

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS**

Application No. 07-08
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**STATE OF ILLINOIS
STATE RECORDS COMMISSION**

STATE RECORDS UNIT
ILLINOIS STATE ARCHIVES
SPRINGFIELD, IL 62756
(217)782-2647

AGENCY

Southern Illinois University - Edwardsville

DIVISION

Agency Wide Records

SUBDIVISION

Pursuant to the provisions of the *State Records Act* (5 ILCS 160/1 et seq.), I hereby request authority to dispose of state government records according to the schedule which follows. I certify that those records to be disposed of will not be needed in the transaction of current business nor will they be of sufficient administrative, legal, or fiscal value to warrant further retention by this agency. I also certify that any microfilm copies will be made in accordance with the standards of the State Records Commission and will be adequate substitutes for the original records.

SIGNATURE OF AGENCY HEAD

DATE

ACTION TAKEN BY
THE
STATE RECORDS
COMMISSION

David A. Joens

CHAIRMAN

Thomas F. Schwartz, by G.S.

SECRETARY

May 16, 2007

DATE

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF PROVIDING:

- the individual retention period is complete;
- all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated;
- the items are correctly listed on a Records Disposal Certificate submitted to and approved by the State Records Commission 30 days prior to disposal.

Certain records, as stipulated on this application, may be microfilmed and the original hardcopy record disposed of if the record is microfilmed in accordance with the standards of the State Records Commission Rules and if the film is retained for the prescribed retention period. **Disposal of records after microfilming must be noted on a Records Disposal Certificate.**

**THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES
ARE TO BE RETAINED PERMANENTLY.**

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AGENCY WIDE RECORDS

100.001 Academic Program Form 90's (Duplicates)

Dates: 1985-
Volume: 2 1/2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

 This record series consists of forms used by the departments to modify or create a course offering. Included is the course name, name of instructor, description of course, type of change, syllabus and appropriate signatures.

 Originals are maintained permanently per item 1800.023 of Application 07-09 by the Provost and Vice Chancellor for Academic Affairs' Executive Office.

 SIU – Carbondale permanently maintains “Syllabus and Course Approvals per item 145 of Application 87-63.

Recommendation: Retain in office for three (3) years, then dispose of provided all audits (if required) under the supervision of the Auditor General have been completed.

**Disposition
Approved
5/16/07**

100.002 Accident Reports (Student, Faculty, and Staff) (Originals)

Dates: 1975-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year
 Chronological by year

 Data include type of accident (e.g., academic, campus recreation, freeplay, special event), background information of injured person, time and place of accident, response of injured, background information of witness, description of accident, identity of person in charge of activity, and signature of person completing the form.

 “Accident Reports” are maintained for five (5) years by Southern Illinois University – Carbondale per item 460.03 of Application 87-64.

Recommendation: Retain in office for five (5) 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.

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Approved
5/16/07**

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100.003	Accreditation Reports and Institutional Reports (Official Agency Record Copies & Duplicates)
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Dates:	1968-
Volume:	31 ½ Cu. Ft.
Annual Accumulation:	2 Cu. Ft.
Arrangement:	Chronological

This record series consists of documents submitted to the Illinois State Board of Education (ISBE), Association to Advance Collegiate Schools of Business – International (AACSB-International), National Council of Teacher Education, National League of Nurses (NLN), North Council for Accreditation of Teacher Education (NCATE), Accreditation Board for Engineering and Technology, and all additional boards for accreditation.

Contents include Five Year Plans, Illinois State Board of Education (ISBE) reports; and accreditation reports such as the North Central Accreditation Reports, National Council for Accreditation of Teacher Education (NCATE) reports, and accreditation reports to the Board of Engineering and Technology, etc.

Also included are supporting documents such as faculty mission statements, program descriptions, curriculum goals, course listings, descriptions of the qualifications of faculty, outlines of present curriculum, statements of future objectives, laboratory information, and recommendations.

“Institutional Reports Requested by Outside Agencies” and “Accreditation Reports are both maintained for five (5) years respectively by Northern Illinois University per items 190.07 and 230.08 of Application 89-27.

Recommendation:	Retain the agency record copies in the Dean’s office for five (5) years, then transfer to the University Archives for permanent retention. Retain duplicate copies in office for five (5) years following supersedence by a new report, then dispose of providing no litigation is pending or anticipated.
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**Disposition
Approved
as Amended
5/16/07**

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100.004 Administrative Correspondence (Originals and Duplicates)

Dates: 1964-
Volume: 852 Cubic Feet
Annual Accumulation: 20 Cubic Feet
Arrangement: Chronological by year, Alphabetical by topic

Contents includes inner-office correspondence, incoming and outgoing correspondence exchanged by the departments with students, and interested groups and individuals external to the university. Files also include initial drafts, memos, and working papers. Routine documents (non-archival materials) are defined as: initial drafts, memos, and working papers extra copies of documents, blank forms, or reports preserved only for ease of reference or for supply purposes, where one copy has been retained for record purposes; letters of transmittal and acknowledgement; non-personally addressed, unsolicited correspondence and communications that originate outside of the University; requests for publications after the requests have been filled; replies to questionnaires, where the summary results have been retained for record purposes; or documents regarding regular office functions, meeting schedules, or informing others of an employee absence, where a record copy of financial or personnel actions is retained in another record series.

Recommendation: Retain all routine documents in office 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. Transfer remaining accumulation to the University Archives for permanent retention.

**Disposition
Approved
as Amended
5/16/07**

100.005 Class Attendance Records

Dates: 1982-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains lists of students attending classes, showing the date, name of class and name of student.

Recommendation: Retain in office for five (5) years then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
5/16/07**

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100.006 Class Enrollment Reports (Duplicates)

Dates: 1982-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This series contains 10th day enrollment reports and quarterly final enrollment reports transmitted to Admissions and Records.

