm as generated and processed, then dispose of all microfilm source original paper. Retain office use record series microforms for six (6) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated. Security record series microforms are to be maintained by the University's Office of Microfilm Services for six (6) years, then transfer to the University Archives for permanent retention.	Disposition Approved 11/18/09
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180.09 Support Function Reviews (Originals) (Hardcopy)

Dates: 1982 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series, produced in conjunction with Resource Allocation Management Plans, consists of a report that summarizes student services, public services, academic support, institutional programs, organized research, institutional support, and operation and maintenance of physical plant by the Illinois Board of Higher Education. In conjunction with the Revenue Allocation Manpower Plan (RAMP), the above functions are reviewed every five (5) years.

Recommendation:	Microfilm as generated and processed, then dispose of all microfilm source original paper. Retain office use record series microforms for six (6) years, then dispose of. Security record series microforms are to be maintained by the University's Office of Microfilm Services for six (6) years, then transfer to the University Archives for permanent retention.	Disposition Approved 11/18/09
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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MICRO RECORDS/RECORDS MANAGEMENT

190.01 Production Reports (Originals) (Hardcopy)

Dates: 1990 -
Volume: 8 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

These are the periodically generated reports (i.e., daily, weekly, monthly, yearly) showing Micrographics production statistics, e.g., rolls or other units of film exposed, processed (etc.). These reports are used principally for this unit's budget planning and administration.

Recommendation: Retain for two (2) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

190.02 Work Requests (Originals) (Hardcopy)

Dates: 1990 -
Volume: 4 Cu. Ft
Annual Accumulation: Negligible
Arrangement: Chronological and Alpha/Numeric

This file contains the requests for micrographic services as received from the university departments.

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

**Disposition
Approved
11/18/09**

Item No.

Record Series Title, Description and Recommendation

Action Taken

OFFICE MACHINES, OFFICE SIGNS & TELECOMMUNICATIONS
ADMINISTRATIVE OFFICE

Item No.

Record Series Title, Description and Recommendation

Action Taken

OFFICE OF INFORMATION TECHNOLOGY

OFFICE MACHINES

210.01 Annual Typewriter Maintenance Contracts (Originals) (Hardcopy)

Dates: 1990 - 2004
Volume: 2 Cu. Ft.
Annual Accumulation: N/A
Arrangement: Chronological by year

This record series consists of agreements between agency departments and the Office Machines Unit that authorize the latter office to service/repair typewriters.

Data include name of department, account number, name of liaison contact, phone number, location of equipment, service number, Southern Illinois University tag number, and description of machine.

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

**Disposition
Approved
11/18/09**

210.02 Typewriter/Computer Maintenance and Repair Log (Originals) (Hardcopy)

Dates: 1990 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

Contents include work order number, department name, account number, tag number, serial number, contact person, location of equipment, type of work performed, description of problem, amount of order, and month voucher was paid.

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

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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210.03 Work Orders (Originals) (Hardcopy)

Dates: 1977 -
Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year/Negligible by file number

This record series consists of forms, issued by the agency to external vendors, which request service for typewriters/computers.

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

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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FACILITIES MANAGEMENT
SIGN SERVICES

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

230.01 Equipment and Telephone Inventory Files (Originals) (Hardcopy)

Dates: 1984 -
Volume: 66 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological by year

Data include date of purchase, telephone number, location, department name, and description of item.

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

**Disposition
Approved
11/18/09**

230.02 Student Billing Files (Originals) (Hardcopy)

Dates: 1992 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year, Alphabetical by name

This record series consists of documents, submitted by individual telephone companies, which include names of students, dates/locations/times of calls, and cost of calls.

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

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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230.03 Call Detail Records (Originals) (Hardcopy) (Electronic)

Dates: 1992 -
Volume: 10 Cu. Ft. / 3 GB
Annual Accumulation: Negligible/150 MB
Arrangement: Alphabetical by name, Numerical by file number

This record series consists of information that includes "PINS" (personal identification numbers) and billing data for students utilizing the university's telephone service.

Data include name of student, address of student, social security number, limitation of service monies, parental information, student billing number, personal identification numbers, authority code, and service code.

Recommendation: Retain in office for six (6) years from the date of data entry, then destroy in a secure manner and/or delete from the system provided no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

230.04 Telephone Repair Logs (Originals) (Hardcopy) (Electronic)

Dates: 1987 -
Volume: 4 Cu. Ft. / 1.2 GB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological by year

Data include date of repair, telephone number, description of service, and person contacted.

