

**STATE OF ILLINOIS
RECORDS DISPOSAL CERTIFICATE**

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

For Assistance Call: (217)782-2647

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.**

APPLICATION #: 07-09

STATE AGENCY: Southern Illinois University Edwardsville

Provost and Vice Chancellor for Academic Affairs
(Division, Bureau, Section)

ADDRESS: 1329 Supporting Servicesz Road
(Street, P.O. Box)

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
115.001	Summer Bridge Program Prospective Student Files ✓	07/2013-06/14	1 cu. ft.	Shred
135.001	Honors Scholars ' Files ✓	07/2013-06/2014	3/4 cu. ft.	Shred
135.002	Meridian Scholars ' Files ✓	07/2013-06/2014	Negligible	Shred
200.001	Faculty Evaluation by the Executive Committee of the Busi ✓	07/2013-06/2014	Negligible	Shred
200.002	Outside Employment Reports ✓	07/2013-06/2014	Negligible	Shred
200.003	Quarterly/Semester Class Assignments ✓	07/2015-06/2016	Negligible	Shred
200.004	Student Exchange Agreement Files ✓	07/2013-06/2014	1/2 cu. ft.	Shred
215.001	Files of Denied Graduate Degree Candidates ✓	07/2013-06/2014	1 cu. ft.	Shred
215.002	Graduate Management Program Admission Test Scores ✓	07/2013-06/2014	1 cu. ft.	Shred
230.001	Foundation Account Files ✓	07/2015-06/2016	Negligible	Shred
240.001	Reports of Graduate Student Academic Plans for Advisem ✓	07/2013-06/2014	Negligible	Shred
255.001	Requests for Declaration of Major ✓	07/2013-06/2014	Negligible	Shred
255.002	" Rising Junior Papers " ✓	07/2013-06/2014	1 cu. ft.	Shred
265.001	Illinois State Scholarship Tuition Waiver Files ✓	07/2013-06/2014	Negligible	Shred

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.

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

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

Signature

Gary Dunn

05/09/2019
Date

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

Approved:

D.A. Jay
Chairman, State Records Commission
Director, Illinois State Archives

5/20/19
Date

**STATE RECORDS DISPOSAL CERTIFICATE
SUPPLEMENTAL PAGE**

APPLICATION NO.: 07-09

STATE AGENCY: SIUE

ITEM NO. FROM APPLICATION	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)	METHOD OF DISPOSAL
265.003	Illinois State Scholarship (ROTC) Files	✓ 07/2013-06/14	Negligible	Shred
270.002	Scholarship Application Files (Accepted and Rejected)	✓ 07/2013-06/14	Negligible	Shred
270.003	School of Business Hall of Fame Files			
	Non-selected Applicants	✓ 07/2013-06/14	Negligible	Shred
270.004	Illinois Small Business Development Center (SBD)	✓ 07/2011-06/12	Negligible	Shred
280.01	Client Files	✓ 07/2011-06/12	Negligible	Shred
305.001	Teacher Certification Candidate Notifications	✓ 07/2013-06/14	1/2 cu. ft.	Shred
305.002	Pre-Student Teaching Clinical Experience Records	✓ 07/2013-06/14	Negligible	Shred
305.003A	Student Advisement Files	✓ 07/2013-06/14	Negligible	Shred
305.004	Student Teaching Records	✓ 07/1968-06/69	2 cu. ft.	Shred
305.005	Cooperating Teacher Scholarship Tuition Waivers	✓ 07/2016-06/17	Negligible	Shred
330.001	Speech/Audiology Therapy Client Files	✓ 07/1998-06/99	1/2 cu. ft.	Shred
425.001	Client Counseling Files	✓ 07/2013-06/14	3 cu. ft.	Shred
440.001	Annual Reports to the SIU Board of Trustees of Private	✓ 07/2013-06/14	Negligible	Shred
440.003	Scholarship Applications for Minorities in Engineering	✓ 07/2013-06/14	Negligible	Shred
445.002	DAVTE (Department of Adult, Vocational, and Technical)	✓ 07/2012-06/13	Negligible	Shred
445.004	Waste Water Treatment Operator Correspondence	✓ 07/2008-06/09	Negligible	Shred
450.001	Construction Plans and Specifications	✓ 07/2008-06/09	Negligible	Shred
450.002	Discharge Monitoring Reports	✓ 07/2013-06/14	Negligible	Shred
450.003	Flow Charts	✓ 07/2013-06/14	1 cu. ft.	Shred
450.004	Lab Bench Sheets (Daily)	✓ 07/2013-06/14	Negligible	Shred
450.005	List of Treatment Plant Operators	✓ 07/2017-06/18	Negligible	Shred
450.006	National Pollutant Discharge Elimination System and	✓ 07/2013-06/14	Negligible	Shred
450.007	Plant Equipment Records	✓ 07/2016-06/17	Negligible	Shred
450.008	Plant Operation Logs (Daily)	✓ 07/2013-06/14	Negligible	Shred
450.009	Pollution Control Plant Reports (Monthly)	✓ 07/2013-06/14	Negligible	Shred
450.010	Sewage Treatment Works Operator 's License Files	✓ 07/2013-06/14	Negligible	Shred
450.011	Sludge Testing Reports	✓ 07/2008-06/09	Negligible	Shred
500.001	Clinical Field Agency Contract Files	✓ 07/2013-06/14	4 cu. ft.	Shred
515.001	Advisor 's Appointment Books	✓ 07/2016-06/17	1 cu. ft.	Shred
515.003	Community Outreach Class Files	✓ 07/2013-06/14	Negligible	Shred
530.007	Daily Charge Log	✓ 07/2012-06/13	Negligible	Shred
530.002	Professional Credentials for State Licensing Files	✓ 07/2012-06/13	3/4 cu. ft.	Shred
530.003	Pharmaceuticals and Medical Consumables Inventory	✓ 07/2015-06/16	Negligible	Shred
530.004	Site Visitation Health and Safety Checklists	✓ 07/2016-06/17	1/2 cu. ft.	Shred
530.005	Patient Files	✓ 07/2008-06/09	1 cu. ft.	Shred
	After Age of Majority	✓ 07/2014-06/15	1 cu. ft.	Shred
530.008	Patient Number and Visitation Log	✓ 07/2016-06/17	Negligible	Shred
530.009	Chlamydia and Gonorrhea Testing Log Sheets	✓ 07/2012-06/13	Negligible	Shred

