

Vice Chancellor for Administration  
Human Resources  
University Personnel Services

150.01 Payroll Personnel Reporting Forms (Originals) (Hardcopy) (Electronic)

Dates: 1988 -  
Volume: 4 Cu. Ft. / 1.2 GB  
Annual Accumulation: Negligible / 150 MB  
Arrangement: Alphabetical by employee

This record series consists of summary reports of all employees that were absent without pay during the school year. This record is created from the employee's Salary Time Record and is used for reference purposes.

Recommendation: Retain in office for six (6) years, then dispose of or delete from the system 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

150.02 Vacation and Sick Leave Reports (Originals) (Hardcopy) (Electronic)

Dates: 1979 -  
Volume: 4 Cu. Ft. / 1.2 GB  
Annual Accumulation: Negligible/ 150 MB  
Arrangement: Chronological

This record series consists of an annually updated record of money that would be owed to an employee should that employee choose to retire and "cash in" accumulated leave. A new record is created each year, showing updated sick and vacation leave accrued by an employee and amount of money the university would need to pay off the accrued benefits.

A copy is sent to the Administrative Accounting Office.

Recommendation: Retain in office for six (6) years, then destroy in a secure manner or delete from the system 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

150.03 Applications for Employment (Solicited / Unsolicited) and Supporting Documents (Resumes, Transcripts, Military Record) (Hard Copy)

Dates: 1985 -  
Volume: 96 Cu. Ft.  
Annual Accumulation: 4 Cu. Ft.  
Arrangement: Alphabetical by applicant

The record series consists of original employment applications and related documentation from individuals seeking employment with the university.

Files include applications, resumes, transcripts, military records, and letters of recommendation (if applicable).

Recommendation: Retain in the office for three (3) years following the date of receipt, then destroy in a secure manner provided all audits have been completed and no litigation is pending or anticipated

Disposition Approved 11/18/09

150.04 Civil Service Exams (Hardcopy and Electronic) (Originals)

Dates: 1992 -  
Volume: 136 Cu. Ft. / 40.8 GB  
Annual Accumulation: 8 Cu. Ft. /2.4 GB  
Arrangement: Numerical by exam number

This record series consists of civil service exams completed by applicants seeking employment or promotion with the university. Exam scores are entered into the university computer database for transmittal to the State Universities Civil Service System.

Recommendation: Retain for two (2) years, then destroy in a secure manner or delete from the system provided the results are transmitted to the State Universities Civil Service System, 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

150.05 Civil Service Exam Registration Cards and Computer Database (Hardcopy and Electronic) (Originals)

Dates: 1982 -  
Volume: 6 Cu. Ft. /1.8 GB  
Annual Accumulation: Negligible/N/A  
Arrangement: Alphabetical by classification

The record series consists of registration cards for individuals completing the civil service exam. Cards contain name, address, social security number, exam taken, final score, breakdown of exam elements, and exam number. Information formerly retained on these cards currently is now entered into computer database.

Recommendation: Retain for two (2) years from date of last service, then destroy in a secure manner or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. All computer tape/disc maintenance and preservation procedures are to be fully applied.

Disposition Approved 11/18/09

150.06 Civil Service Registration Index Cards (Originals)

Dates: 1982 - 1991  
Volume: 4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by applicant

This record series consists of cross-reference index cards showing applicants who have taken civil service exam. This card system has been replaced by the Computer Indexing System.

Recommendation: Destroy accumulation provided that all data has been entered into the Computer Indexing System.

Disposition Approved 11/18/09

150.07 Collective Bargaining Records (Originals) (Hardcopy)

Dates: 1968 -  
Volume: 63Cu. Ft.  
Annual Accumulation: 1.5 Cu. Ft.  
Arrangement: Chronological

This record series consists of collective bargaining agreements and background records of the bargaining process. Files include original collective bargaining agreements, minutes of bargaining meetings, salary surveys, meeting notes, requests to bargain from union, correspondence, and materials used to support bargaining positions.