Recommendation: Retain in office for two (2) years, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

230.05 Telephone Service Orders (Originals) (Hardcopy)

Dates: 1984 -
Volume: 15Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological by year

This record series consists of internal service requests to change telephone numbers, add/remove telephones, or transfer telephones from location to location.

Data include date of service, telephone number, location of phone, description of work performed, cost, and type of phone.

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Recommendation:	Retain in office for six (6) years then dispose of providing all audits have been completed and no litigation is pending or anticipated.	Disposition Approved 11/18/09
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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FACILITIES MANAGEMENT
ADMINISTRATIVE OFFICE

240.01 Cash Reconciliations Files (Material and Labor) (Duplicates) (Hardcopy)

Dates: 1980 -
Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by month

The records include computer printouts used as a record of cash balances, material and labor balancing, and internal billings.

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

**Disposition
Approved
11/18/09**

240.04 General Stores Fiscal Officer Reports (Duplicates) (Hardcopy)

Dates: 1989 -
Volume: 5 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological by month

This record series consists of printouts from Property Control detailing and receiving all monthly charges.

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

**Disposition
Approved
11/18/09**

Item No.

Record Series Title, Description and Recommendation

Action Taken

**FACILITIES MANAGEMENT
BUSINESS MANAGER**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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FACILITIES MANAGEMENT
DIRECTOR'S OFFICE

260.01 Craft Retail Reports Originals) (Hardcopy) (Electronic)

Dates: 1989 -
Volume: 160 Cu. Ft. / 48 GB
Annual Accumulation: 8 Cu. Ft. 2.4 GB
Arrangement: Chronological

This record series consists of listings of various jobs that have been scheduled by physical services personnel.

Reports list date job entered into system, date project scheduled, name of craft involved, estimated hours for completion, description of work, activity name, work order, type and category. These reports are used for scheduling purposes.

Recommendation: Retain in office for two (2) years following date of file generation, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

260.02 Facility Audits (Originals) (Hardcopy)

Dates: 1992 -
Volume: 13 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Chronological

This record series consists of reports of assessments of the condition of university buildings by locale categories.

The reports also indicate maintenance performed, whether it was required for life safety compliance or elective, and estimated costs for repairs. The reports list all structures, conditions of the structures, maintenance needs, and comments on findings.

Recommendation: Retain in office for six (6) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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260.05 University Building Construction Files and Improvement Files (Originals)

Dates: 1963 -
Volume: 460 Cu. Ft
Annual Accumulation: 10 Cu. Ft
Arrangement: Alphabetical by project

This record series consists of all construction documentation for university buildings.

Files include original architectural drawings, blueprints, specifications, addenda, mylars, aerial photographs, shop drawings, contracts, field books, change orders, soil borings, architects' certifications, roof warranties, construction payroll reports, project photographs, construction bonds, site reports, applications for payment, site development meeting minutes, operation manuals, correspondence, and proposals.

Recommendation: Retain in the office for five (5) years following the completion of the respective projects, then microfilm and dispose of original paper or offer to transfer the hardcopy (without microfilming) to the University Archives for its accessioning. If the latter is refused by University Archives staff, continue to retain the hardcopy until microfilmed, then dispose of the hard copy. Transfer security and Archives use record series microforms to the University Archives for permanent retention. All office use record series microforms are to be retained in office for seventy-five (75) years, then disposed of providing no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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FACILITIES MANAGEMENT
KEY CONTROL

270.01 Computerized Key Control Master File (Hardcopy) (Electronic)

Dates: 1976 -
Volume: 4 Cu. Ft. / 1.2 GB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological/Alphabetical/Numerical

This computerized file is compiled from the manual files for use primarily as a cross-reference.

Recommendation: Retain in office for two (2) years from the date the data is superseded, then dispose of or delete from the system providing all audits have been completed and no litigation is pending or anticipated. All computer tape/disc maintenance and preservation procedures are to be fully applied.

**Disposition
Approved
11/18/09**

270.02 Key Code and Code Change Files (Originals) (Hardcopy)

Dates: 1976 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical/Chronological

This series of ledgers and files contain the codes needed by the office to "cut" keys to buildings or for access to combinations (etc.). The series also shows changes to those codes.