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STATE AGENCY: SIUE

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530.010	Specimen for Blood Lead Analysis Reports			
	Negative Results	✓ 07/2017-06/18	Negligible	Shred
	Positive Results	✓ 07/2016-06/17	Negligible	Shred
530.011	Childhood Lead Poisoning Control Program Files	✓ 07/2012-06/13	Negligible	Shred
530.012	Head Start Decision Manager Class Roster	✓ 07/2016-06/17	Negligible	Shred
530.013	St. Clair County Head Start Health Component Mi	✓ 07/2016-06/17	Negligible	Shred
535.001	Transcripts from Other Colleges and Universities	✓ 07/2013-06/14	1 cu. ft.	Shred
550.001	Foundation Accounts Files	✓ 07/2015-06/16	Negligible	Shred
600.001	Academic Suspension Appeal Files	✓ 07/2013-06/14	1/2 cu. ft.	Shred
600.003	Student Advisement and Counseling Case Files (Duplicates)	✓ 07/2013-06/14	3 cu. ft.	Shred
610.001	Art Show Receipts for Sale of Items of the Fine Ar	✓ 07/2012-06/13	Negligible	Shred
610.003	Research Support Files	✓ 07/2012-06/13	1 cu. ft.	Shred
620.002	Institutional Review Board (IRB) Protocols	✓ 07/2015-06/16	1 cu. ft.	Shred
625.001	Land Exploration Fiscal Support Files	✓ 07/2012-06/13	Negligible	Shred
640.001	" Drum Voices Revue "	✓ 07/2018-12/18	Negligible	Shred
640.002	Subscription Files	✓ 07/2017-06/18	Negligible	Shred
645.002	" Papers on Language and Literature " Journals	✓ 07/2017-06/18	Negligible	Shred
645.003	Subscription Files	✓ 07/2017-06/18	Negligible	Shred
650.001	" Sou ' wester " Magazine Files (Duplicates)	✓ 07/2017-06/18	Negligible	Shred
650.002	" Sou ' wester " Subscription Files	✓ 07/2013-06/14	Negligible	Shred
705.001	Scholarship Record Forms (Leo Cohen Award)	✓ 07/2014-06/15	Negligible	Shred
740.001	Museum Contract Files	✓ 07/2013-06/14	Negligible	Shred
740.003	Exhibition Files	✓ 07/2017-06/18	1/4 cu. ft.	Shred
740.004	" Loan In " and " Loan Out " Files	✓ 07/2013-06/14	Negligible	Shred
740.005	National Association for the Exchange of Industria	✓ 07/2012-06/13	Negligible	Shred
810.002	Circulation Reserve System Forms	✓ 03/2018-02/19	Negligible	Shred
810.003	Courtesy Borrowing Files for Alumni and Friends c			
	Applications	✓ 07/2017-06/18	Negligible	Shred
	Lists of Borrowers	✓ 07/2013-06/14	Negligible	Shred
810.004	Interlibrary Loan Files	✓ 07/2015-06/16	12 cu. ft.	Shred
900.001	Continuing Education Program Conference Files			
	Participant/enrollee fee payment receipts	✓ 07/2015-06/16	1/2 cu. ft.	Shred
950.003	Student Application Files (Not Enrolled)	✓ 07/2015-06/16	5 cu. ft.	Shred
950.004	Faculty Dental Licenses (Duplicates)	✓ 07/2017-06/18	Negligible	Shred
950.005	Dean ' s Office and Faculty Committee Files			
	Routine Documents	✓ 07/2011-06/12	Negligible	Shred
	Student Disciplinary Matters	✓ 07/2014-06/15	Negligible	Shred
950.006	Patient Billing and Insurance Files and Related Re	✓ 07/2012-06/13	2 cu. ft.	Shred
950.007	Foundation Account Files	✓ 07/2015-06/16	1/2 cu. ft.	Shred

