

**STATE OF ILLINOIS  
RECORDS DISPOSAL CERTIFICATE**

Send To: State Records Commission  
Margaret 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 #: 07-10

STATE AGENCY: Southern Illinois University Edwardsville

Office of the Chancellor

(Division, Bureau, Section)

ADDRESS: 1329 Supporting Servicesz Road

(Street, P.O. Box)

Edwardsville, IL 62026

(City, Zip Code)

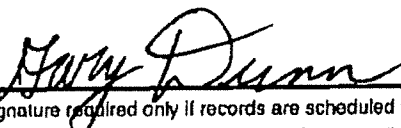
CONTACT TELEPHONE: 618-650-3982

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
100.04	Job Search Files and Unsuccessful Applications for Emplo			
	Search files and Associated Applicants ✓	07/2013-06/2014	Negligible	Shred
	Unsuccessful Unsolicited Applications ✓	07/2016-06/2017	Negligible	Shred
110.01	Administrative Correspondence and Related Documents ✓	07/2015-06/2016	2 1/2 cu. ft.	Shred
110.02	Annual Agreements and Contracts ✓	07/2013-06/2014	Negligible	Shred
110.05	" Freedom of Information Act " Administrative Files ✓	07/2008-06/2009	Negligible	Shred
110.06	Auto and Comprehensive General Liability Claim Files ✓	07/2012-06/2013	Negligible	Shred
110.07	Bid Specifications and Policies ✓	07/2015-06/2016	Negligible	Shred
110.08	Camper Insurance Audit Claim and Vendor Billing Files ✓	07/2016-06/2017	Negligible	Shred
110.09	Copies of Certificates of Insurance Coverage ✓	07/2015-06/2016	Negligible	Shred
110.10	Fiscal Administration File ✓	07/2015-06/2016	1/2 cu. ft.	Shred
110.11	Fine Arts Insurance Files ✓	07/2017-06/2018	Negligible	Shred
110.12	General Correspondence ✓	07/2015-06/2016	Negligible	Shred
110.13	Log of Collision and Comprehensive Coverage on Universi ✓	07/2016-06/2017	Negligible	Shred
110.14	Marine Articles Floater ✓	07/2015-06/2016	Negligible	Shred

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.




(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

 05/09/2019  
Date

Gary Dunn, Records Mgmt. Officer  
Print name and title on line above

Approved:

  
Chairman, State Records Commission  
Director, Illinois State Archives

Date

5/20/19

**STATE RECORDS DISPOSAL CERTIFICATE  
SUPPLEMENTAL PAGE**

APPLICATION NO.: 07-10

STATE AGENCY: SIUE

ITEM NO. FROM APPLICATION	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)	METHOD OF DISPOSAL
120.03	Faculty/Staff Senate Files Routine Working Paper	07/2017-06/18	Negligible	Shred
130.01	Administrative Correspondence and Related Documents	07/2015-06/16	2 cu. ft.	Shred
130.02	Athletic Foundation Files	07/2015-06/16	1 cu. ft.	Shred
130.03	Intercollegiate Student Athletic Files	07/2013-06/14	1 cu. ft.	Shred
130.05	Sports Medicine File	07/2008-06/09	Negligible	Shred
130.06	Unsold Tickets to Miscellaneous Athletic Events	07/2016-06/17	1 cu. ft.	Shred
130.07	Independent Contractor Analysis Form	07/2015-06/16	Negligible	Shred
130.08	Scheduling Records	07/2016-06/17	Negligible	Shred
130.09	Student Athlete Eligibility Records	07/2016-06/17	Negligible	Shred
130.10	Catastrophic Injury Records	07/2011-06/12	Negligible	Shred
130.11	Claims Payment Records	07/2011-06/12	Negligible	Shred
130.12	Competition Records Forms	07/2008-06/09	Negligible	Shred
130.13	Game Arrangement Records	07/2013-06/14	Negligible	Shred
130.14	Game Officials' Evaluation Forms	07/2016-06/17	Negligible	Shred
130.16	Play Books	07/2013-06/14	Negligible	Shred
130.17	Drug Test Records			
	Positive Drug Tests	07/2013-06/14	Negligible	Shred
	Negative Drug Tests	07/2016-06/17	Negligible	Shred
130.18	Practice Schedule Records	07/2013-06/14	Negligible	Shred
130.19	Recruiting Records	07/2013-06/14	Negligible	Shred
130.20	Student Athletes Academic Advising Records	07/2013-06/14	Negligible	Shred
130.21	Student Athlete Dining Rosters	07/2016-06/17	Negligible	Shred
130.22	NCAA and Internal Audit Reports	07/2011-06/12	Negligible	Delete
130.23	Gift-In-Kind Donor Records			
	Original	07/2011-06/12	Negligible	Shred
	Duplicates	07/2015-06/16	Negligible	Shred
150.01	News Releases Routine	07/2008-06/09	Negligible	Shred
170.001	Job Request Records (Internal Only)	07/2013-06/14	2 1/2 cu. ft.	Shred
170.002	Collegiate Licensing Firms' File	07/2012-06/13	Negligible	Shred
180.001	FCC Public Inspection File			
	A) Station authorization	07/2017-06/18	Negligible	Shred
	B) Applications and related materials	07/2017-06/18	Negligible	Shred
	C) Waivers	07/2017-06/18	Negligible	Shred
	D) Contour maps	07/2017-06/18	Negligible	Shred
	E) Ownership reports	07/2017-06/18	Negligible	Shred
	F) Contracts	07/2017-06/18	Negligible	Shred
	G) Political file	07/2017-06/18	Negligible	Shred
	H) Equal employment opportunity file	07/2017-06/18	Negligible	Shred
	I) "The Public and Broadcasting" Manual	07/2017-06/18	Negligible	Shred
	J) Material relating to the FCC investigation or correspondence	07/2017-06/18	Negligible	Shred
	K) Issues/programs lists	07/2017-06/18	Negligible	Shred

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STATE AGENCY: SIUE

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	L) Local public notice announcements	✓ 07/2017-06/18	Negligible	Shred
	M) Donor Lists	✓ 07/2016-06/17	Negligible	Shred
	N) Must-carry requests (television only)	✓ 07/2017-06/18	Negligible	Shred
180.002	Emergency Broadcast/Authorizations	✓ 07/2016-06/17	Negligible	Shred
180.003	F.C.C . Licensing Files	✓ 07/2010-06/11	Negligible	Shred
180.004	Music Logs	✓ 07/2017-06/18	1/2 cu. ft.	Shred
180.005	Notification from the FCC of Receipt of Radio Lic	07/2017-06/18	Negligible	Shred
180.006	Operation Logs	✓ 07/2016-06/17	1/4 cu. ft.	Shred
180.007	Program Logs	✓ 07/2016-06/17	3 1/4 cu. ft.	Shred
180.008	Station Administration and Operation Subject Files	07/2010-06/11	1/4 cu. ft.	Shred
210.001	Complaint Files	07/2013-06/14	1 cu. ft.	Shred
210.002	American ' s with Disabilities Act (ADA) Files	07/2013-06/14	Negligible	Shred
210.006	Veterans 100 Plan	✓ 07/2011-06/12	Negligible	Shred
210.009	Title IX Program Files	07/2013-06/14	Negligible	Delete
230.01	Appropriation Legislative Bills	07/2012-06/13	Negligible	Shred
230.03	Governor's Office (BR Forms), Illinois State Legisi	07/2012-06/13	200 MB	Delete
230.04	Internal Budget Documents	✓ 07/2012-06/13	150 MB	Delete
230.06	Operational Budgets (Appropriated Funds)	✓ 07/2012-06/13	1/2 cu. ft.	Shred
230.07	Personal Services Budget Report Forms and Rela	07/2012-06/13	200 MB	Delete
230.08	RAMP Appropriation Requests and Budget Expen	07/2012-06/13	150 MB	Delete
230.11	University Investment Agreements	07/2008-06/09	Negligible	Shred
230.12	Investment Program Status Reports	07/2012-06/13	150 MB	Delete

**RECEIVED**  
MAY 14 2019

State Records Commission