Recommendation: Retain in office for two (2) years from the date of ledger entry or file generation, then dispose of providing all audits have been completed and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

270.03 Key Requisition Forms and "Sign-Off" Forms (Hardcopy)

Dates: 1976 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological/Alphabetical

These requisitions and "check-in" forms are maintained by the Key Control Office until the keys are checked in as returned.

Item No.	Record Series Title, Description and Recommendation	Action Taken
Recommendation:	Retain in office for two (2) years from the date of the key's return, then dispose of providing all audits have been completed and no litigation is pending or anticipated.	Disposition Approved 11/18/09
270.04	Manual Key Issuance and Check-In Files (Hardcopy)	
Dates:	1976 -	
Volume:	13Cu. Ft.	
Annual Accumulation:	Negligible	
Arrangement:	Chronological/Alphabetical	
	This is a manual file of key holders and users detailing all essential issuance and control information regarding building and desk/file cabinet keys. This file is cross-referenced with the office's computerized key control file.	
Recommendation:	Retain in office until superseded, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
270.05	Master Key Request and Approval Correspondence File (Originals) (Hardcopy)	
Dates:	1976 -	
Volume:	13 Cu. Ft.	
Annual Accumulation:	Negligible	
Arrangement:	Chronological/Alphabetical	
	This correspondence documents all initial requests for key issuances and the Key Control Office's clearance of same.	
Recommendation:	Retain in office for three (3), 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 11/18/09

Item No.	Record Series Title, Description and Recommendation	Action Taken
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FACILITIES MANAGEMENT
CHIEF OPERATING OFFICER

280.01 Electrical Demand Files Including Compact KVA Analysis Reports (Originals) (Hardcopy)

Dates: 1991 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by date

This record series is used for monitoring electrical energy demand and use. Quantities of energy used are detailed by the Compact KVA Analysis Reports.

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

**Disposition
Approved
11/18/09**

280.02 Equipment Operation Logs and Graphs (Originals) (Hardcopy)

Dates: 1965 -
Volume: 30 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Daily by shift

This record series consists of daily operating logs of all equipment (boilers, generators, chillers, etc.) at the university. The logs or graphs enable the engineers to spot trends or potential problems with the various types of equipment.

Recommendation: Retain for two (2) years following the date the respective equipment is salvaged, traded-in, or otherwise disposed of, then dispose of providing all audits have been completed and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

280.03 Equipment Manuals and Instructions (Originals) (Hardcopy)

Dates: 1963 -
Volume: 15 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By manufacturer

This record series consists of operating manuals and instructions for all physical plant equipment on campus such as boilers, generators, and elevators.

Item No.	Record Series Title, Description and Recommendation	Action Taken
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Recommendation: Retain until the respective equipment is salvaged, traded-in, or otherwise disposed of, then dispose of or transfer to the custody of the new owner, whichever is applicable. **Disposition Approved 11/18/09**

280.04 Water Quality Testing Information Files (Originals) (Hardcopy)

Dates: 1987 -
Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of correspondence and testing results on water quality at the university. Test procedures and reports are monitored by the Illinois Environmental Protection Agency (IEPA) and the Illinois State Water Survey.

Internal testing for water quality is done for the university by the Madison County Environmental Control Laboratory.

Recommendation: Retain permanently. **Disposition Approved 11/18/09**

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

29001 Central Purchasing Files (Originals) (Hardcopy)

Dates: 1963 -
Volume: 564 Cu. Ft.
Annual Accumulation: 12.2 Cu. Ft.
Arrangement: Chronological/Numerical

This series includes the university's purchasing files generated through Central Stores, Receiving (etc.) in the provision of operational equipment and supplies as needed throughout the university.

Contained in the file are purchase orders, requisitions, authorizations, Miscellaneous Obligation Documents, cancellations, amendments to purchase orders, vouchers, receiving reports, and related correspondence.

Recommendation: Microfilm as generated or received, then dispose of original source documentation. All record series microforms are to be retained for six (6) fiscal years, then disposed 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
11/18/09**

290.02 Vendor Contract Files (Originals) (Hardcopy)

Dates: 1963 -
Volume: 22 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological/Numerical

These are copies of vendor contracts entered into by the university for the procurement of goods and services. Related documents in the form of Miscellaneous Obligation Documents, bid specifications, copies of requisitions, and attendant correspondence are also contained in this series.