Recommendation: Retain one (1) copy of each collective bargaining agreement permanently. Retain supporting documentation for fifteen (15) years after the date of generation, 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

150.08 Draft Registration Compliance Statements (Originals) (Hardcopy)

Dates: 1984 - 1999  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of statements indicating compliance with the Selective Service System registration requirements. The statements are required of all male students receiving financial aid. The university retains this form, as required by the Selective Service System.

Recommendation: Retain in office for five (5) years following the date of the latest termination of enrollment of the respective students, then destroy in a secure manner 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

150.09 Employee Grievance Case Summaries (Originals) (Hardcopy)

Dates: 1985 -  
Volume: 4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by employee

This record series consists of summaries of employee grievance cases by Legal Counsel and the department of originating grievance. Individual case file documentation is retained by the departments from which the grievances originate and the Legal Counsel.

Recommendation: Retain in office for five (5) years following the date of separation from employment of the employee(s) filing the grievances, then destroy in a secure manner provided no litigation is pending or anticipated.

Disposition Approved 11/18/09

150.10 Reports of Contribution (Quarterly) to Unemployment Compensation (Duplicates) (Hardcopy)

Dates: 1975 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of copies of quarterly reports of unemployment compensation contributions made by the university to the Illinois Department of Employment Security (which retains the original reports for six (6) years per Application 86-107M).

Recommendation: Retain in office for six (6) fiscal 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

150.11 Extended Sick Leave Reports (Originals) (Hardcopy)

Dates: 1987 - 2008  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by employee

This record series consists of summary reports of all employees on extended sick leave during the school year. This record is created from the employee's Salary Time Record and is used for reference purposes.

Recommendation: Retain in office for six (6) years, then destroy in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

150.12 Lists of Civil Service Exam Scores (Duplicates) (Hardcopy) (Electronic)

Dates: 1991 -  
Volume: 3 Cu.Ft/ 900 MB  
Annual Accumulation: Negligible/ 150 MB  
Arrangement: Chronological

This record series consists of the monthly lists of scores received by individuals sitting for civil service exams held at the university.

Original lists are sent to the State Universities Civil Service System.

Recommendation: Retain for five (5) years following the date of generation of the lists, then dispose of or delete from the system 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

150.13 Payroll Deduction Reports Transmittal Lists (Originals) (Hardcopy)(Electronic)

Dates: 1990 -  
Volume: 30 Cu. Ft. / 9 GB Annual Accumulation:  
1.5 Cu. Ft. / 450 MB  
Arrangement: Chronological then Alphabetical by type of deduction

This record series consists of reports listing payroll deductions, which are transmitted in original to the Department of Central Management Services. of reports sent are Pay Record Adjustment Report, Additional Payroll Record, Premium Transmittal Summary, and Non-payroll Member and Direct Payment Reports.

Recommendation: Retain in office for six (6) fiscal years, then destroy in a secure manner or delete from system 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

150.14 Personnel Files (Civil Service Employees) (Originals) (Hardcopy)

Dates: 1966 - Volume: 345 Cu. Ft  
Annual Accumulation: 8 Cu. Ft. Arrangement:  
Alphabetical

The record series consists of original personnel files for university civil service employees. Files include notice of employment; request for change of status form; change of information forms; civil service and employment record; physician's statements; report of status of participant (State University Retirement System); letters of commendation; deduction authorizations; designation of beneficiary for SURS and insurance; resignations; insurance enrollment forms; tax sheltered annuity records (applications, salary reduction agreements, maximum exclusion allowance calculation request and response, retirement estimate request, and copy of statement); performance reviews; disciplinary memos (if applicable); revocation of deduction authorization; waiver of qualifications for examination, job audits, suspensions (if applicable); and correspondence concerning the employee.

Recommendation: Retain this series in one of two formats available: the original paper documents or microform. Whenever a copy of the material has been transferred to microform, destroy the original document in a secure manner and retain the microform in the office permanently. For original paper documents of employees of the University Merit System, retain in office for sixty-five (65) years after separation from employment, 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. For original paper documents of employees of the State Personnel Code, retain in office for five (5) years after separation from employment, 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. (Central personnel files of employees under State Personnel Code jurisdiction are maintained permanently per Application 72-9M.)