Recommendation: Retain in office for five (5) 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
5/16/07**

100.007 Class Schedules (Duplicates)

Dates: 1958-
Volume: 45 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Chronological by year

This record series consists of copies of departmental class schedules showing what classes are offered, name of faculty conducting the class, semester or quarter, and where the classes are located.

The originals are maintained permanently in the agency's Admissions and Records Office.

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.

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Approved
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100.008 Contracts and Agreements (Duplicates)

Dates: 1963-
Volume: 792-
Annual Accumulation: 18-
Arrangement: Chronological, Alphabetical and Numerical

This record series consists of agreements and contracts between the University and vendors pertinent to the maintenance of office equipment and other goods and services. Included are copies of all service and vendor contracts with supporting documents, such as RFP's, miscellaneous obligation documents, and requisitions. These contracts are let for the acquisition and/or delivery of various program or project goods and services.

Central copies of contracts and related bid/procurement records are to be maintained by the agency's Purchasing Office. Original contracts exceeding \$5,000 are maintained for five (5) years following completion by the State Comptroller's Office per Application 96-32, item 3. Also, central copies of vouchers and invoices are scheduled by the University's Accounting Office (Agreements are renewed on an annual basis).

Recommendation: Retain in office for five (5) years following expiration of contract, 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
5/16/07**

100.009 Course Schedules (Duplicates)

Dates: 1987-
Volume: 8 ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the names of courses offered in each academic program, the course numbers, and brief descriptions of courses offered. The original University Catalogues described in item 1800.12 of Application 07-09 contain the same information and are to be retained permanently.

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
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Item No.	Record Series Title, Description and Recommendation	Action Taken
100.010	Course Syllabi (Originals & Duplicates)	
	Dates: 1957- Volume: 82 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological	
	This record series consists of course syllabus documents. SIU – Carbondale maintains “Course Syllabi” until superseded per item 541 of application 87-63.	
	Recommendation: Retain the originals in the department for three (3) years, then transfer to the University Archives for permanent retention. Retain duplicates in office until revised or superseded, then dispose of.	Disposition Approved 5/16/07
100.011	Curriculum Files (Originals and Duplicates)	
	Dates: 1960- Volume: 2,560 Cu. Ft. Annual Accumulation: 160 Cu. Ft. Arrangement: Chronological	
	This record series consists of departmental curriculum files including handouts and student research papers.	
	Also included are requests for changes in academic programs (i.e., area affected by the change, nature of change, analyses of new program, relation to educational objectives, appropriate signatures), requests to modify a course (i.e., present course listing, desired effective date, name of coordinated academic units, authorized signatures), requests to add a course (i.e., course title, catalog description, prerequisites, grade type, reason for request, individual proposing the change, effective date, appropriate signatures), and requests to drop a course (i.e., course name, prerequisites, grade type, reason for request, individual proposing the change, effective date, appropriate signatures), and request to drop a course (i.e., course name, prerequisites, effective dates, related academic units, and authorized signatures).	
	Recommendation: Retain in office <u>originals</u> in office for two (2) years, then transfer to the University Archives for permanent retention. Retain <u>duplicates</u> in office for two 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 5/16/07

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100.012 Departmental Statistical Reports (Departmental Copies)

Dates: 1970-
Volume: 20 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of documents which quantify departmental, instructional, and staff activities. Included are reports that for instance total all office activities pertinent to the administration, instructional technology, foundations of education, and counselor education.

Annual Department Faculty Reports summarize what each individual faculty member accomplished during the past year. Data includes the name of the instructor, the number of direct hours taught, number of indirect hours taught (i.e. laboratory instruction), number of public service hours, type of publications, descriptions of grants written percentage of job description per activity, seminars taught or participated in, number of earned credit hours, number of graduate and under graduate students taught, number of student awards, and the number of post graduate level hours taught. Also included are annual reports giving a brief history of the accomplishments during the past year of the professional and graduate assistants.

Other examples are reports of professional activities performed by faculty of the School of Education. Data include classroom hours per semester, time used for research, amount of time toward advisement, and amount of time concerning public service. Reports summarizing statistics of office activities pertinent to advisement, counseling, special services, and directors itineraries/activities. Productivity, Quality, Priority reports generated and used in the review of academic, administrative, and public services performed by the School of Business. Also included are Participating Faculty Files which summarize academic achievement of interdisciplinary faculty who are eligible to instruct within the Womens' Studies Program. Included are include vitae, syllabi, and examples of research/publications

Recommendation: Retain for five (5) 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.

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Approved
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100.013 Enrollment Statistical Reports (Quarterly and Annual) (Duplicates)

**THIS ITEM
CANCELLED –
SEE 100.072**

Dates: 1989-
Volume: 5 ½ Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological

The reports compile enrollment statistics at the beginning, tenth day and end of semester. The reports also compile annual enrollment statistics. Reports can be segmented by class, gender, race, county, state, transfer students, etc. Contents include related administrative agreements, student eligibility reports, proposals, acceptances, application for program assistance, cost estimates, request for equipment, research notes and results, and interim and final reports

Central copies of the record series are maintained by the agency's Admission's Office.

Recommendation: Retain in office for five (5) years and the completion of all audits (if required) under supervision of the Auditor General, then transfer to the University Archives for permanent retention.

**Disposition
Approved
5/16/07**

100.014 Evaluations of Deans, Associate Deans, and Departmental Directors (Duplicates)

Dates: 1990-
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical By Name

These evaluations cover a range of topics including primary responsibilities, objectives, goals, general performance factors, major accomplishments, development plans and evaluation scores/results. This material is also documented in the agency personnel files scheduled for disposition by the Vice Chancellor for Administration's Office of Human Resources. (This documentation covers faculty on a university-wide basis.)