Recommendation: Microfilm as generated or received, then dispose of original source documentation. All record series microforms are to be retained for six (6) fiscal years following termination of the respective contracts, then disposed 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
11/18/09**

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290.03 Listings of Lease/Purchase Agreements (Hardcopy)

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

This record series is a list which shows the status of the University's lease/purchase agreements of equipment and property at fiscal year end.

Recommendation: Retain in office for one (1) year following the date that all documented agreements have expired, then dispose of and/or delete from the system.

**Disposition
Approved
11/18/09**

Item No.

Record Series Title, Description and Recommendation

Action Taken

**FACILITIES MANAGEMENT
SPACE PLANNING**

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

310.01 Mail Slips (Originals) (Hardcopy) (Electronic)

Dates: 1988 -
Volume: 78 Cu. Ft. / 23.4 GB
Annual Accumulation: 3.75 Cu. Ft. / 1.1 GB
Arrangement: Chronological

This record series consists of the monthly transaction tapes showing the department, the account number, and the number of pieces needing postage.

Recommendation: Retain in office for two (2) years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

310.02 Mailing Statistics Files (Originals) (Hardcopy)

Dates: 1980 -
Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by date

This record series shows the total amount of mail sent by the Southern Illinois University-Edwardsville Post Office throughout each year.

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

**Disposition
Approved
11/18/09**

310.03 Monthly Reports and Related Documents (Originals and Duplicates) (Hardcopy)

Dates: 1988 -
Volume: 52 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological

The monthly report contains the daily summary of postage expenses, the breakdown of charges for each account by 1st class, 3rd class, postage due and UPS, the mailroom

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class charge profile showing the number of pieces and the class of mail charged, a summary of accounts, and an end of the month report showing the monthly totals. The file also contains a monthly account transaction report in computer printout form. The account transaction report contains the daily breakdown of charges by accounts giving the date, time, class, number of pieces, actual postage and postage charged. The file also contains a meter summary tape containing the daily meter readings (the date, pieces, value, and account number). In addition, the file contains meter books that give the monthly breakdown of the meter readings.

Recommendation: Retain in office for six (6) fiscal years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

**310.04 Third Class Bulk Mail Receipts and Monthly Reports (Originals)
(Hardcopy)**

Dates: 1988 -
Volume: 21 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

The mail receipts (PS form 3602) give the number of pieces, the number of pounds, the rate, and postage due. The monthly summary of bulk expenses gives the account number, the number of pieces, the date, and the postage amount.

Recommendation: Retain in office for six (6) fiscal years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

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SAFETY AND SECURITY
ENVIRONMENTAL HEALTH AND SAFETY

320.01 "Compliance" Files (Originals) (Hardcopy)

Dates: 1992 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of documentation retained on the prevention of human exposure to blood-borne pathogens.

The files include the University's Exposure Control Plan, Hazardous Chemical Plan, Emergency Contingency Plans (etc.)

Recommendation: Retain in office permanently.

**Disposition
Approved
11/18/09**

320.02 Hazardous Waste Facility Inspection Files (Originals) (Hardcopy)

Dates: 1988 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of documentation retained on hazardous waste facility inspections including the actual inspection report (i.e., list of violations/non-compliance) and all related correspondence/memoranda.

Recommendation: Retain in office permanently.

**Disposition
Approved
11/18/09**

320.03 Hazardous Waste Education and Training Files (Originals) (Hardcopy)

Dates: 1987 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological/Alphabetical

This record series consists of documentation retained by the division to indicate whether student workers/employees have been trained and educated in the proper methods of handling of hazardous waste materials.

The files include completion of training certifications and all related correspondence.

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Approved
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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Recommendation: Retain in office for twenty (20) years after graduation or date of last attendance, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

320.04 Hazardous Waste Facility Closure Documentation Files (Originals) (Hardcopy)

Dates: 1992 -
 Volume: 2 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of documentation retained on the closure of hazardous waste facilities including closure plans/reports, engineering/approval plans and all related correspondence (i.e., IEPA).

Recommendation: Retain in office permanently.

**Disposition
Approved
11/18/09**

320.05 Hazardous Waste Annual Reports (Originals) (Hardcopy)

Dates: 1987 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of annual reports which detail the amount and processing of hazardous waste material generated by the university.

Recommendation: Retain in office permanently.

**Disposition
Approved
11/18/09**

320.06 Hazardous Waste Manifests (Originals) (Hardcopy)

Dates: 1987 -
 Volume: 4 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of manifests retained on the university's hazardous waste off-site storage facilities.

