

Provost and Vice Chancellor for Academic Affairs
School of Business
Support Units
Development

270.02 Scholarship Application Files (Accepted and Rejected)

Dates: 2004-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of files which indicate successful and unsuccessful candidates applying for scholarships throughout the School of Business. The files include annual applications, student essays, referral letters, resumes and any related correspondence.

Recommendation: For accepted applicants, retain files for five (5) years following graduation or last date of attendance, whichever is later, 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 anticipated. Retain files for rejected applicants for five (5) years following the date of rejection, 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 anticipated.

Disposition Approved 03/16/16

270.03 School of Business Hall of Fame Files

Dates: 2006-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

The Hall of Fame committee selects a School of Business alumni applicant to be a member of its Hall of Fame. This record series consists of lists of committee members, committee recommendations for selection, applicant information, resumes, and supporting documentation.

Recommendation: Retain files of non-selected applicants for five (5) years after the date of selection, 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 anticipated. Retain files of selected applicants in office until administrative use is complete, then transfer to the University Archives for permanent retention.

Disposition Approved 03/16/16

270.04 Illinois Small Business Development Center (SBDC) Client Files

Dates: 2007-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

The Illinois Small Business Development Center was created to provide counseling and assistance to small business owners and those planning to go into business. The file series contents include a Request for Consultation form (e.g. client intake data, name/type of business, type of assistance being sought) counseling notes, business plans, financials and other supporting documentation of business owners and prospective business owners.

Recommendation: Retain for seven (7) years after the date of the last counseling session, 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 03/16/16