Recommendation: Retain in office for five (5) years, then dispose of (by shredding or confidential records recycling), 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.

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Approved
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**100.015 Evaluations of Faculty By Faculty, Students, and Department Chairs
(Duplicates)**

Dates: 1965-
Volume: 44 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical By Name

This record series consists of questionnaires completed by students evaluating their course content and instructor.

Also included are files used for the evaluations of faculty by peers and the Department Chairman. Included are letters of appraisal by the chairman, recommendations from peers, and faculty service packets (i.e., research accomplishments, teaching goals, co-curricular service achievements).

Original faculty evaluations are maintained by the department chairman. Original evaluations of department chairmen are maintained by the Office of the Provost and student evaluations of faculty are maintained by the various department chairmen

The Commission has previously approved the same retention period for SIU-Carbondale under the authority of Application 97-43, item 810.10

Recommendation: Retain in office for five (5) years, then dispose of (by shredding or confidential records recycling), providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved as
Amended
5/16/07**

100.016 Faculty Payroll Files (Duplicates)

Dates: 1998-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of faculty payroll documentation including payroll certification forms (verification), etc.

All agency record copies of payroll records are maintained by the Financial Affairs Office.

Recommendation: Retain in office for three (3) years, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

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Approved
5/16/07**

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100.017 Faculty Promotion and Tenure Files (Duplicates)

Dates: 1969-
Volume: 12 ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of files documenting the employment status of the school's faculty. Contents include resumes, cover sheets, recommendations, and supporting correspondence. This file series contains peer evaluations, vitae, letters of recommendation, and position descriptions used by the Faculty Promotion and Tenure Committee in making recommendations for such promotion and/or appointment. The original documents generated and maintained for successful candidates are incorporated within the respective faculty members' personnel files as scheduled for disposition by the Vice Chancellor for Administration (Department of Human Resources). (This series documents university-wide faculty tenure/promotion considerations.)

This material is also documented in the central faculty personnel files scheduled for disposition by the Vice Chancellor for Administration's Office of Human Resources. (This documentation covers faculty on a university-wide basis.)

Recommendation: Retain in office for five (5) years following the date of creation, then destroy 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
5/16/07**

100.018 Faculty Tenure, Promotion, and Salary Committee Review Materials (Duplicates)

Dates: 1990-
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological/Alphabetical

This series contains copies of faculty "load" reports (detailing class hours taught), reports of research activities, and other professional criteria used by the Faculty Tenure, Promotion and Salary Committee in recommending faculty promotions and/or salary increases.

The original material is documented in the central faculty personnel files scheduled for disposition by the Vice Chancellor for Administration's Office of Human Resources. (This documentation covers faculty on a university-wide basis.)

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Recommendation:	Retain in office for five (5) years lapsed from the date of record generation, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 5/16/07
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100.019 Faculty Research Files

Dates:	1980-
Volume:	63 Cubic Feet
Annual Accumulation:	2 ¾ Cubic Feet
Arrangement:	Alphabetical By Subject

This record series consists of documentation retained on faculty research projects including; copies of journals, research materials, statistical report data and all related correspondence/memoranda.

Recommendation:	Retain in office for five (5) years after completion of the project and the completion of all audits (if necessary) under supervision of the Auditor General, then transfer to the University Archives for permanent retention.	Disposition Approved 5/16/07
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100.020 Fiscal Administration and Budget Files (Duplicates)

Dates:	1965-
Volume:	356 1/2 Cubic Feet
Annual Accumulation:	8 ½ Cubic Feet
Arrangement:	Chronological by year

This record series consists of copies of accounting printouts used for the accounting of expenditures by departments for such items as student wages, travel, commodities, contractual services, graduate assistants and telecommunications; bills; budget allocation records; budget requests; deposit records; expenditure status reports; invoices; ledger worksheets; purchase orders; quarterly remittance reports; receipts; requisitions; weekly fees and accounts receivable collection reports; supplemental budget information, travel vouchers; and any related fiscal correspondence.

The agency record copies of all fiscal administration and budget files are maintained by the Officer of the Vice Chancellor for Administration.

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100.021	<p>Recommendation: Retain in office 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.</p> <p>Grade Books and Grade Sheets (Duplicates)</p> <p>Dates: 1969- Volume: 14 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Official agency record copies of grades given to students are maintained by the Office of the Registrar.</p>	<p>Disposition Approved 5/16/07</p>
100.022	<p>Recommendation: Retain in office for three (3) years after date of the change, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>Grade Change Forms (Duplicates)</p> <p>Dates: 1964- Volume: 32 ½ Cubic Feet Annual Accumulation: ¾ Cubic Feet Arrangement: Chronological</p> <p>This record series consists of requests for student grade changes submitted by faculty. The originals are retained for five years by the Registrar's Office, per item 1800.005 of application 07-09. Final grades are maintained permanently per item 1800.008 of application 07-09.</p> <p>SIU-Carbondale maintains duplicate copies of "Grade Change Forms" for three (3) years per item 341 of Application 87-63.</p>	<p>Disposition Approved 5/16/07</p>
	<p>Recommendation: Retain in office for three (3) years after date of the change, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>

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100.023 Grade Rosters (Duplicates)

Dates: 1957-
Volume: 39 Cubic Feet
Annual Accumulation: ¾ Cubic Feet
Arrangement: Chronological by year/Alphabetical by name

This record series consists of each instructor's final grade reports to the Office of the Registrar. The rosters show the name of the student, social security number, course name, total hours earned and grade.

Originals are to be maintained permanently by the Office of the Registrar.