Recommendation: Retain in office permanently.

320.07 Incident Reports (Originals) (Hardcopy)

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Dates: 1992 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of reports detailing any incident involving hazardous waste materials (i.e., tank spillage) on the university premises.

The files include the original report and related correspondence.

**Disposition
Approved
11/18/09**

Recommendation: Retain in office permanently.

320.08 Material Safety Data Sheets (Agency Record Copies) (Hardcopy)

Dates: 1987 -
Volume: 8 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by type of substance

This record series consists of copies of Material Safety Data Sheets which summarize all general characteristics, properties and potential hazards of any involved toxic substances.

Originals are maintained on a permanent basis by the Illinois Department of Labor as per State Records Application 86-101M.

**Disposition
Approved
11/18/09**

Recommendation: Retain in office permanently.

320.09 Recycling Files (Duplicates) (Hardcopy)

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

This record series consists of documentation retained on the university's recycling program including tonnage reports (i.e., paper recycling) and copies of invoices.

Originals are maintained by the Disbursements Office.

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

**Disposition
Approved
11/18/09**

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330.01 Arrest/Citation Case and Preliminary Hearing Disposition Docket Files (Originals and Duplicates) (Hardcopy)

Dates: 1980 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This file series documents the attending or arresting officers for each case, case numbers, and ticket numbers for arrest/citation cases initiated by the department. The docket files are maintained primarily for monitoring or implementing the scheduled disposition of cases opened by the department. The docket files also cover preliminary hearing cases.

Application 85-89, item 9, is superseded to place the series on a comprehensive records disposition schedule. (No revision of the previously approved disposition is proposed.)

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

**Disposition
Approved
11/18/09**

330.02 Investigative Case Files (Originals) (Hardcopy)

Dates: 1964 -
Volume: 45 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Numerical

This record series contains records of investigations of alleged criminal activity on the campus. Included are incident reports, investigator's reports and supporting notes, disposition of physical evidence reports, destruction of evidence reports, statements from witnesses and suspects, and any related correspondence.

This record series also includes copies of tickets for moving or parking violations, incident reports completed by the campus police for incidents which were of a non-criminal nature, such as reports of loud music, dogs loose on campus, etc., traffic accident reports, lost and found reports if related to a case, and any case related correspondence.

Application 85-89, item 4, is superseded to place the series on a comprehensive records disposition schedule and to reduce the retention period of the series from fifty (50) years to twenty (20) years.

Recommendation: Retain in the office until final disposition of the respective case(s), then microfilm and dispose of the original paper.

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Retain the microfilm in the office for twenty (20) years following the date of generation, then destroy in a secure manner provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

330.03 Case Number Log and Arrest Log with Related Correspondence (Hardcopy)

Dates: 1964 -
Volume: 12 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological and Numerical

This record series documents case number logs which are sequentially assigned as incidents occur. An arrest log assigns arrest numbers as they occur.

Application 85-89, item 5, is superseded to eliminate the maintenance of the series in the University Archives.

Recommendation: Retain in the office until final disposition of the respective case(s), then microfilm and dispose of the original paper. Retain the microfilm in the office for twenty (20) years following the date of generation, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

330.04 Criminal Case Disposition Log (Originals) (Hardcopy)

Dates: 1980 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological and Alphabetical

This is a log of criminal cases involving the department and the disposition status of each case.

Application 85-89, item 7, is superseded to place the series on a comprehensive records disposition schedule. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for two (2) years from the date that all cases on the log are indicated as closed, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
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Item No.	Record Series Title, Description and Recommendation	Action Taken
330.05	Daily Shift Commanders' Reports (Originals) (Hardcopy)	
	Dates: 1991 - Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological	
	<p>The Daily Shift commanders' reports show which employees worked the reported shift, the names of any employees who were absent and the reason for the absence, the name of the shift commander, and the weather/road conditions during the shift.</p> <p><u>Application 85-89, item 20, is superseded to place the series on a comprehensive records disposition schedule.</u> (No revision of the previously approved disposition is proposed.)</p>	
	Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
330.06	Phone/Radio Calls (Originals) (Electronic)	
	Dates: 1993 - Volume: 32 MB. Annual Accumulation: 2 MB Arrangement: Chronological	
	<p>This record series includes data of all incoming and outgoing telephone and radio calls.</p> <p><u>Application 85-89, item 2, is superseded to place the series on a comprehensive records disposition schedule.</u> (No revision of the previously approved disposition is proposed.)</p>	
	Recommendation: Retain in office of six (6) months then delete from the system providing all audits have been completed and no litigation is pending or anticipated. All computer tape/disc maintenance and preservation procedures are to be fully applied.	Disposition Approved 11/18/09
330.07	Duty Rosters (Originals)	
	Dates: 1980 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological	

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The department's record copy time and attendance records are recommended for a corresponding two (2) year retention period.

