

**STATE OF ILLINOIS
RECORDS DISPOSAL CERTIFICATE**

Send To: State Records Commission
Margarot Cross Norton Building
Springfield, Illinois 62756
FAX: (217) 557-1928

For Assistance Call: (217)782-2647

Directions:

1. Fill in all blanks and columns and sign.
2. Send original certificate and a copy to above address 30 days prior to the disposal date.
3. Retain records and one copy of Disposal Certificate until the disposal date and approved copy is returned. **Retain approved copy permanently.**

APPLICATION #: 07-11

STATE AGENCY: Southern Illinois University Edwardsville

Vice Chancellor for Administration

(Division, Bureau, Section)

ADDRESS: 1329 Supporting Services Road

(Street, P.O. Box)

Edwardsville, IL 62026

(City, Zip Code)

CONTACT TELEPHONE: 618-650-3982

CONTACT EMAIL: gdunn@siue.edu

ITEM NO. FROM APPLICATION	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)	METHOD OF DISPOSAL
100.01	Construction Project Correspondence Files (Planning and Routine Documents)	✓ 07/2015-06/2016	100 MB	Delete
100.02	Contracts and Leases	✓ 07/2008-06/2009	150 MB	Delete
100.04	Facilities Use License Agreements and Related Releases	✓ 07/2013-06/2014	1/2 cu. ft.	Delete
100.05	Designated Public Forum Agreements	✓ 07/2017-06/2018	Negligible	Shred
110.01	Account Listings	✓ 07/2012-06/2013	150 MB	Delete
110.02	Accounts Receivable Quarterly Reports	✓ 07/2012-06/2013	300 MB	Delete
110.03	Accounts Receivable Ledgers	✓ 07/2012-06/2013	9.1 GB	Delete
110.05	Annual State Certifications	✓ 07/2013-06/2014	150 MB	Delete
110.06	Bank Cash Reports and Disbursement Reports	✓ 07/2012-06/2013	300 MB	Delete
110.07	Bank Reconciliation Files (Including Check Voids)	✓ 07/2012-06/2013	150 MB	Delete
110.08	Bank Statements, Debit and Credit Memos, and Bank Dep	✓ 07/2012-06/2013	1 1/3 cu.ft.	Delete
110.10	Capital Development Board Project Activity Files Maintaine	✓ 07/2015-06/2016	450 MB	Delete
110.11	Central Fiscal Administration Files Maintained by Administr	✓ 07/2012-06/2013	12 GB	Shred
110.15	Fiscal Officer Delegation and Acceptance Forms	✓ 07/2016-06/2017	Negligible	Delete

If any of the above permanent records are microfilmed, I hereby certify that they have been reproduced in compliance with standards given in Section 4400.50 of the Regulations of the State Records Commission.

If the above permanent records are digitized, I certify that they have been reproduced in compliance with standards given in Section 4400.70 and will be maintained in compliance with standards given in Section 4400.80 of the Regulations of the State Records Commission.

Gary Dunn

(Signature required only if records are scheduled for permanent retention and have been microfilmed or digitized)

I hereby certify that, in compliance with authorization received from the State Records Commission, the records listed above will be disposed of on or after

July 1, 2019

Date

Signature

Gary Dunn

05/09/2019

Date

Gary Dunn, Records Management Officer

Print name and title on line above

Approved:

Debra Joen

5/20/19

Chairman, State Records Commission
Director, Illinois State Archives

Date

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STATE AGENCY: SIU Edwardsville