Recommendation: Retain in office for five (5) years, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
5/16/07**

100.024 Graduate Assistantship Files (Duplicates)

Dates: 1964-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological/Alphabetical

This record series consists of the departmental copies of documentation retained on department graduate students, including copies of contracts, award designations and related correspondence.

Originals are to be retained by the Vice Chancellor for Administration's Office of Human Resources.

Recommendation: Retain in office for five (5) years following graduation or last date of attendance, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

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Approved
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100.025 Graduation Check Lists (Departmental Copies)

Dates: 1983-
Volume: 12 Cubic Feet
Annual Accumulation: 1 ¼ Cubic Feet
Arrangement: Alphabetical

This record series consists of department level copies of documentation maintained on students, including copies of transcripts, student progress reports, declared major sheets, advisement notes, copies of graduation check lists, and copies of student grade reports.

Originals are to be maintained permanently by the Office of Admissions and Records under the terms of item 1800.021 of application 07-09.

Recommendation: Retain in office for five (5) years after graduation or date of last attendance, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

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Approved
5/16/07**

100.026 Grant Administration Files (Departmental Copies)

Dates: 1965-
Volume: 151 Cubic Feet
Annual Accumulation: 3 ½ Cubic Feet
Arrangement: Chronological

This record series consists of grant applications, agreement's, proposals, cost estimates, letters of acceptance, requests for equipment, research, service/vendor contracts, letters of acceptance, termination reports, reports to the granting agency, fiscal reports, research notes/results, research methodology, interim reports, status reports, award notices, budget forms/papers, evaluation reports, final reports and all related correspondence/memoranda.

Original copies of the record series are maintained by the agency's Office of the Graduate School per item 1700.001 of application 07-09.

Recommendation: Retain successful grant applications in office, grant proposals and related documents for five (5) years following the termination and/or completion of the corresponding grant project(s), then dispose of providing all audits (state and federal) have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

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Approved
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Retain unsuccessful grant applications, proposals, and related documents for three (3) years lapsed from the date of application or notification of rejection by the granting entity, then dispose of providing all audits (state and federal) have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

100.027 Job Search Files (Not Hired) (Originals and Duplicates)

Dates: 1979-
Volume: 71 1/2 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Chronological by year, Alphabetical by name

This record series consists of files pertinent to recruiting and screening departmental appointment candidates.

Contents included resumes, vitae, transcripts, cover letters, letters of recommendation, and supporting correspondence. Civil service staff, student workers, faculty and professional staff job applicants make application to the department and are originals.

Human Resources retain the files for hired civil service, faculty, and professional staff.

Student worker files are maintained by Student Employment office under item 2000.001 of application 07-09.

Recommendation: Retain originals in the departments for five (5) years following the date of termination of vacancy, then dispose of (by shredding or confidential records recycling) providing no litigation is pending or anticipated.

**Disposition
Approved
5/16/07**

Retain duplicate files in office for one (1) year, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the authority of the Auditor General if required.

100.028 Key Control Files (Duplicates)

Dates: 1980-
Volume: 3 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of annual reports from the Key Control Office showing keys assigned to employees. Included are the key holder's name and

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department, key number and information as to which rooms, buildings, cabinets, etc. can be opened with the key(s) issued to the recipient.

Originals are maintained by the Office of the Vice-President for Administration.

Recommendation: Retain in office for one (1) year, 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.

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Approved
5/16/07**

100.029 List of Graduates (Majors and Minors) (Duplicates)

Dates: 1987-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of listings pertinent to graduates of the university and to students majoring/minoring in various fields of study.

Graduate listings include name of student, department major/minor, social security number, sex, minority classification, campus location, term, and cumulative totals.

Listings also are posted by state and county residence, sex, department majors, etc.

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

**Disposition
Approved as
Amended
5/16/07**

100.030 Material Safety Data Sheets

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

This record series consists of copies of information sheets on products and chemicals maintained by various university departments, labs, etc. Data sheets provide information on potential hazards of materials; protective clothing required for handling material, treatment for exposure to materials, and general information concerning the material (chemical composition, address of manufacturer, common names, reactions to other chemicals, etc.).

Originals are maintained permanently by the Department of Labor per

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approved Application 88-11, item 78.

Recommendation: Retain in the office for ten (10) years after the respective products are no longer used or stored in the workplace, 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
5/16/07**

100.031 Minutes (Originals)

Dates: 1963-
Volume: 33 ½ Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of original minutes for meetings held by University staff, departments, faculty, committees, boards or any other similar entities at Southern Illinois University in Edwardsville.

This includes (but is not limited to) minutes of the Radiological Control Committee, whose members are appointed by the provosts to oversee the licensure process and policies governing the use of radio isotopes as required by the State Department of Nuclear Safety (now Illinois Department of Emergency Management); minutes of various University Museum committees; minutes of the Academic Affairs Conference; minutes of the University Advisory Committee for Administrative Computing and supporting documents including operating papers, procedures and guidelines promulgated by the committee to enhance the implementation of the administrative computing systems and programs; minutes of the Southwestern Illinois Leadership Council; etc.

Recommendation: Retain in office until administrative use is complete, then transfer to the University Archives for permanent retention.

**Disposition
Approved
5/16/07**

100.032 Minutes (Duplicates)

Dates: 1966-
Volume: 35 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Chronological

This record series consists of duplicate copies of minutes for meetings held by University staff, departments, faculty, committees, boards or any other similar entity at Southern Illinois University in Edwardsville.

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Recommendation:	Retain in office for three (3) years in office, 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 5/16/07
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100.033 Payroll Records (Duplicates)

Dates:	1996-
Volume:	4 Cubic Feet
Annual Accumulation:	Negligible
Arrangement:	Chronological

ITEM 100.033
CANCELLED.
SEE ITEM 100.058
OF 07-08D

This record series consists of miscellaneous payroll records for Faculty, Professional staff, Civil Service employees, and students. Data include ledger lists/printouts of names, social security numbers, monthly salaries, and benefit deductions.

