

**STATE OF ILLINOIS  
RECORDS DISPOSAL CERTIFICATE**

APPLICATION #: 07-12

Send To: State Records Commission  
Margaret Cross Norton Building  
Springfield, Illinois 62756  
FAX: (217) 557-1928

STATE AGENCY: Southern Illinois University Edwardsville

Vice Chancellor for Student Affairs  
(Division, Bureau, Section)

For Assistance Call: (217)782-2647

ADDRESS: 1329 Supporting Services Road

(Street, P.O. Box)

**Directions:**

1. Fill in all blanks and columns and sign.
2. Send original certificate and a copy to above address 30 days prior to the disposal date.
3. Retain records and one copy of Disposal Certificate until the disposal date and approved copy is returned. **Retain approved copy permanently.**

Edwardsville, IL 62026

(City, Zip Code)

CONTACT TELEPHONE: 618-650-3982

CONTACT EMAIL: gdunn@siue.edu

ITEM NO. FROM APPLICATION	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)	METHOD OF DISPOSAL
100.01	Student Disciplinary and Grievance Hearing Files	✓ 07/2013-06/2014	1 1/4 cu. ft.	Shred
100.04	Student Tuition and Fee Appeal Files	✓ 07/2015-06/2019	Negligible	Shred
100.05	Student Absence and Death Notifications	✓ 01/2018-12/2018	Negligible	Shred
110.01	Annual Reports	✓ 07/2012-06/2013	Negligible	Shred
110.02	Athletic Towel Check-Out Log	✓ 06/2018-05/2019	Negligible	Shred
110.05	Campus Recreation "Lost Pass" Replacement Forms	✓ 07/2016-06/2017	Negligible	Shred
110.06	Cash, Check or Charge Receipts	✓ 07/2012-06/2013	1 cu. ft.	Shred
110.07	Daily Collection Reports	✓ 07/2012-06/2013	Negligible	Shred
110.09	Facility Use Logs	✓ 07/2017-06/2018	Negligible	Shred
110.10	Financial Records (Revenue/Expenditures)	✓ 07/2012-06/2013	1 cu. ft.	Shred
110.11	Guest Pass Registration for the Vadalabene Center/Stud	✓ 07/2016-06/2017	Negligible	Shred
110.12	Incident/Theft Reports (Duplicates)	✓ 07/2015-06/2016	Negligible	Shred
110.15	Lost and Found Log	✓ 05/2018-04/2019	Negligible	Shred
110.18	Recreation Facility Scheduling Records	✓ 07/2017-06/2018	1 GB	Delete
110.19	Safety Checklists for Equipment and Facilities	✓ 07/2015-06/2016	Negligible	Delete

If any of the above permanent records are microfilmed, I hereby certify that they have been reproduced in compliance with standards given in Section 4400.50 of the Regulations of the State Records Commission.

If the above permanent records are digitized, I certify that they have been reproduced in compliance with standards given in Section 4400.70 and will be maintained in compliance with standards given in Section 4400.80 of the Regulations of the State Records Commission.

I hereby certify that, in compliance with authorization received from the State Records Commission, the records listed above will be disposed of on or after

July 1, 2019  
Date

Gary Dunn 05/09/2019  
Signature Date

Gary Dunn, Records Mgmt. Officer  
Print name and title on line above

Approved:

Del A. Joan 5/20/19

Chairman, State Records Commission  
Director, Illinois State Archives

Date

(Signature required only if records are scheduled for permanent retention and have been microfilmed or digitized)