Application 85-89, item 10, is superseded to place the series on a comprehensive records disposition schedule. (No revision of the previously approved disposition is proposed.)

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

**Disposition
Approved
11/18/09**

330.08 Employee Equipment/Property Inventory Records (Originals) (Hardcopy)

Dates: 1980 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by officer

These are officer equipment check-out/check-in forms designed and used internally within the university's Police Department for property control of such University Police Department items as guns, ammunition, uniforms, holsters, badges, flashlights, handcuff cases, shoes, hats, keys, handcuffs, or other police work accessories.

Application 85-89, item 18, is superseded to place the series on a comprehensive records disposition schedule. (No revision of the previously approved disposition is proposed.)

Item No.	Record Series Title, Description and Recommendation	Action Taken
330.09	<p>Recommendation: Retain in office until rendered obsolete the return or the removal from the property control inventory lists of <u>all</u> documented items <u>or</u> the lapse of three (3) years after the corresponding officers' separation from employment with the university, whichever occurs first, then dispose of, provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>General Reference Card File on Crimes and Lost or Stolen Property (Originals) (Hardcopy)</p> <p>Dates: 1965 - Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological, Alphabetical, type of crime and location</p> <p>This general reference card file shows crime incident information consisting of the identities of the principals in the incident, the type of crime and/or relevant particulars of the incident, and the location of the incident. The file cards produced for lost or stolen property provide mainly the types and serial numbers of such property. Because of this file's lack of significant volume and its ongoing reference value, the Police Department recommends a long-term twenty (20) year retention period for this series.</p> <p><u>Application 85-89, item 6, is superseded to reduce the retention period of the record series from fifty (50) years to twenty (20) years.</u></p>	<p>Disposition Approved 11/18/09</p>
	<p>Recommendation: Retain for twenty (20) years (following the date of generation) in office, then destroy in a secure manner provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 11/18/09</p>

Item No.	Record Series Title, Description and Recommendation	Action Taken
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330.10 Mug Shots and General Investigative Photographs of Undeveloped Cases (Originals)

Dates: 1965 -
Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological and Alphabetical

This record series consists of mug shots taken of offenders and suspected offenders by the University's Police Department or received from other law enforcement agencies.

Also included within this file are investigative photographs connected with incidents never developed into a formal criminal case or associated with misdemeanors or incidents of only a minor nature.

Application 85-89, item 13, is superseded to reduce the retention of mug shots. from fifty (50) years to twenty (20) years.

Recommendation: Retain mug shots in office until the lapse of twenty (20) years from the date of photographing or until receipt of court order for purging, whichever occurs first, then destroy in a secure manner, provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Retain investigative photographs (of this file series) in office for three (3) years, then destroy in a secure manner, provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

330.11 Property Receipt Logs and Inventory Listings (Originals) (Hardcopy)

Dates: 1980 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This is a running log and inventory control listing of property received by the department as evidence as lost property, as recovered stolen property, or as office equipment. Each piece of property documented within this series is designated with an internally assigned property control number. Actual disposition of physical evidence reports are to be scheduled for disposition under a separate item of this records disposition application.

Application 85-89, item 17, is superseded to place the series on a comprehensive records disposition schedule. (No revision of the previously approved disposition is proposed.)