Recommendation:	Retain in office for six (6) years, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 5/16/07
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100.034 Personnel Files (Duplicates)

Dates:	1990-
Volume:	1 ½ Cubic Feet
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of departmental copies of personnel records including evaluations and timekeeping slips.

Recommendation:	Retain in office for five (5) years after separation from employment, then dispose of (by shredding or confidential records recycling) provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 5/16/07
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100.035 University/Departmental Policy Manuals (Originals)

Dates: 1998-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of policies, procedures, regulations, fees/charges governing the general operations of the university/department. Some procedural statements included when procedures are incorporated in a policy document.

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

**Disposition
Approved as
Amended
5/16/07**

100.036 Proficiency Exam Files (Duplicates)

Dates: 1992-
Volume: 16 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological

This record series consists of exams given to freshmen to test proficiency in a variety of subjects. The exam scores show whether a student needs remedial courses or may waive selected general studies' courses. The test scores are retained permanently by the Office of the Registrar.

Recommendation: Retain in office for ten (10) years, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
5/16/07**

100.037 Program Review Reports (Originals)

Dates: 1971-
Volume: 10 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of departmental reports and reports from the internal and external review teams, which visit each department every five years to

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evaluate the departments as well as correspondence related to these reviews.

Data includes summaries of the programs, program descriptions, number of graduate faculty members, number of course offerings, administrative and enrollment data, lists of students, costs of the programs, funded research projects, and recommendations.

SIU-Carbondale maintains "Program Review Reports" permanently per item 370.01 of Application 97-43.

Recommendation: Retain in office for ten (10) years after the program review is completed, then transfer to the University Archives for permanent retention.

**Disposition
Approved
5/16/07**

100.038 Program Review Reports (Duplicates)

Dates: 1971-
Volume: 5 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of documents that are used by the university to evaluate their academic programs.

Data include summaries of the programs, program descriptions, number of graduate faculty, number of course offerings, administrative/enrollment data, lists of students, costs of the programs, funded research projects, and recommendations. Reviews are conducted by the department every five (5) years.

Recommendation: Retain in office for five (5) 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
5/16/07**

100.039 Property Control Equipment Inventories (Duplicates)

Dates: 1966-
Volume: 12 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of listings of equipment, furniture, and other commodities requisitioned by or assigned to the department which are valued over \$100.00.

Data in the record series include month paid, SIU tag number, locations, description, and value of item. Originals are maintained by the agency's Property Control Unit.

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Recommendation:	Retain in office for two (2) years in office, 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 5/16/07
100.040	Quarterly/Semester Class Assignments (Duplicates)	THIS ITEM CANCELLED – SEE 100.073
Dates:	1985-	
Volume:	12 Cubic Feet	
Annual Accumulation:	Negligible	
Arrangement:	Chronological	
	This record series consists of documentation of instructional assignments of faculty.	
	Data includes the name of the faculty member, name of course(s) taught, and amount of time used by the instructor.	
	The originals are maintained in the Chancellor's office.	
Recommendation:	Retain in office for two (2) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.	Disposition Approved 5/16/07
100.041	Sabbatical Files (Duplicates)	
Dates:	1985-	
Volume:	Negligible	
Annual Accumulation:	Negligible	
Arrangement:	Chronological	
	This record series consists of the sabbatical application, statement of sabbatical, summary of any previous sabbaticals, curriculum vita, approval memo from chair stating how applicant's classes will be covered, memo of sabbatical approval/denial from Provost, memo of Board of Trustees approval/denial from Provost, report on sabbatical leave form signed by Chair, Dean, Provost, sabbatical report, and memo of sabbatical report acceptance from Provost.	
	If the applicant changes the semester in which they wish to take their sabbatical, the file should also consist of a written request to change sabbatical date, approval from department and school/college, and change of assignment.	

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Recommendation:	Retain in office for five (5) years, then dispose of (by shredding or confidential records recycling), provided all audits have been completed under the authority of the Auditor General and provided no litigation is pending or anticipated.	Disposition Approved 5/16/07
100.042	Salary Information (Duplicates)	
Dates:	1975-	
Volume:	2 Cubic Feet	
Annual Accumulation:	Negligible	
Arrangement:	Chronological	
	This record series consists of department copies of salary schedules, related budget work papers. These records are used for department reference.	
Recommendation:	Retain in office 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.	Disposition Approved 5/16/07
100.043	Student Exchange Agreement Files (Duplicates)	
Dates:	1990-	
Volume:	33 Cubic Feet	
Annual Accumulation:	2 ½ Cubic Feet	
Arrangement:	Chronological	
	This record series consists of files summarizing agreements between the university and educational institutions of foreign countries pertinent to the mutual exchange of students.	
	Contents include agreements and supporting correspondence. The agency record copies are retained by the Chancellor.	
Recommendation:	Retain in office for three (3) years following expiration of agreement, then dispose of providing all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.	Disposition Approved 5/16/07

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100.044 Student Files – Undergraduate/Graduate (Departmental Copies)

Dates: 1965-
Volume: 814 Cubic Feet
Annual Accumulation: 21 Cubic Feet
Arrangement: Chronological by year/Alphabetical by student

This record series consists of departmental copies of undergraduate and graduate student files including; copies of transcripts, copies of scholarships and monetary awards, personal data sheets, copies of dean’s list standing, scores from MAT, applications for graduate study, departmental approval forms, assistantship approvals, letters of student recommendation, declarations(s) of major(s), course request forms, copies of grade reports, program outlines, final exam scores, application for graduation, admission documents, insurance data, advisement records, project program forms, scholarship requests, graduation check lists and all related correspondence/memoranda.

