

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

Application No. 07-12
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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 at Edwardsville

DIVISION

Vice Chancellor for Student Affairs

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 19, 2010
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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Definitions:

“Routine documents” are defined as:

- 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 acknowledgment;
- Non-personally addressed, unsolicited correspondence and communications that originate outside of the College, such as "Deans and Directors" memoranda;
- Requests for publications or information after the requests have been filled;
- Replies to questionnaires, where the summary results have been retained for record purposes,
- Material not filed as evidence of administrative activity or for the informational content thereof, including—
 - Working notes, where a final report has been issued
 - Documents regarding regular office functions, such as correspondence requesting supplies, scheduling meetings, or informing others of an employee absence, where a record copy of financial or personnel actions is retained in another record series.

“in a Secure Manner” is defined as:

- Shredding or other methods used to destroy records in a controlled environment so the information contained therein can no longer be viewed or otherwise accessed.

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**VICE CHANCELLOR FOR STUDENT AFFAIRS
EXECUTIVE OFFICE**

100.01 Student Disciplinary and Grievance Hearing Files

Dates: 1985 -
Volume: 20 Cu. Ft.
Annual Accumulation: 1 1/4 Cu. Ft.
Arrangement: Alphabetical and Chronological

This series contains the records of administrative hearings held for the university's disposition of student disciplinary matters and student grievances by the University Hearing Board. Documentation includes the written charge(s), transcripts of proceedings, exhibits, the written grievance(s) and the Board's finding(s).

Recommendation: Retain in office for five (5) years after the disposition of the respective hearing(s) whichever is longer, then destroy in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

**Approved as
Amended
5/19/10**

100.02 Student Appeal Hearing Files

Dates: 1985 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

**THIS ITEM 100.02
CANCELLED –
SEE ITEM 100.04**

This series documents the proceedings of student appeal hearings held before the University Hearing Board concerning such matters as financial aid, tuition refunds, and state residency determinations. The file series is primarily made up of transcripts of proceedings and the presiding hearing officer's findings.

Recommendation: Retain in office for three (3) years after the disposition of the respective hearing(s) whichever is longer, then destroy in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

**Approved as
Amended
5/19/10**

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100.03 Student Absence Notifications

**THIS ITEM 100.03
CANCELLED – SEE
ITEM 100.05**

Dates: 1990 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by quarter
Alphabetical by student

These are copies of student absence notifications received by the Office from students, university divisions/departments, or other verifiable sources. These notifications indicate students who have temporarily or indefinitely suspended their enrollment or students who have been absent from classes for extended periods without explanation.

Recommendation: Retain in office for one (1) semester after completion of the semester in which the absence occurred, then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

**Approved as
Amended
5/19/10**

100.04 Student Tuition and Fee Appeal Files

Dates: 1985 -
Volume: 4 Cu. Ft. / 200 MB
Annual Accumulation: Negligible
Arrangement: Chronological

This series documents the proceedings of student appeal hearings held before the Tuition and Withdrawal Appeal Committee concerning such matters as tuition refunds, and state residency determinations. The file series is primarily composed of student appeals, supporting documentation, decisions rendered and related correspondence.

This item supersedes item 100.02 of this application in order to revise record series title, description and recommendation (to provide for media neutral disposition) per agency request.

Recommendation: Retain in office for three (3) years after the final disposition of the respective hearing(s), then destroy in a secure manner or delete from system providing all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved
8/19/15**

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100.05 Student Absence and Death Notifications

Dates: 1990 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by quarter
 Alphabetical by student

This record series consists of copies of student absence and death notifications received by the Office from students, university divisions/departments, or other verifiable sources. These notifications indicate students who have temporarily or indefinitely suspended their enrollment or students who have been absent from classes for extended periods without explanation (e.g. death).

This item supersedes item 100.03 of this application in order to revise record series title, description and recommendation(to provide for media neutral disposition) per agency request.

Recommendation: Retain in office for one (1) semester after completion of the semester in which the absence occurred, 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
8/19/15**

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**VICE PRESIDENT FOR STUDENT AFFAIRS
CAMPUS RECREATION AND INTRAMURALS
CAMPUS RECREATION**

110.01 Annual Reports (Duplicates)

Dates: 1984 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the annual report for the Cougar Lake Pool and the annual report for Departmental Operation. Campus Recreation maintains a copy of each report and sends the original to the Dean of Vice President of Student Affairs.

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

**Disposition
Approved
5/19/10**

110.02 Athletic Towel Check-Out Log (Originals)

Dates: 1990 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Data include name of coach and sport, date of issue, number of towels issued, request filled by, date of return, number of towels returned, and return checked by.

Recommendation: Retain in office for thirty (30) days after date of return, then dispose of unless there is a discrepancy then retain until resolved.

