

Provost and Vice Chancellor for Academic Affairs
Educational Outreach

900.001 Continuing Education Program Conference Files (Agency Record Copies)

Dates: 1990-
Volume: 24 Cubic Feet
Annual Accumulation: 2 ½ Cubic Feet
Arrangement: Chronological

The offices of Continuing Education structures, coordinates and conducts conferences for the awarding of credit and non-credit continuing education units to successful participants/enrollees. This series contains the conceptual and organizational records of those conferences, which include receipts of participant/enrollee fee payments, participant/enrollee attendance records, written evaluations of the conferences by the participant/enrollees, related correspondence, and supporting workpapers with attachments.

Recommendation: Retain in office the participant/enrollee fee payment receipts and attendance records for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Retain all other record series documents in office for ten (10) years, then transfer to the University Archives. University Archives staff will review all accumulations of this series transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.

Disposition Approved 8/20/08

900.002 Records of Continuing Education Units Awarded to Conference Participants and Enrollees (Agency Record Copies)

Dates: 1973-
Volume: 3 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological/Alphabetical

This series consists of the original documentation of credit and non-credit continuing education units awarded to successful conference participants and enrollees.

Recommendation: Retain permanently.

Disposition Approved 8/20/08

900.003 Continuing Education Program Conference Files (Agency Record Copies)

Dates: 1990-

Volume: 87 Cubic Feet/ 1.5 Terabytes

Annual Accumulation: 3 Cubic Feet/ 50

Gigabytes

Arrangement: Chronological

The Office of Educational Outreach (formerly known as the Office of Continuing Education) structures, coordinates, and conducts conferences for awarding credit and non-credit Continuing Education Units (CEUs) to successful participants/enrollees. Contents of this record series may contain, but are not limited to: conceptual and organizational records of these conferences; participant/enrollee registration forms; Release, Waiver of Liability, Assumption of Risk and Covenant Not to Sue Agreements; duplicate receipts of participant/enrollee fee payments; participant/enrollee attendance records; participant/enrollee written conference evaluations; CEU evaluations and request forms; other supporting documents and required forms (e.g., marketing materials, workpapers, etc.); and related correspondence (e.g., inquiries, schedules, etc.).

[Note: Release, Waiver of Liability, Assumption of Risk and Covenant Not to Sue Agreements are maintained for three (3) years after the date of generation per item 100.068 of SIUE's Agency-Wide State Records Application No. 07-08.]

This item supersedes State Records Application No. 07-09, item 900.001, in order to: update the subdivision title record series description and retention narratives; clarify which records should be transferred to SIUE's Archives and change the length of in-office retention from "ten (10) years" to "until all administrative value has expired" prior to said transfer; include a transactional event trigger for the remaining records in this series and increase the retention for these records from "three (3) years" to "five (5) years"; per agency request.

Recommendation: A. Retain conceptual, organizational,

administrative documents, CEU course evaluations and request forms, and any other material possessing historical/research value in office until all administrative value has expired, then transfer to SIUE's Archives for permanent retention.

B. Retain Release, Waiver of Liability, Assumption of Risk and Covenant Not to Sue Agreements in office for three (3) years after the date of generation, then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided

all audits have been completed, if necessary; no litigation is pending or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate.

C. Retain all remaining records in this series for five (5) years after the calendar year in which the conference was conducted, then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided all audits have been completed, if necessary; no litigation is pending or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate.

Disposition Approved 6/17/2020

900.004 Continuing Education Non-Credit Units, Activities and Events

Dates: 1990-

Volume: 58 Cubic Feet/ 19.33 Gigabytes

Annual Accumulation: 2 Cubic Feet/ 3.3 Gigabytes

Arrangement: Chronological

The Office of Educational Outreach (formerly known as the Office of Continuing Education) structures, coordinates, and conducts non-credit continuing education activities and events to qualified participants. These activities and events may include, but are not limited to: non-credit courses; Edu card registrations; walk/run events; weddings; and other events which do not provide continuing education units to participants.

Contents of this record series may contain, but are not limited to: conceptual and organizational records of these activities and events; scheduling, registration or reservation requests; participant registration forms and Release, Waiver of Liability, Assumption of Risk and Covenant Not to Sue Agreements; Americans with Disabilities compliance checklists; agreements and contracts (e.g., vendor, facility, security, catering, etc.); duplicate receipts of participant/enrollee fee payments; participant attendance records; other supporting documents and required forms (e.g., marketing materials, workpapers, etc.); and related correspondence (e.g., inquiries, notices, etc.).

[Note: Release, Waiver of Liability, Assumption of Risk and Covenant Not to Sue Agreements are maintained for three (3) years after the date of generation per item I 00.068 of SIUE's Agency-Wide State Records Application No. 07-08.]

Recommendation: A. Retain Release. Waiver of liability. Assumption of Risk and Covenant Not to Sue Agreements in office for three (3) years after the date of generation, then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided all audits have been completed, if necessary; no litigation is pending or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate.

B. Retain *all remaining records in this series* for three (3) years after the date of the event or activity, then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided all audits have been completed, if necessary; no litigation is pending or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate.

Disposition Approved 6/17/2020