Original student records are maintained permanently by the University’s Office of Admissions and Records.

Recommendation: Retain in office for five (5) years following graduation or date of last attendance, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
5/16/07**

100.045 Student Grievance Files (Originals and Duplicates)

Dates: 1982-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

These files are used to record grievances filed by students against the faculty, administrative/clerical staff, and/or the institution as an entity.

Files include memos, grievance forms, correspondence, and related documents. The originals are kept at the office level of the final grievance decision such as the Vice Chancellor’s Executive Office, Dean’s Office or academic department.

Recommendation: Retain originals in office for five (5) years following closure of grievance, then destroy (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor

**Disposition
Approved
5/16/07**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
100.046	Student Listings (Restricted Under FOI) General, if necessary, and no litigation is pending or anticipated. Retain <u>duplicates</u> in office for one (1) year after closure of grievance, then destroy (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological This records series consists of lists showing the names of students that qualify for exemption from public inspection per provisions of the 5 ILCS 140/7 (Illinois Freedom of Information Act). Recommendation: Retain in office for five (5) years, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 5/16/07
100.047	Student Worker Exemption Forms Dates: 1989- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological This record series consists of documents that permit student workers to exceed a twenty (20) hour limit governing weekly employment time. Data includes the name of the unit where employed, name of student, social security number, designated quarter/semester, job description, and justification for request. These forms are renewed each semester. Recommendation: Retain in office for two (2) years from the end of the semester, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 5/16/07

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Item No.	Record Series Title, Description and Recommendation	Action Taken
100.048	Supply Order Forms (Duplicates)	
	Dates: 1990- Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of documents that are used by the various offices to order miscellaneous supplies.	
	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 5/16/07
100.049	Telephone Logs	
	Dates: 1990- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological	
	This records series consists of telephone logs maintained by the various departments and offices.	
	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 as Amended 5/16/07
100.050	Textbook Request Forms (Departmental Copies)	
	Dates: 1980- Volume: 21 Cubic Feet Annual Accumulation: ¾ Cubic Feet Arrangement: Chronological by year	
	This record series consists of the university's textbook request forms which include faculty's name/department and textbook title. SIU-Carbondale maintains "Textbook Request Forms" for three (3) years per item 860 of Application 87-63. These originals are submitted and maintained by Textbook Services, which is now under the Vice Chancellor for Student Affairs.	

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Recommendation:	Retain in office for three (3) 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 5/16/07
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100.051 Thesis Files (Originals and Duplicates)

Dates:	1969-
Volume:	6 Cubic Feet
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of originals and duplicate copies of graduate students' theses maintained by the departments.

Recommendation:	Transfer originals to the University Archives for permanent retention. Retain departmental copies in office for one (1) year after graduation, then dispose of.	Disposition Approved 5/16/07
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100.052 Time Sheets for Civil Service, Faculty, Professional Staff, and Student Workers (Duplicates)

Dates:	1990-
Volume:	10 Cubic Feet
Annual Accumulation:	¾ Cubic Foot
Arrangement:	Chronological

**ITEM 100.052 OF
APPLICATION 07-08
CANCELLED.
SEE APPLICATION -
07-08I, ITEM 100.070**

This record series consists of time sheets for civil service, faculty, professional staff, and student workers. Name, department, hours worked, anniversary date, start date, vacation/sick leave accumulations and balances, and pay period are among the types of information included on the time sheets. The agency record copies are maintained by the Vice-Chancellor for Administration.

Recommendation:	Retain in office for two (2) years, then dispose of (by shredding or confidential records recycling) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved as Amended 5/16/07
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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100.053 Work Orders (Duplicates)

Dates: 2006-
Volume: 2 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Chronological

 This record series consists of duplicate work orders filed in various agency departments. The agency record copies are maintained by the Vice Chancellor of Administration.

Recommendation: Retain in office for one (1) year after completion of work order, then dispose of provided all audits have been completed under the authority of the Auditor General if required and provided no litigation is pending or anticipated.

**Disposition
Approved
5/16/07**

100.054 Procurement Card Files (Originals and Duplicates)

Dates: 1999-
Volume: 121 Cubic Feet
Annual Accumulation: 11 Cubic Feet
Arrangement: Chronological

 This record series consists of receipts, bank memo statements, and other related documents used for the accounting of procurement card purchases throughout the University.

Recommendation: Retain original records in office for six (6) years, then dispose of providing all audits have been completed and no litigation is pending or anticipated. Retain duplicate records in office for three (3) years, then dispose of providing all audits have been completed and no litigation is pending or anticipated.

**Disposition
Approved
10/20/10**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
100.055	Examinations, Tests, Term Papers and Homework Records	
	Dates: 1980- Volume: 900 Cubic Feet Annual Accumulation: 30 Cubic Feet Arrangement: Alphabetical and Chronological	
	This record series includes homework assignments, essay assignments, examinations/quizzes and answer sheets, course papers and term papers from all University academic schools and departments.	
	Recommendation: Retain in the office for one (1) semester after course completion for all cases where the grade is not contested, then destroy in a secure manner. Retain records for cases where the grade is being contested in office for one (1) semester after final resolution of the case, then destroy in a secure manner.	<i>Deferred 6/16/10 Disposition Approved as rewritten 7/21/10</i>
100.056	Employee Absence Requests Forms (Originals)	
	Dates: 1998- Volume: 24 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Alphabetical	
	This record series consists of a form which an employee completes to request usage of vacation/sick/personal time. The form includes the employee's name, ID number, beginning/ending dates, leave type requested (e.g. sick, vacation, comp), and reason for absence. The form is signed by the employee, supervisor, and the fiscal officer along with the appropriate approvals/denials. This form is used to reconcile the monthly vacation/sick leave totals on the employee's salary time card record.	
	Recommendation: Retain in the office for two (2) years, then destroy in a secure manner providing all audits have been completed and no litigation is pending or anticipated.	<i>Deferred 6/16/10 Disposition Approved 7/21/10</i>