Disposition Approved 11/18/09

150.15 Personnel Files (Professional and Faculty) (Originals) (Hardcopy)

Dates: 1965 -  
Volume: 660 Cu. Ft  
Annual Accumulation: 27.5 Cu. Ft.  
Arrangement: Alphabetical

The record series consists of original personnel files of faculty and professional staff at the university.

Files include position descriptions, performance evaluations, appointment notices, resignations, promotions, personal and professional data forms, transcripts, copies of W'4's, contracts, change of status documentation, recommendations, record of tenure, requests for leave of absence, transcript of completion of advanced degree, certifications, memos and certificates, in lieu of transcripts, sabbatical requests, accumulated sick leave and vacation record, letter of report of grievance (if applicable), and correspondence regarding the employee.

Recommendation: Retain in office for sixty-five (65) years following separation from employment, then destroy in a secure manner 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

150.16 Position Description Files (Originals) (Hardcopy)

Dates: 1988 - 2008  
Volume: 56 Cu. Ft  
Annual Accumulation: 2.6 Cu. Ft.  
Arrangement: Numerical by civil service position number

This record series consists of descriptions of all employment positions at the university and any related job audits. Job audits are used to consider possible adjustments to the job description.

Recommendation: Retain in office until revised or superseded, then transfer to the University Archives for permanent retention.

Disposition Approved 11/18/09



150.17 Position Vacancy Files (Originals) (Hardcopy)

Dates: 1987 -  
Volume: 27 Cu. Ft.  
Annual Accumulation: 1.2 Cu. Ft.  
Arrangement: Chronological

This record series consists of files of any available civil service employment position in the university.

Files include a request for civil service personnel, active register of qualified applicants, certification of appointment, cover sheet and position descriptions (periodically).

Recommendation: Retain for five (5) years, then destroy in a secure manner providing no litigation is pending or anticipated.

Disposition Approved 11/18/09

150.18 Request to Set, Change, Correct, or Delete a Pay Schedule (Open Range, Established Rate Range and Negotiated Range) (Agency Record Copy)(Hardcopy)

Dates: 1975 - 2007  
Volume: 4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the agency record copies of requests to establish or alter salary titles or salary ranges and are used to add new job titles, change a job description, switch pay ranges, or change pay rates for positions at the university.

The original request is sent to the State Universities Civil Service System.

Recommendation: Retain in office for two (2) years then transfer to the University Archives for permanent retention.

Disposition Approved 11/18/09

150.19 Salary Increase Population Records (Duplicates) (Hardcopy) (Electronic)

Dates: 1975 -  
Volume: 14 Cu. Ft. / 4.2 GB  
Annual Accumulation: 1/2 Cu. Ft. / 150 MB  
Arrangement: Chronological

This record series consists of computer printouts and supporting worksheets used for salary increases.

Printout reports list employees, identification numbers, job classifications, pay rates, and adjusted pay rates.

The original records are maintained by the Payroll Office.

Recommendation: Retain in office for three (3) fiscal years, then destroy in a secure manner or delete from system 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

Item 115.20 cancelled see Application 07-08 I item 100.070

150.20 Salary/Time Record Cards (Originals) (Hardcopy) (Electronic)

Dates: 1991 - 2008  
Volume: 6 Cu. Ft. / 1.8 GB Annual  
Accumulation: 2 Cu. Ft. / 150 MB Arrangement:  
Chronological

This record series consists of the official leave record for university employees. Cards indicate hours worked and leave used. It is used to track vacation and sick leave only.

Recommendation: Retain in the office for six (6) years, then destroy in a secure manner or delete from the system 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

150.21 Seniority Lists (Originals) (Hardcopy) (Electronic)

Dates: 1986 -  
Volume: 2 Cu. Ft. / 600 MB Annual  
Accumulation: Negligible/ 150 MB Arrangement:  
Chronological

This record series consists of lists of university employees by date of hire, showing rank of seniority by each position.

Recommendation: Retain for five (5) years after superseded by new seniority list, then destroy in a secure manner or delete from the system 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

150.22 State Universities Retirement System Records (Duplicates) (Hardcopy)(Electronic)

Dates: 1971 -  
Volume: 6 Cu. Ft. / 1.8 GB Annual Accumulation:  
Negligible/ 150 MB Arrangement:  
Chronological

This record series consists of duplicate records sent to and received from the State Universities Retirement System.

