

Application 07-11 was deferred 9/16/09 in its entirety to make all changes suggested by the Commission.

Vice Chancellor for Administration
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) (Electronic)

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.

The agency record copies of "Land Tract Acquisition Files" (e.g. deeds, transfer papers, title documents, legal descriptions) are maintained permanently per item 110.03 of State Records Application 07-10 (University Office of Legal Counsel)

Recommendation: Retain in office for ten (10) years following the expiration of the respective contracts and leases, then dispose of or delete from system providing all audits have been completed and no litigation is pending or anticipated.

Deferred 11/18/09
Disposition Approved as Amended 12/16/09

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 Amended 08/20/08

100.04 Facilities Use License Agreements and Related Releases (Originals)

Dates: 2009-
Volume: 1 Cubic Feet
Annual Accumulation: ½ Cubic Feet
Arrangement: Chronological and Alphabetical

This record series consists of a form which allows various groups and organizations to use university buildings or grounds for special events (e.g. charity walks) and provides that any liability will be handled by the event sponsors. The forms include specific details as to when, where, and how the event is to proceed and may also include additional liability release forms for higher risk events (e.g. motorcross racing).

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

Disposition Approved 09/19/12

100.05 Designated Public Forum Agreements (Originals)

Dates: 2009-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological and Alphabetical

This record series consists of a form which permits individuals to use a designated area on the University Quad to speak or distribute flyers in order to promote a cause or event, etc. The form includes the time and date of the event and any related instructions.

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

Disposition Approved 09/19/12

100.06 The Gardens at SIUE Files

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

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

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

Disposition Approved 02/16/11