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100.057 Student Employment Files (Duplicates)

Dates: 1988-
Volume: 1500 Cubic Feet
Annual Accumulation: 60 Cubic Feet
Arrangement: Alphabetical

This record series consists of job referral forms, payroll certification documents, federal work-study awards, termination notices, I-9 forms, W-4's, and student employee compliance agreements. Originals are maintained by the University's Office of Student Financial Aid and Student Employment for "a period of five (5) years lapsed from the termination of employment or the last date of enrollment of the respective student(s), whichever occurs first,"

Recommendation: Retain for two (2) years lapsed from the termination of employment or the last date of enrollment of the respective student(s), whichever occurs first, 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.

100.058 Payroll Records (Duplicates)

Dates: 1996-
Volume: 4 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of miscellaneous duplicate payroll records for faculty, professional staff, civil service employees, and students. The payroll data includes ledger lists/printouts of names, social security numbers, monthly salaries, and benefit deductions. Originals are maintained by the University's Payroll office for a period of five (5) years.

This item supersedes State Records Application 07-08, item 100.033 in order to reduce the length of the retention period from six (6) years to three (3) years per agency request.

Recommendation: Retain for three (3) years, 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.

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100.059 Tuition and Fee Waivers (Departmental Copies)

Dates: 1994-
Volume: 18 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Alphabetical

This record series consists of departmental copies of Tuition and Fee Waivers applications maintained by the Office of Student Financial Aid and Student Employment. The file series data includes the subject's name, Banner personal identification number, department, job classification, employment status, academic semester, and statement of draft compliance. The originals are maintained in the employee's personnel files in the University's Office of Human Resources.

Recommendation: Retain in the office for five (5) years after the date of last attendance, 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
12/19/12**

100.060 Driver Approval Forms (Duplicates)

Dates: 2008-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of duplicate forms completed by University personnel for approval to drive a University vehicle. These forms are used by Transportation personnel to check the individual's driving record with the appropriate Department of Motor Vehicles. The forms contain the driver's name, date of birth, driver license number and state, license expiration date, and the employee/fiscal officer's signature. Originals are maintained by the University's Office of Transportation Services for five (5) years following the date of approval per State Records Application 07-11.

Recommendation: Retain in office for two (2) years following the date of approval, 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
3/20/13**

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100.061 Institutional Review Board (IRB) Protocols (Duplicates)

Dates: 1995-
Volume: 170 Cubic Feet
Annual Accumulation: 17 Cubic Feet
Arrangement: Chronological & Alphabetical

This record series consists of duplicate copies of faculty and student research files with human subjects. Copies of signed consent forms by participants, health data, copies of surveys and interviews are included in the file. The file is generated by a student in a medical field (e.g. Nursing, Psychology, Kinesiology) to complete requirements for the program as a final project or thesis.

The originals are retained for three (3) years after completion of research by the Graduate Studies and Research Center per Application 07-91, item 1.

Recommendation: Retain in office for two (2) years after completion of the research, 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
4/17/13**

100.062 Background Investigations

Dates: 1995-
Volume: 12 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Alphabetical

This record series consists of correspondence, pre-employment investigation results, release forms for full investigation, criminal history documents, and copies of resumes from job applicants. Background investigations are provided by the Illinois State Police Department and the Illinois State Police Department maintains the original criminal background checks for twenty (20) years per approve State Records Application 81-105M, item 1.

Recommendation: Retain in office for (2) years after the date of generation, 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
10/15/14**

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100.063 Reports of Internal and External Audits

Dates: 1957-
Volume: 60 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Chronological

This record series consists of copies of reports of internal and external audits of University departments including findings and recommendations. Original records are maintained in the University's Internal Audit Office.

Recommendation: Retain in office seven (7) years after the date of generation, 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
10/15/14**

100.064 Drug Testing Records

Dates: 1997-
Volume: 6 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series documents the testing of current and prospective employees for controlled substances prohibited by policy, procedure, or statute. Records may include but are not limited to the documentation of test results, the collection process, the random sample process, and those documenting the decision to administer reasonable suspicion drug testing (e.g. lab reports, interpretations and any related correspondence). Original records are maintained in the University's Office of Human Resources.

Recommendation: a) Retain negative drug test results in office for one (1) year after the test date, 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.
b) Retain positive drug test results in office for (5) five years after the test date, 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.
c) Retain records of the collection and random sample

**Disposition
approved
10/15/14**

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process in office two (2) years after the test date, 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.

(d) Retain previous employers' records in office for three (3) years after 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.

(e) Retain education and training records in office for two (2) years after the date the materials are superseded, 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.

100.065 Evaluations of Faculty by Faculty, Students, and Department Chairs

Dates: 1965-
Volume: 96 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Alphabetical by Name

This record series consists of questionnaires completed by students evaluating their course content and instructor. The files also include copies of evaluations of faculty by peers and the Department Chairman. File series contents include letters of appraisal by the chairman, recommendations from peers, and faculty service packets (i.e., research accomplishments, teaching goals, co-curricular service achievements).

Original faculty evaluations are maintained by the department chairman. Original evaluations of department chairman are maintained by the Dean's Office and student evaluations of faculty/course are maintained by the various department chairmen.

Recommendation: Retain in office for five (5) years following the date of generation, 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
10/15/14**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(continued)**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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100.066 Video Surveillance Records

Dates: 2014
Volume: 150 TB
Annual Accumulation: 150 TB
Arrangement: Chronological

This record series consists of recorded information from video surveillance devices located throughout the University campuses.