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110.16	Fixed Asset Reports (C-15's)	07/2013-06/14	300 MB	Delete
110.23	Inventory Tag Log	07/2016-06/17	150 MB	Delete
110.26	Journal Vouchers and Forms for Adjusting Journal	07/2012-06/13	1 1/2 cu. ft.	Shred
110.27	Local and State Vouchers, Cancelled Checks, and	07/2012-06/13	2.1 GB	Shred
110.29	Monthly Loan Fund Reconciliations	07/2016-06/17	150 MB	Delete
110.30	Monthly Reports (Cash and Investments, Board R	07/2012-06/13	300 MB	Delete
110.31	Monthly Report Summary of Non-Appropriated Fu	07/2012-06/13	150 MB	Shred
110.32	Quarterly Statements and Work Papers of Cougan	07/2012-06/13	600 MB	Delete
110.33	Annual Statements of the University Center	07/2016-06/17	600 MB	Delete
110.35	Property Control Inventory Reconciliation (Monthly	07/2013-06/14	2 cu. ft.	Shred
110.37	Property Control Monthly Inventory (Tag Number)	07/2013-06/14	150 MB	Delete
110.38	Agency Quarterly Report Work Papers (Locally H	07/2012-06/13	150 MB	Delete
110.39	Receipts, Deposit Transmittals and Supporting Co	07/2012-06/13	150 MB	Delete
110.40	Reports of Year-End Accruals	07/2012-06/13	450 MB	Delete
110.41	Retailers' Occupation Tax, Hotel Operators' Tax (07/2014-06/15	150 MB	Delete
110.42	Requests for Federal Funds	07/2013-06/14	Negligible	Shred
110.43	Requests for New Accounts	07/2015-06/16	Negligible	Shred
110.44	Service Departments Accounts Receivables (Inter	07/2012-06/13	450 MB	Delete
110.46	Monthly Summary Reports of State Appropriations	07/2012-06/13	Negligible	Shred
110.50	Fiscal Officer Changes	07/2012-06/13	Negligible	Shred
115.01	Administrative Files Maintained for Tax Levies, Ga	07/2012-06/13	Negligible	Shred
115.03	Credit Union Deduction Cards	07/2017-06/18	150 MB	Delete
115.04	Employee Payroll Administration Files	07/2013-06/14	600 MB	Delete
115.05	Federal and State Tax Forms (W-2's and W-4's)	07/2012-06/13	150 MB	Delete
115.06	Payroll Certification Forms	07/2012-06/13	150 MB	Delete
120.01	Accounts Receivable Files	07/2012-06/13	450 MB	Delete
120.03	Bursar's Computerized Administrative Database(s)	07/2012-06/13	150 MB	Delete
120.05	Claims Litigation Proceedings Status Files	07/2013-06/14	150 MB	Delete
120.07	Loan Collectors' Work Files	07/2013-06/14	0.3 GB	Delete
120.08	Work Miscellaneous Accounting Reports and Pap	07/2012-06/13	150 MB	Delete
120.12	Student Scholarship and Loan Files and Foundati	07/1998-06/99	1 cu. ft.	Shred
120.13	Travel Allowance Advance Files	07/2012-06/13	Negligible	Shred
120.17	Summaries of Expenditures and Funds Available	07/2015-06/16	150 MB	Delete
120.18	Bankruptcy Files Used for Establishing and the W			
	With exception of any documentation of			
	encumbrances	07/2013-06/14	150 MB	Delete
	Debt more than \$1,000	07/2010-06/11	150 MB	Delete
120.19	Collection Reports	07/2012-06/13	300 MB	Delete
120.20	Cancelled Checks	07/2015-06/16	690 MB	Delete
140.02	Internal and External Audit Reports and Related	07/2012-06/13	150 MB	Delete
140.05	Monthly Reports File	07/2012-06/13	150 MB	Delete