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APPLICATION NO.: 07-09

STATE AGENCY: SIU Edwardsville

ITEM NO. FROM APPLICATION	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)	METHOD OF DISPOSAL
950.008	Patient Records			
	a) Adult Dental Records ✓	07/2008-06/09	20 cu. ft.	Shred
	b) Pediatric Dental Records ✓	07/1990-06/92	5 cu. ft.	Shred
950.009	Dental X-Ray Files			
	a) Adult X-Rays ✓	07/2008-06/09	250 MB	Delete
	b) Pediatric X-Rays ✓	07/1990-06/91	50 MB	Shred
1000.004	SIU-Edwardsville Laboratory Survey Reports	07/2009-06/10	Negligible	Shred
1000.007	Inventory of Radiation Producing Equipment	07/2015-06/16	Negligible	Shred
1100.007	Foreign Faculty Files (Other than Faculty Files)	07/2016-06/17	Negligible	Shred
1100.005	International Student Pending Files (Admitted and	07/2016-06/17	Negligible	Shred
1100.006	Student Immigration Files	07/2015-06/16	Negligible	Delete
1200.001	Cooperating Teacher Scholarship Tuition Waiver	07/2013-06/14	Negligible	Shred
1405.001	Postal Records (Second Class and Bulk Mailing F	07/2014-06/15	1/2 cu. ft.	Shred
1410.001	High School Recruitment Files	07/2015-06/16	1 cu. ft.	Shred
1410.002	Visitation Reports	07/2016-06/17	Negligible	Shred
1410.004	Inactive Applications for Admission to Graduate S	07/2015-06/16	1 1/2 cu. ft.	Shred
1410.005	Prospective Student Records	01/2014-06/14	8 GB	Delete
1420.001	ACT Scoring Sheets - No Applications Filed	07/2017-06/18	1 1/2 cu. ft.	Shred
1500.001	ACT Scoring Sheets	07/2017-06/18	1 1/2 cu. ft.	Shred
1500.003	Student and Staff ID Card Processing and Informa	07/2016-06/17	21 cu. ft.	Shred
1600.001	Program/Project Formulation and Implementation	07/2013-06/14	3/4 cu. ft.	Shred
1600.002	Experimental Higher Education Curriculum Studer	07/2013-06/14	1/2 cu. ft.	Shred
1700.001	Competitive Graduate Awards Files			
	Successful Grant Applications and Proposals ✓	07/2013-06/14	Negligible	Shred
	Unsuccessful Grant Applications and Proposals ✓	07/2015-06/16	Negligible	Shred
1700.002	Graduate Faculty Appointment Review and Appoi			
	Graduate Faculty Appointment Forms ✓	07/2013-06/14	Negligible	Shred
1700.004	Inactive Applications for Admission to Graduate S	07/2015-06/16	1 1/2 cu. ft.	Shred
1700.005	Reference Copies of Academic Transcripts	07/2013-06/14	3 cu. ft.	Shred
1700.006	Graduate School Affiliated Student Organization S			
	rganization related budget and fiscal records and :	07/2013-06/14	Negligible	Shred
1700.007	Fiscal Management and Grant Post Award Recor			
	a) Major Construction ✓	07/2008-06/09	Negligible	Shred
	b) Real Property ✓	07/1998-06/99	Negligible	Shred
	b) Office Equipment ✓	07/2015-06/16	Negligible	Shred
	c) General Grant ✓	07/2013-06/14	Negligible	Shred
1700.008	Animal Care and Use Records	07/2015-06/16	Negligible	Shred
1700.009	Responsible Conduct Records	07/2015-06/16	Negligible	Shred
1700.010	Biohazardous Material Records	07/1988-06/89	Negligible	Shred
1700.011	Conflict of Interest Records	07/2015-06/16	Negligible	Shred
1800.003	Enrollment Forms	07/2016-06/17	10 cu. ft.	Shred

1600.001 +
1600.002
ITEM NOT APPROVED

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STATE AGENCY: SIU Edwardsville

ITEM NO. FROM APPLICATION	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)	METHOD OF DISPOSAL
1800.005	Grade Correction Requests	✓ 07/2013-06/14	Negligible	Shred
1800.011	Requests for Admission Files (No shows or inactive)	✓ 06/2017-05/18	36 cu. ft.	Shred
1800.015	Transcript Request Forms	✓ 07/2017-06/18	10 cu. ft.	Shred
1800.019	Operational and Ad Hoc Reports from Computerized	✓ 07/2016-06/17	2 cu. ft.	Shred
2000.002	Student Financial Aid Case Files	✓ 07/2013-06/14	30 cu. ft.	Delete
2000.003	Monetary Award Program Printouts	✓ 07/2015-06/16	3 cu. ft.	Shred
2100.001	School of Pharmacy Student Application Files (De	✓ 07/2013-06/14	1 1/2 cu. ft.	Shred
2100.002	Foundation Account Files	✓ 07/2015-06/16	Negligible	Shred
2200.001	Student Appeals for Reinstatement Files	✓ 07/2008-06/09	Negligible	Shred
2300.001	Risk Management File	✓ 07/2012-06/13	Negligible	Shred
2300.002	Service Contracts	✓ 07/2015-06/16	Negligible	Delete
2400.002	Computer Maintenance and Repair Log	✓ 07/2016-06/17	Negligible	Shred
2400.003	Work Orders	✓ 07/2016-06/17	Negligible	Shred
2500.07	Program and System Design Files	✓ 07/2013-06/14	1 1/2 cu. ft.	Shred
2500.10	Telephone System Files - Auxiliary Systems	✓ 07/2012-06/13	150 MB	Shred
2700.01	Equipment and Telephone Inventory Files	✓ 07/2016-06/17	2 cu. ft.	Shred
2700.02	Student Billing Files	✓ 07/2012-06/13	Negligible	Shred
2700.03	Call Detail Records	✓ 07/2012-06/13	150 MB	Delete
2700.05	Telephone Service Requests	✓ 07/2012-06/13	1 1/2 cu. ft.	Shred