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SUPPLEMENTAL PAGE**

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110.22	Transaction Ledger	✓ 07/2012-06/13	Negligible	Shred
110.24	Student Fitness Center Family Membership Applic	✓ 07/2015-06/16	Negligible	Shred
110.25	Weight Room Equipment Maintenance Records	✓ 07/2015-06/16	Negligible	Shred
110.26	Confiscation Sheets	✓ 04/2018-03/19	Negligible	Shred
110.27	Physical Activity Readiness Questionnaire	✓ 07/2016-06/17	negligible	Shred
120.02	Retail Food Sanitary Inspection Report	✓ 07/2011-06/12	Negligible	Shred
130.08	Monthly Statistics Report	✓ 07/2015-06/16	Negligible	Delete
130.12	Appointment Schedule Records	✓ 07/2013-06/14	12.5 MB	Delete
130.13	Cash Register Tapes	✓ 07/2012-06/13	Negligible	Shred
130.14	Daily Check-Out Sheet	✓ 07/2012-06/13	1/2 cu. ft.	Shred
130.15	Health Service Medical Files	✓ 07/1998-06/99	6 GB	Delete
130.16	Immunization Records	✓ 07/1998-06/99	1.2 GB	Delete
140.02	Closed Intake/Assessment Client Files	✓ 07/2013-06/14	Negligible	Shred
140.03	Networking Agreements	✓ 07/2015-06/16	Negligible	Shred
140.04	Assault Victims Statistical Files for the Illinois Attor	✓ 07/2013-06/14	Negligible	Shred
140.05	Psychotropic Medication Register Log Book	✓ 07/2011-06/12	Negligible	Shred
140.06	Client Files	✓ 07/2011-06/12	150 MB	Delete
140.07	Training Media Files	✓ 01/2018-12/18	150 MB	Delete
150.01	Complaints Against Alestle	✓ 07/2015-06/16	Negligible	Shred
150.02	Newspaper Advertisements	✓ 07/2016-06/17	1/2 cu.ft.	Shred
150.04	Student Fee Review	✓ 07/2013-06/14	25 MB	Delete
160.01	Apartment Inventory Files	✓ 07/2015-06/16	150 MB	Delete
160.02	Conference Housing Files	✓ 07/2015-06/16	Negligible	Shred
160.03	Housing Files	✓ 07/2015-06/16	16 cu. ft.	Shred
160.04	Resident Files	✓ 07/2013-06/14	2 cu. ft.	Shred
170.03	Book Returns to Publishers	✓ 07/2012-06/13	2 cu. ft.	Shred
170.04	Annual Statements of the University Center	✓ 07/2012-06/13	600 MB	Delete
170.05	Food Production and Inventory Records			
	Part A Originals	✓ 07/2012-06/13	100 MB	Delete
	Part A Duplicates	✓ 07/2015-06/16	100 MB	Delete
	Part B	✓ 07/2016-06/17	100 MB	Delete
	Part C	✓ 07/2013-06/14	100 MB	Delete
	Part C	✓ 07/2015-06/16	100MB	Delete
170.06	Cleared Department Voucher Files	✓ 07/2015-06/16	Negligible	Shred
180.01	Returns/Credits for Merchandise	✓ 07/2015-06/16	Negligible	Shred
180.02	Consignment Sheets	✓ 07/2015-06/16	Negligible	Shred
180.03	University Bookstore Sales Records	✓ 07/2015-06/16	300 MB	Shred
190.01	General Administrative Files (Routine Docs)	✓ 07/2015-06/16	Negligible	Shred
190.02	Registered Student Organization Files (Routine Docs)	✓ 07/2015-06/16	Negligible	Shred

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200.02	Family Financial Files			
	Subsidized Clients	✓ 07/2011-06/12	1 cu. ft.	Shred
	Non-subsidized Clients	✓ 07/2012-06/13	1 cu. ft.	Shred
200.03	Child Care Certificate Report	✓ 07/2013-06/14	Negligible	Shred
200.05	Children's Enrollment Files	✓ 07/2013-06/14	1 cu. ft.	Shred
200.06	Child and Adult Care Food Program (CACFP) File	✓ 07/2014-06/15	Negligible	Shred
210.01	Inventory of Textbooks	✓ 07/2016-06/17	300 MB	Delete
210.02	Book and Phone Order Forms	✓ 07/2015-06/16	7 cu. ft.	Shred
210.03	Obsolete Book Records	✓ 07/2015-06/16	Negligible	Shred
210.04	Delinquent Book Issues Reports	✓ 07/2015-06/16	2 cu. ft.	Shred
210.05	Audit Reports	✓ 07/2015-06/16	Negligible	Shred
210.06	Textbook Donation Files	✓ 07/2012-06/13	Negligible	Shred
210.07	Book Returns to Publishers	✓ 07/2015-06/16	2 cu. ft.	Shred
210.08	Cleared Department Voucher Files	✓ 07/2015-06/16	Negligible	Shred
210.09	Receiving/Barcode Cards	✓ 07/2017-06/18	Negligible	Shred
210.10	Applications for Refunds of Purchased Books	✓ 07/2012-06/13	Negligible	Shred
210.11	Overstock Book Return Ledgers	✓ 07/2012-06/13	Negligible	Shred
210.12	Textbook Rental Files	✓ 07/2015-06/16	45 MB	Delete
210.13	Requests to Textbook Services for Textbook Loan	✓ 07/2015-06/16	Negligible	Shred
210.15	Vendor Files	✓ 07/2015-06/16	Negligible	Shred
240.04	Disabled Student Counseling and Advisement Car	✓ 07/2013-06/14	25 MB	Delete
240.05	Office Activity Logs and Schedules	✓ 07/2016-06/17	Negligible	Delete
240.06	Time Sheets for Interpreting for Students with Hea	✓ 07/2016-06/17	Negligible	Delete
260.01	Mid-Term Grade Sheets	✓ 07/2013-06/14	1 cu. ft.	Shred
260.02	Student Tutorial Files	✓ 07/2013-06/14	1 cu. ft.	Shred
260.03	Program Application Files	✓ 07/2013-06/14	1 cu. ft.	Shred
260.04	Academic Advising Files	✓ 07/2013-06/14	100 MB	Delete
270.01	Police Receipt Reports	✓ 07/2016-06/17	150 MB	Delete
270.02	Lost and Found Log	✓ 07/2016-06/17	150 MB	Delete
270.03	Student Identification Log	✓ 07/2016-06/17	150 MB	Delete
270.04	Locker Rental Log	✓ 07/2016-06/17	150 MB	Delete
280.01	Catering Bill Files	✓ 07/2012-06/13	3 cu. ft.	Shred

**RECEIVED**  
MAY 14 2019

State Records Commission