Item No.	Record Series Title, Description and Recommendation	Action Taken
Recommendation:	Retain in office for seven (7) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
330.12	Radar Reports (Originals) (Hardcopy)	
Dates:	1991 -	
Volume:	2 Cu. Ft.	
Annual Accumulation:	Negligible	
Arrangement:	Chronological	
	These reports document mainly the dates, locations, and duration of radar equipment utilization and testing.	
	<u>Application 85-89, item 19, is superseded to place the series on a comprehensive records disposition schedule.</u> (No revision of the previously approved disposition is proposed.)	
Recommendation:	Retain in office for two (2) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
330.13	Student Patrol Activity Reports (Originals) (Hardcopy)	
Dates:	1992 - 93	
Volume:	4 Cu. Ft.	
Annual Accumulation:	4 Cubic Feet	
Arrangement:	Chronological	
	This record series documents student patrol activity such as sign-in sheets and assigned duties for the work period.	
	<u>Application 85-89, item 1, is superseded to place the series on a comprehensive records disposition schedule.</u> (No revision of the previously approved disposition is proposed.)	
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 11/18/09
330.14	State Traffic Ticket Disposition Log (Originals) (Hardcopy)	
Dates:	1990 -	

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Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological and Alphabetical

This is a log of state traffic tickets issued and the disposition status of each ticket.

Application 85-89, item 22, is superseded to place the series on a comprehensive records disposition schedule. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for two (2) years from the date that all cases on the log are indicated as closed, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

330.15 **Vehicle Inspection Reports (Originals) (Hardcopy)**

Dates: 1988 -
Volume: 20 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of recordings from tachographs placed in the trunk of each patrol vehicle for tracking the operational efficiency of the vehicle and patrol officers' use of lights/sirens, idling speed, etc., as well as island use and the time of day. Related vehicle inspection reports are included within this file series.

Application 85-89, item 23, is superseded to place the series on a comprehensive records disposition schedule. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for four (4) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
330.16	Telephone, Radio, Police and Dispatcher Logs (Originals) (Hardcopy) Dates: 1964 - Volume: 35 Cu. Ft. Annual Accumulation: 1.4 Cu. Ft. Arrangement: Chronological This record series consists of radio, telephone, and dispatcher's logs that are completed daily detailing the particulars of the communication (i.e., name of the person calling, time of the call, and the purpose of the call). Also included are police logs detailing the official activities of the officers. <u>Application 85-89, item 12, is superseded to place the series on a comprehensive records disposition schedule.</u> (No revision of the previously approved disposition is proposed.) Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09
330.17	Uniform Crime Reports (Originals) (Hardcopy) (Electronic) Dates: 1988- Volume: 8Cu. Ft. / 2.4 GB Annual Accumulation: Negligible/150 MB Arrangement: Chronological This report is generated for monthly and annual statistical compilation of arrest and offense data. Originals of these reports are transmitted to the Department of State Police for retention by that agency for ten (10) years under authority of Application 76-159. <u>Application 85-89, item 25, is superseded to place the series on a comprehensive records disposition schedule.</u> (No revision of the previously approved disposition is proposed.) Recommendation: Retain in office for five (5) years from the date of generation, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 11/18/09

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330.18 Warrant Logs (Originals) (Hardcopy)

Dates: 1991 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This is a log of all incoming warrants to be served that shows when the warrants were served or recalled.

Application 85-89, item 27, is superseded to place the series on a comprehensive records disposition schedule. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office two (2) years, then destroy in a secure manner provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

330.19 Written Standard Operating Procedures for Officers (Originals) (Hardcopy)

Dates: 1969 -
Volume: 8 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains procedures, general orders and other amendments which govern police operations.

Application 85-89, item 14, is superseded to place the series on a comprehensive records disposition schedule and to establish a definite retention period for the series. (No revision of the previously approved disposition is proposed.)

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

**Disposition
Approved
11/18/09**

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TRANSPORTATION

350.01 Gas Book Record (Originals) (Hardcopy)

Dates: 1982 -
Volume: 20 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Chronological

This record series consists of a log of all gasoline purchases for university vehicles. It is used to monitor fuel usage and expenditures.

Recommendation: Retain in office for six (6) fiscal years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

350.02 Gas Tickets (Duplicates) (Hardcopy)

Dates: 1982 -
Volume: 14 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical by vendor and Numerical by vehicle number

This record series consists of the vehicle driver's copies of credit card slips for gasoline purchases. These are used to verify gasoline purchases with invoices from vendors.

Originals are submitted to Purchasing with invoices.

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

**Disposition
Approved
11/18/09**

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350.03 Individual Vehicle Record (Duplicates) (Hardcopy)

Dates: 1975 -
Volume: 4Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical by vehicle number

This record series consists of the maintenance record of university vehicles.

Entries consist of descriptions of the vehicles, maintenance repairs and oil and gas purchases for the vehicles, and final disposal of the vehicles.