RECEIVED
MAY 14 2019

State Records Commission

STATE RECORDS COMMISSION
ILLINOIS STATE ARCHIVES
SPRINGFIELD, IL 62756

DATE: 5/22/19

We have received notification of your intent to dispose of records under the authority of approved Application # 07-09.

An approved copy of your Disposal Certificate is enclosed as submitted amended and must be retained in our office permanently.

When submitting future Disposal Certificates: please list the application number in the upper right hand corner of the Disposal Certificate.

On future disposal requests, please use the item numbers and records series titles as they appear on your Application for Authority to Dispose of State Records.

Before we can approve your disposal request, you must sign and date the disposal certificate in the lower right hand corner. Please sign and resubmit.

The ending dates have been amended to comply with the correct retention requirement for those records as stated on your application.

The disposal date on your request has been amended to provide for retention of records which may not be disposed of until _____.

The cubic feet on your disposal certificate was omitted, therefore we have estimated the cubic feet based on the annual accumulation listed on your application.


There is a thirty (30) day waiting period between the date an agency submits a records disposal certificate to the State Records Commission and the date that agency may dispose of those records. (See- Joint Committee on Administrative Rules, Administrative Code Title 44: Subtitle C: Chapter IV: Part 4400 Section 4400.40)

The State Records Commission adopted a new form, please see the link below. When microfilming or digitizing now you must sign the signature lines on both the right and left hand side of the form. Please make sure to use this form on future disposal request.

Items 1600.001 and 1600.002 have been moved to App 07-11, items 370.01 and 370.02
Please submit those items using that Application number.
http://www.cyberdriveillinois.com/departments/archives/records_management/srmdisp.html

If you have any questions please don't hesitate to contact our office at (217) 782-2647.

Thank You,


Karen Mizeur
Administrative Clerk
State Records Unit

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(continued)

Application No. 07-09
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Item No.

Record Series Title, Description and Recommendation

SEE APPLICATION
07-11 ITEMS 370.01
AND 370.02. ITEMS
1600.001 AND
1600.002 WERE
MOVED.

PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS
UNIVERSITY SERVICES TO EAST ST. LOUIS
EAST ST. LOUIS CENTER

1600.001 Program/Project Formulation and Implementation Records (Agency Record Copies)

Dates: 1966-
Volume: 25 Cubic Feet
Annual Accumulation: ¾ Cubic Feet
Arrangement: Chronological

This series consists of the Center's documentation of its role in the formulation and implementation of its assigned grant programs/projects. Such grant programs/projects documented include: the Upward Bound and Science Awareness Programs, which target first generation college youth; Project STEP (i.e., Special Training Education Program) and Project Success, which serve abuse, neglected, and other disadvantaged youth through DCFS referrals; Project PALS, which is a "latch key" program aimed at servicing children during the immediate hours before and after school to assist working parents; and the Head Start Program, a child development program administered under Center auspices in East St. Louis and its localities in behalf of the Department of Children and Family Services and the US Department of Health and Human Services

File series contents include: grant proposals (successful and unsuccessful); reference duplicates of program/project sub-contracts; any amendments to program/project proposals; annual status reports; final program/project evaluations; and related correspondence/memoranda.

Recommendation:

Retain in office five (5) years following the termination and/or completion of the corresponding grant project(s), then dispose of providing all audits (federal and state) have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated, and providing all final reports of the grant program results are sent the University Archives for permanent retention.

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.

Disposition
Approved
8/20/08