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150.01	Absence Without Pay Reports	07/2012-06/13	150 MB	Delete
150.02	Accrued Liability Vacation and Sick Leave Record	07/2012-06/13	150 MB	Delete
150.05	Civil Service Exam Registration Cards and Comp	07/2016-06/17	Negligible	Delete
150.07	Collective Bargaining Records Supporting Docs	07/2003-06/04	1 1/2 cu. ft.	Shred
150.09	Employee Grievance Case Summaries	07/2013-06/14	Negligible	Shred
150.10	Reports of Contribution (Quarterly) to Unemploy	07/2012-06/13	Negligible	Shred
150.11	Monthly Report Summary of Non-Appropriated Fu	07/2012-06/13	150 MB	Shred
150.13	Payroll Deduction Reports Transmittal Lists	07/2012-06/13	450 MB	Delete
150.17	Position Vacancy Files	07/2013-06/14	1.2 cu. ft.	Shred
150.19	Salary Increase Population Records	07/2015-06/16	150 MB	Delete
150.21	Seniority Lists	07/2013-06/14	150 MB	Delete
150.22	State Universities Retirement System Records	07/2016-06/17	150 MB	Delete
150.23	Unemployment Compensation Claim Files	07/2012-06/13	200 MB	Delete
150.24	U.S. Immigration and Naturalization Service Form			
	Three years after date of hire OR	07/2015-06/16	Negligible	Shred
	One year after date of employment ends	07/2017-06/18	1 cu. ft.	Shred
150.25	Worker's Compensation Files	07/2013-06/14	1.2 cu. ft.	Shred
150.26	Applications for Employment (Solicited/Unsolicite	07/2016-06/17	4 cu. ft.	Shred
150.27	Lists of Civil Service Exam Scores	07/2016-06/17	150 MB	Delete
190.01	Production Reports	07/2016-06/17	Negligible	Shred
190.02	Work Requests	07/2016-06/17	Negligible	Shred
190.05	Records Transfer Forms	07/2008-06/09	Negligible	Shred
240.01	Cash Reconciliations Files (Material and Labor)	07/2015-06/16	Negligible	Shred
260.01	Craft Retail Reports	07/2016-06/17	2.4 GB	Delete
260.03	Service, Work Order, and Billing Reports	07/2012-06/13	2.1 GB	Delete
260.04	General Improvements Request Files	07/2015-06/16	3/4 cu. ft.	Delete
260.06	Commercial Driver ' s License (CDL) Drug Testin			
	1) Retain negative drug test results and listing of	07/2017-06/18	Negligible	Shred
	2) Retain records relating to the drug collection pi	07/2016-06/17	Negligible	Shred
	3) Retain previous employer records with reported	07/2015-06/16	Negligible	Shred
	4) Retain records of drug test refusals	07/2013-06/14	Negligible	Shred
260.07	Building Service Workers Overtime List	07/2016-06/17	Negligible	Shred
260.08	Building Service Workers Upgrade Lists	07/2016-06/17	Negligible	Shred
260.09	Security/Quality Control Sheets	07/2016-06/17	2 cu. ft.	Shred
260.10	University Building Construction Files			
	B. Warranty information (e.g.: roof, etc.)	07/2017-06/18	Negligible	Shred
	C. Construction Contract Administration Files			
	No Litigation	07/2008-06/09	8 cu. ft.	Shred
	Litigation Pending	07/2010-06/11	1 cu. ft.	Shred
260.11	Ad Hoc Committees ' Program Files	07/2013-06/14	Negligible	Shred
260.12	Daily Shift Activity Reports	07/2016-06/17	2 cu. ft.	Shred