The hard copy is retained by the Transportation Office and the original top sheet is sent to Data Processing for its data entry.

Recommendation: Retain in office for two (2) years following the date the respective equipment is sold, traded, or discarded, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

350.04 Titles and Registrations of University Vehicles (Agency Record Copy) (Hardcopy)

Dates: 1983 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical by vehicle number

This record series consists of the university's copies of titles and registrations of university vehicles.

Original titles and registrations are maintained by the Vehicle Services Department of the Secretary of State's Office permanently per approved Application 83-68M, item 2.

Recommendation: Retain until the respective vehicles are sold, traded, or reassigned, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

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350.05 Trip Tickets (Originals) (Hardcopy)

Dates: 1982 -
Volume: 42 Cu. Ft.
Annual Accumulation: 1.4 Cu. Ft.
Arrangement: Numerical by vehicle number

This record series consists of data processing cards used to document university vehicle use.

Cards list beginning and ending mileage, destination, date used, credit card number, description of vehicle, cost per mile of vehicle, account name (driver), and account number assigned for charge.

Trip tickets serve as a backup for billing and are considered important since this is the only document with the charged driver's signature.

Recommendation: Retain in office for six (6) fiscal years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

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PARKING SERVICES

360.01 Parking Fee Collection Receipts (Duplicates) (Hardcopy)

Dates: 1985 -
Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of copies of receipts issued for paid parking fees and tickets. .

Recommendation: Retain in office for two (2) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

360.02 Parking Tickets (Originals) (Hardcopy)

Dates: 1984 -
Volume: 20 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Numerical by ticket number

This record series consists of parking violation notices which were issued to students, staff, and visitors of the university. Each ticket shows the ticket number, date, time, permit number, license number, location officer's number, type of violation, and amount of fine.

Recommendation: (A) Retain in office tickets that have been paid or voided for two (2) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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360.03 Vehicle Parking Registration Files (Originals) (Hardcopy)

Dates: 1985 -
Volume: 48 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical and Numerical

This vehicle parking registration file documents the type of permit (i.e., student, faculty, etc.), name of registrant, registrant's address, social security number, parking decal number, vehicle make and model, and license plate number.

Recommendation: Retain in office for two (2) years following the inactivation of registration through separation of the respective registrant from the university through termination of enrollment and/or employment, then destroy in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

360.04 Collection Reports (Daily/Monthly) (Duplicates) (Hardcopy)

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

This record series consists of the daily and monthly reports of the collection of fees administered by Vehicle Registration and Fees. An original is sent to the Bursar's Office and a copy is returned to Vehicle Registration and Fees.

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

**Disposition
Approved
11/18/09**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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360.05 Lot B Dispenser Tickets (Originals) (Hardcopy)

Dates: 1987-2009
Volume: 17 Cu. Ft.
Annual Accumulation: N/A.
Arrangement: Chronological

This record series consists of stub receipts from the pay parking lot. This record shows time parked, and amount paid by customer.

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

**Disposition
Approved
11/18/09**

360.06 Parking and Traffic Violation Appeals (Originals) (Hardcopy)

Dates: 1989 -
Volume: 20 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological by month/Alphabetical by name

This record series consists of a request by a student, visitor or staff to appeal a parking or traffic violation issued by Vehicle Registration and Fees. This appeal must be filed within five days after the issuance of the violation.

Recommendation: Retain in office for two (2) years following the final appeals decision, then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
11/18/09**

360.07 Parking Tickets (Originals) (Hardcopy)

Dates: 1989 -
Volume: 18 Cu. Ft.
Annual Accumulation: 6 Cu. Ft.
Arrangement: Numerical/Yearly

This record series consists of parking violation notices that were issued to students, staff and visitors of the university. The documents record the type of infraction and appropriate fee of the violation.

Ticket data include date, time, location, permit number, license number, state, license year, make of vehicle and type of violation.

Item No.	Record Series Title, Description and Recommendation	Action Taken
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Recommendation: Retain the tickets or abstracted ticket information for tickets that have been paid or voided for three (3) years following the date of settlement, 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 11/18/09

360.08 Temporary Parking Permit Stubs (Originals) (Hardcopy)

Dates: 1991 -
Volume: 14 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological/By category

These permits are issued for validity periods ranging from daily to two weeks.

Recommendation: Retain in office for two (2) years after the date of issuance, 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 11/18/09