Files include correspondence, copies of annual reports, payroll notes, lists of participants, data requests, copies of applications for out-of-state credit, copies of applications for appointment, and duplicate reports of status.

Original files are retained by the State Universities Retirement System.

Recommendation: Retain in office for two (2) years following the date the files are superseded and/or termination of SURS coverage and/or full payment or final settlement of SURS participant, survivor, and beneficiary benefits, then destroy in a secure manner or delete from the system 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

150.23 Unemployment Compensation Claim Files (Duplicates) (Hardcopy)(Electronic)

Dates: 1990 -  
Volume: 14 Cu. Ft. / 4.2 GB Annual Accumulation:  
1/2 Cu. Ft. / 200MB Arrangement:  
Alphabetical by claimant

This record series consists of unemployment compensation claims filed against the university and documents relating to the case.

Files include copies of claims, notices of claims, notice of separation, copies of payroll records and report of decisions on claims.

nal records are retained by the Illinois Department of Employment Security for six (6) years after claim settlement per items 1 and 2 of Application 85-75M.

Recommendation: Retain in office for six (6) years after separation from employment from the university, then destroy in a secure manner or delete from the system 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

150.24 U.S. Immigration and Naturalization Service Form I-9 Employment Eligibility Verification Forms  
(Originals)

Dates: 1987 -  
Volume: 22 Cu. Ft  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Alphabetical by employee

This record series consists of a form used to verify the true identity of a job applicant and the applicant's authority to work in the United States. Information must be produced on demand by the U.S. Immigration and Naturalization Service.

Recommendation: Retain I-9's in office for three (3) years after the date of hire or one (1) year after the date of employment ends, whichever is longer, then destroy in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

1050.25 Worker's Compensation Files (Duplicates) ((Hardcopy))

Dates: 1989 - Volume: 24 Cu. Ft.  
Annual Accumulation: 1.2 Cu. Ft.  
Arrangement: Alphabetical/Chronological

This record series consists of all documents pertinent to Workmen's Compensation cases filed with the university.

Files include hardcopy and microform copies of accident reports, notices of injury, witness reports, doctors' statements, information release forms, bills, summary sheets of bills, voucher copies, and correspondence regarding cases, original records are retained by the Department of Central Management Services for three (3) years after final payment per Application 81-60. Case records filed with the Industrial Commission are retained on an ongoing basis by the university.

Recommendation: Retain hardcopy record series documents and microfilm copies in office for five (5) years following closure of case, then destroy in a secure manner provided no litigation is pending or anticipated.

Disposition Approved 11/18/09

150.26 Applications for Employment (Solicited/Unsolicited) and Supporting Documents

Dates: 1985-  
Volume: 96 Cubic Feet Annual  
Accumulation: 4 Cubic Feet  
Arrangement: Alphabetical by applicant

This record series consists of original employment applications and related documentation (e.g.: resumes, transcripts, military records, letters of recommendation, etc.) from individuals seeking employment with the University.

This item supersedes State Records Application No. 07-11, item 150.03, in order to update the record series title and description, and to decrease the retention period from “three (3) years” to “two (2) years” to match the retention period for “Civil Service Exams”, item 150.04 of Application No. 07-11, as both record series items are collected together by the State Civil Service for applicants, per agency request.

Recommendation: Retain for two (2) years following the date of receipt, 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 11/18/09

150.27 Lists of Civil Service Exam Scores

Dates: 1991-  
Volume: 3 Cubic Feet/900 Megabytes  
Annual Accumulation: Negligible/150 Megabytes  
Arrangement: Chronological

This record series consists of copies of the monthly lists of scores received by individuals sitting for civil service exams held at the University.

Original lists are sent to the State Universities Civil Service System.

This item supersedes State Records Application No. 07-11, item 150.12, in order to update the record series title, and to decrease the retention period from “five (5) years” to “two (2) years” to match the State Civil Service audit cycle, per agency request.

Recommendation: Retain for two (2) years following the date of generation of the lists, 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 09/20/17