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270.01	Computerized Key Control Master File	07/2016-06/17	150 MB	Delete
270.02	Key Code and Code Change Files	07/2016-06/17	Negligible	Delete
270.03	Key Requisition Forms and "Sign-Off" Forms	07/2016-06/17	Negligible	Shred
270.04	Manual Key Issuance and Check-In Files	07/2017-06/18	Negligible	Shred
270.05	Master Key Request and Approval Correspondence	07/2015-06/16	Negligible	Shred
280.02	Equipment Operation Logs and Graphs	07/2016-06/17	Negligible	Shred
280.03	Equipment Manuals and Instructions	07/2017-06/18	Negligible	Shred
290.02	Vendor Contract Files	07/2012-06/13	Negligible	Shred
290.03	Listings of Lease/Purchase Agreements	07/2017-06/18	Negligible	Shred
290.04	Surplus Property Receipts	07/2016-06/17	Negligible	Shred
290.05	Surplus Property Disposition Files	07/2013-06/14	Negligible	Shred
290.06	Insured Receipts	07/2016-06/17	6 cu. ft.	Shred
290.07	Loading Dock Logs	07/2016-06/17	2 cu. ft.	Shred
290.08	Business Enterprise Program for Minorities, Females	07/2012-06/13	Negligible	Shred
290.09	Certificates of Insurance	07/2017-06/18	Negligible	Shred
290.10	Requests for Taxpayer ID Forms	07/2012-06/13	Negligible	Shred
290.11	Bid Files	07/2008-06/09	1 cu. ft.	Shred
290.12	Unsuccessful Bidder Files	07/2015-06/16	Negligible	Shred
290.13	Central Purchasing Files	07/2012-06/13	12.2 cu. ft.	Shred
310.01	Mail Slips	07/2016-06/17	1.1 GB	Shred
310.03	Monthly Reports and Related Documents	07/2012-06/13	2 cu. ft.	Shred
310.05	Mailing Statistics Files	07/1998-06/99	Negligible	Shred
310.06	Mail Box Application Cards	07/2017-06/18	Negligible	Shred
320.03	Hazardous Waste Education and Training Files	07/1998-06/99	Negligible	Shred
320.14	Storm Water Program Files	07/2003-06/04	Negligible	Delete
330.01	Arrest/Citation Case and Preliminary Hearing Disposition	07/2016-06/17	Negligible	Shred
330.02	Investigative Case Files	07/1998-06/99	1 cu. ft.	Shred
330.03	Case Number Log and Arrest Log with Related Correspondence	07/1998-06/99	Negligible	Shred
330.05	Daily Shift Commanders' Reports	07/2016-06/17	Negligible	Shred
330.06	Phone/Radio Calls	01/2018-12/18	2 MB	Delete
330.08	Employee Equipment/Property Inventory Records	07/2015-06/16	Negligible	Shred
330.10	Mug Shots and General Investigative Photographs			
	Mug Shots	07/1998-06/99	Negligible	Shred
	Investigative Photographs	07/2015-06/16	Negligible	Shred
330.11	Property Receipt Logs and Inventory Listings	07/2011-06/12	Negligible	Shred
330.15	Vehicle Inspection Reports	07/2014-06/15	1 cu. ft.	Shred
330.16	Telephone, Radio, Police and Dispatcher Logs	07/2015-06/16	1.4 cu. ft.	Shred
330.17	Uniform Crime Reports	07/2013-06/14	150 MB	Shred
330.18	Warrant Logs	07/2016-06/17	Negligible	Delete
330.19	Written Standard Operating Procedures for Officers	07/2017-06/18	Negligible	Delete
330.20	Clery Act Files and Related Supporting Documents	07/2011-06/12	Negligible	Shred

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350.01	Gas Book Record	07/2012-06/13	3/4 cu. ft.	Shred
350.02	Gas Tickets	07/2015-06/16	1/2 cu. ft.	Shred
350.03	Individual Vehicle Record	07/2016-06/17	Negligible	Shred
350.04	Titles and Registrations of University Vehicles	07/2017-06/18	Negligible	Shred
350.05	Trip Tickets	07/2012-06/13	1.4 cu. ft.	Shred
350.06	Driver Approval Forms	07/2013-06/14	1/2 cu. ft.	Shred
360.01	Parking Fee Collection Receipts	07/2016-06/17	Negligible	Shred
360.02	Parking Tickets	07/2016-06/17	3/4 cu. ft.	Shred
360.11	Vehicle Parking Registration Files	07/2016-06/17	600 MB	Delete
360.04	Collection Reports (Daily/Monthly)	07/2016-06/17	1/2 cu. ft.	Shred
360.06	Parking and Traffic Violation Appeals	07/2016-06/17	1 cu. ft.	Shred
360.08	Temporary Parking Permits	07/2016-06/17	2 cu. ft.	Shred
360.12	Special Request Forms	07/2016-06/17	Negligible	Shred
360.13	Voided Parking Citations	07/2016-06/17	Negligible	Shred
360.15	Vehicle Assistance Release Forms	07/2015-06/16	1/2 cu. ft.	Shred
370.03	Head Start Program Enrollment Files	07/2011-06/12	10 cu. ft.	Shred
370.04	Fiscal Management Records			
	Duplicate	07/2015-06/16	1/2 cu. ft.	Shred
	Original	07/2012-06/13	1/2 cu. ft.	Shred
370.05	Training and Technical Assistance (T/TA) Records	07/2013-06/14	Negligible	Shred
380.05	Notices of Tax Assessments and Related Correspondence	07/2011-06/12	Negligible	Shred
380.06	Real Estate Listing Files	07/2016-06/17	Negligible	Shred
380.07	Utility Provision and Telecommunication Files	07/2008-06/09	Negligible	Shred
380.08	Vendors' Requests for Proposals	07/2013-06/14	Negligible	Shred

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State Records Commission

