

Vice Chancellor for Administration
Parking Services

360.01 Parking Fee Collection Receipts (Duplicates) (Hardcopy)

Dates: 1985 -
Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of copies of receipts issued for paid parking fees and tickets. .

Recommendation: Retain in office for two (2) 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.

Disposition Approved 11/18/09

360.02 Parking Tickets (Originals) (Hardcopy)

Dates: 1984 -
Volume: 20 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Numerical by ticket number

This record series consists of parking violation notices which were issued to students, staff, and visitors of the university. Each ticket shows the ticket number, date, time, permit number, license number, location officer's number, type of violation, and amount of fine.

Recommendation: Retain in office tickets that have been paid or voided for two (2) 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.

Disposition Approved 11/18/09

360.03 Vehicle Parking Registration Files (Originals) (Hardcopy)

Dates: 1985 -
Volume: 48 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical and Numerical

This vehicle parking registration file documents the type of permit (i.e., student, faculty, etc.), name of registrant, registrant's address, social security number, parking decal number, vehicle make and model, and license plate number.

Recommendation: Retain in office for two (2) years following the inactivation of registration through separation of the respective registrant from the university through termination of enrollment and/or employment, then destroy in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

360.04 Collection Reports (Daily/Monthly) (Duplicates) (Hardcopy)

Dates: 1989 -
Volume: 10 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological

This record series consists of the daily and monthly reports of the collection of fees administered by Parking Services. An original is sent to the Bursar's Office and a copy is returned to Parking Services.

Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

360.05 Lot B Dispenser Tickets (Originals) (Hardcopy)

Dates: 1987-2009
Volume: 17 Cu. Ft.
Annual Accumulation: N/A.
Arrangement: Chronological

This record series consists of stub receipts from the pay parking lot. This record shows time parked, and amount paid by customer.

Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

360.06 Parking and Traffic Violation Appeals (Originals) (Hardcopy)

Dates: 1989 –
Volume: 20 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological by month/Alphabetical by name

This record series consists of a request by a student, visitor or staff to appeal a parking or traffic violation issued by Parking Services. This appeal must be filed within fourteen (14) days after the issuance of the violation.

Recommendation: Retain in office for two (2) years following the final appeals decision, then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

360.07 Parking Tickets (Originals) (Hardcopy)

Dates: 1989 –
Volume: 18 Cu. Ft.
Annual Accumulation: 6 Cu. Ft.
Arrangement: Numerical/Yearly

This record series consists of parking violation notices that were issued to students, staff and visitors of the university. The documents record the type of infraction and appropriate fee of the violation.

Ticket data include date, time, location, permit number, license number,

state, license year, make of vehicle and type of violation.

Recommendation: Retain the tickets or abstracted ticket information for tickets that have been paid or voided for three (3) years following the date of settlement, 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.

Disposition Approved 11/18/09

360.08 Temporary Parking Permit Stubs (Originals) (Hardcopy)

Dates: 1991 -
Volume: 14 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological/By category

These permits are issued for validity periods ranging from daily to two weeks.

Recommendation: Retain in office for two (2) years after the date of issuance, 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.

Disposition Approved 11/18/09

360.09 Unpaid Parking Tickets

Dates: 1989-
Volume: 8 Cubic Feet/2.4 Gigabytes
Annual Accumulation: ½ Cubic Feet/150 Megabytes
Arrangement: Numerical/Chronological

This record series consists of original parking tickets issued to vehicle owners which were illegally parked on campus and have not been paid. Ticket data includes: date, time, location, permit number, license number, state, license year, make of vehicle, and type of violation. [Tickets are maintained in the parking system.]

Recommendation: Retain unpaid/uncollectable parking ticket files until they have met final compliance pursuant to the provisions of the Uncollected State Claims Act [30 ILCS 205] then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or

Disposition Approved 09/20/17

360.10 Department of Motor Vehicles' Reports of Registrations

Dates: 1986 -
Volume: 2 Cubic Feet/600 Megabytes
Annual Accumulation: Negligible/150 Megabytes
Arrangement: Chronological and Alphabetical

This record series consists of agency record copies of reports of motor vehicle registrations received from entities charged with such registration. The reports are used as a tracking source to monitor the collection of all fees due the University for the students' privilege of operating personal motor vehicles on campus.

This item supersedes State Records Application No. 07-11, item 120.09, in order to move this record series item from the Bursar to Parking Services, and update the record series title, per agency request. (No change to the overall length of the retention period is proposed.)

Recommendation: Retain in office for five (5) fiscal years following the date that all collectible fees have been paid and deposited by the Bursar or for five (5) fiscal years following the date that all documented fees outstanding are forfeited by write-off by the Bursar as uncollectible in compliance with all applicable statutory provisions, then destroy in a secure manner and/or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 09/20/17

360.11 Vehicle Parking Registration Files

Dates: 1985-
Volume: 48 Cubic Feet/14 Gigabytes
Annual Accumulation: 2 Cubic Feet/600 Megabytes
Arrangement: Alphabetical and Numerical

This record series item consists of registration documents which include: the type and number of permit; customer status (e.g.: student, faculty, etc.); and registrant data (e.g.: name, address, University ID number, and license plate number). These files may also include: customers' notes from doctors for 30 day temporary disability permits; permit replacements; and on-line permit pick up sheets that customers signed if picking up a permit purchased online.

This item supersedes State Records Application No. 07-11, item 360.03, in order to update the record series description and to make the retention media neutral, per agency request. (No change to the overall length of the retention period is proposed.)

Recommendation: Retain for two (2) years following the inactivation of registration through separation of the respective registrant from University enrollment and/or employment, then destroy in a secure manner or delete from system, provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 09/20/17

360.12 Special Request Forms

Dates: 2005-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series item consists of individual University departments' requests for special parking arrangements (e.g.: guest permits, Lot B code, suspension of ticketing, etc.) for sponsored events.

Recommendation: Retain for two (2) years after the date of generation, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 09/20/17

360.13 Voided Parking Citations

Dates: 1985-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical and Chronological

This record series consists of parking citations issued to students, staff, faculty, and visitors of the University that are later voided or waived.

Recommendation: Retain for two (2) years after the date of generation, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 09/20/17

360.14 Lot B Refund Receipts

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

This record series item consists of receipt slips issued to customers when pay lot machine(s) cannot dispense proper change.

Recommendation: Retain for six (6) years after the date of generation, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 09/20/17

360.15 Vehicle Assistance Release Forms

Dates: 1980-
Volume: 18 Cubic Feet
Annual Accumulation: ½ Cubic Feet
Arrangement: Chronological

This record series item consists of a form which authorizes and waives liability of Parking Services' personnel to provide assistance services to stranded motorists. The form includes: vehicle make, model and year; license information; motorist and personnel signatures; and services provided.

Recommendation: Retain for three (3) years after the date of generation, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 09/20/17