Recommendation: Retain images for thirty (30) days from the date of generation, then delete from the system, provided all incident reviews have been completed, no Freedom of Information Act requests are pending (including request for review) provided all audits have been completed, if necessary, no litigation is pending or anticipated and no review is pending with the Attorney General's Public Access Counselor. Under no circumstances shall any images be altered or erased prior to the expiration of the designated storage period. Upon completion of the storage period, the recording medium may be erased and reissued for operational use after submission and approval of a State Records Disposal Certificate.

**Disposition
approved
as amended
6/17/15**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(continued)**

Application No. 07-08
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Item No.	Record Series Title, Description and Recommendation	Action Taken
100.067	Lab Safety Forms	
	Dates: 2007- Volume: 3 ½ Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological	
	<p>This record series item consists of a form, signed by students, which lists safety rules and procedures in a laboratory setting. The form includes student name, course and section number, date, and a listing of allergies or medical problems, if applicable.</p>	
	Recommendation: Retain in office for two (2) years after end of the applicable semester, 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 as amended 10/15/14

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(continued)**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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100.068	Release, Waiver of Liability, Assumption of Risk and Covenant Not to Sue Agreements	
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Dates:	1988-
Volume:	26 Cubic Feet
Annual Accumulation:	1 Cubic Feet
Arrangement:	Chronological

This record series item consists of a form, signed by participants, to participate in University activities such as field trips, camps, meetings, presentations, and other educational endeavors. The form includes the participant's risks, accountabilities, and responsibilities.

Recommendation:	Retain in office for three (3) years after the date of generation, 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.
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**Disposition
approved
10/15/14**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(continued)**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
100.069	Special Request Forms	
	Dates: 2005- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological	
	<p>This record series item consists of copies of various University departments' requests to Parking Services for special parking arrangements (guest permits, Lot B code and suspension of ticketing) for sponsored events. The originals are maintained in the Parking Services Office.</p>	
	Recommendation: Retain in office for one (1) year after the date of generation, 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 10/15/14
100.070	Salary Time Card Records	
	Dates: 1990- Volume: 10 Cubic Feet Annual Accumulation: ¾ Cubic Feet Arrangement: Chronological by pay period	
	<p>This record series consists of time sheets for civil service, faculty, professional staff, and student workers. Name, department, hours worked, anniversary date, start date, vacation/sick leave accumulations and balances, and pay period are among the types of information included on the time sheets. The agency record copies are maintained at the department level. Duplicates are maintained by individual staff members. <u>This item supersedes State Records Application 07-08, item 100.052, State Records Application 07-11, item 115.10 and State Records Application 07-11, item 150.20 in order to increase the length of retention period from two (2) years to six (6) years at the department level per agency request.</u></p>	
	Recommendation: Retain in office for six (6) years after the date of generation, then destroy in a secure manner or delete from the system, providing all audits have been completed, if necessary, and no litigation is pending or anticipated.	Disposition approved 10/15/14

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(continued)**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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100.071 Material Safety Data Sheets

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

This record series consists of copies of information sheets on products and chemicals maintained by various university departments, labs, etc. Data sheets provide information on potential hazards of materials; protective clothing required for handling material, treatment for exposure to materials, and general information concerning the material (chemical composition, address of manufacturer, common names, reactions to other chemicals, etc.). Originals are to be maintained by the chemical user.

This record item supersedes State Application 07-08, item 100.30 in order to increase the length of the retention period from ten (10) years to thirty (30) years, in accordance with 29 CFR 1020, the "Access to Employee Exposure and Medical Records Standard".

Recommendation: Retain in the office for thirty (30) years after the respective products are no longer used or stored in the workplace, then destroy in a secure manner or delete from the system provided all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved as
amended
12/17/14**

100.072 Enrollment Statistical Reports (Semester and Annual)

Dates: 1989-
Volume: 5 ½ Cubic Feet
Annual Accumulation: ½ Cubic Feet
Arrangement: Chronological

This record series consists of departmental copies of reports that compile enrollment statistics at the beginning, tenth day and end of semester. The reports also compile annual enrollment statistics. Reports can be segmented by class, gender, race, county, state, transfer students, etc. Contents include related administrative agreements, student eligibility reports, proposals, acceptances, application for program assistance, cost estimates, request for equipment, research notes and results, and interim and final reports.

Central copies of the record series are maintained by the University's Office of Institutional Research and Studies.

This item supersedes State Records Application 7-08, item 100.013 in order to revise the record series title and revise the recommendation to provide for media neutral disposition of the records.

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(continued)**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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Recommendation:	Retain in office for five (5) year after the date of generation, 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 8/19/15
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100.073 Semester Class Assignments

Dates:	1985-
Volume:	500 MB
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of duplicate copies of documentation of instructional assignments of faculty. Data includes the name of faculty member, name of course(s) taught, and amount of time used by the instructor. The originals are maintained in the University's Office of Admissions and Records.

This item supersedes item 100.040 of State Records Application 07-08 in order to revise the record series title and revise the recommendation to provide for media neutral disposition of the records.

Recommendation:	Retain in office for two (2) years from 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 8/19/15
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**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(continued)**

Item No.	Record Series Title, Description and Recommendation	Action Taken
100.074	<p>Export Control Records</p> <p>Dates: 2014- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical and Chronological</p> <p>This record series consists of export control documentation retained on University commodities, software, or technology whenever they may be subject to export licensing under the Export Administration Regulations (EAR) or regulations by other government agencies. The documents may include restricted party screening, Temporary Exports/Re-exports Certifications, statement of responsibility, award proposals, financial records, travel records, memoranda, H1-B Visa applications, etc.</p> <p>Recommendation: Retain in office for five (5) years after termination of funding period or date of last activity, whichever is later, 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.</p>	<p>Disposition approved 12/21/16</p>