

Provost and Vice Chancellor for Academic Affairs
Office of Institutional Research and Studies

130.01 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

130.02 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

130.03 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

130.04 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

130.05 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

130.06 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 (masters program) students; graduate II (doctoral program) students; and total instruction 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

130.07 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

130.08 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.

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

130.09 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 Management 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.

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