**Approved as
Amended
5/19/10**

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110.03 Audio-Visual Equipment Check-Out Request Form (Originals)

Dates: 1989 -1999
Volume: 5 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological

This record series consists of documents, completed by faculty, which reserve audio-visual equipment.

Data include date submitted, time/date required, course number, room number, instructor's name/signature, type of equipment requested, and type of request/return.

Recommendation: Retain in office for thirty (30) days after equipment is returned, then dispose of unless there is a discrepancy then retain until resolved and no litigation is pending or anticipated.

**Approved as
Amended
5/19/10**

110.04 Audio-Visual Monthly Usage Report (Originals)

Dates: 1990 -1999
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of statistics pertinent to the usage of audio-visual equipment.

Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved
5/19/10**

110.05 Campus Recreation "Lost Pass" Replacement Forms (Originals)

Dates: 1990 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of documents which verify replacement of campus recreation pass cards. Data include type of membership (e.g., alumni,

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family), type of tower lake pool pass (e.g., student, faculty, staff, alumni, family member), original card number, replacement card number, date of issue, fee collected, and staff initials.

Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

**Approved as Amended
5/19/10**

110.06 Cash, Check or Charge Receipts

Dates: 1986 -
Volume: 26 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: numerical\

This record series consists of daily cash register receipts of building membership pool membership pro shop retails, instructional recreation fees, equipment retail, and daily user fees.

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

**Disposition approved
5/19/10**

110.07 Daily Collection Reports

Dates: 1986 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

These reports provide detail to the daily cash register records.

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

**Disposition approved
5/19/10**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
110.08	Facilities Set-Up Request Form (Originals)	
	Dates: 1990 -2007 Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological	
	<p>This record series consists of documents used by instructors to reserve facilities at the university's Vadalabene Center.</p> <p>Data include day/date, time, course number, name of instructor, and a pictorial diagram for table/class arrangement.</p>	
	Recommendation: Retain in office for thirty (30) days following event, then dispose of.	Disposition approved 5/19/10
110.09	Facility Use Logs (Originals)	
	Dates: 1990 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological	
	<p>This record series consists of log sheets which tally the number of individuals using the weight rooms, fitness and short course, pool, and gymnasium. Data include social security number, identification number, type of individual using the facility (i.e., student, faculty, staff, family, alumni) and attendant's initials.</p>	
	Recommendation: Retain in office for one (1) year, then destroy of in a secure manner.	Approved as Amended 5/19/10
110.10	Financial Records (Revenue/Expenditures)	
	Dates: 1986 - Volume: 26 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: By account, Chronological by date	
	<p>This record series consists of financial records that create revenues such as sale of memberships to facility members, memberships to Cougar Lake Swimming Pool, rental of equipment, sale of merchandise, and revenue from instructional activities. This series also includes expenditure records which show</p>	

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Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>by line item all recreational activities.</p> <p>Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.</p>	<p>Disposition approved 5/19/10</p>
110.11	<p>Guest Pass Registration for the Vadalabene Center/Student Fitness Center (Originals)</p> <p>Dates: 1990 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series contains data which include name/background information of guest, date of request, amount paid, and name of attendant.</p> <p>Recommendation: Retain in office for two (2) years, then dispose of in a secure manner provided all audits are complete and no litigation is pending or anticipated.</p>	<p>Approved as Amended 5/19/10</p>
110.12	<p>Incident/Theft Reports (Duplicates)</p> <p>Dates: 1990 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Data include name, social security number, and background information of victim; date/time of incident/theft; locker number (if applicable); time police were notified; name of responding officer; and list of missing items (if applicable).</p> <p>Data of the record series is also within the "Investigation Files" maintained by the University Police for a longer period of time per item 330.02 of Application 07-11.</p> <p>Recommendation: Retain in office for three (3) years, then dispose of in a secure manner provided all audits have been completed and no litigation is pending or anticipated.</p>	<p>Disposition approved 5/19/10</p>

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Item No.	Record Series Title, Description and Recommendation	Action Taken
110.13	Item Confiscation Sheet (Originals)	
	Dates: 1990 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of documents which verify the return of "locker items" to the owner.	
	Data include description of items, dates of removal and receipt, locker number, name and social security number of owner, fee paid, and signatures of owner and authorized confiscator.	
	Recommendation: Retain in office for two (2) years, then dispose of in a secure manner , provided all audits are complete and no litigation is pending or anticipated..	Approved as Amended 5/19/10
110.14	Laundry Check Forms (Originals)	
	Dates: 1990 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of documents which indicate laundry service for athletes and other participants of the Vadabalene Center.	
	Contents include an Athletic Uniform Check-In Form (i.e., date, sport, items, quantity, individual checking in/out laundry) and Laundry Log Sheet (i.e., name of participant, bag number, times in and out).	
	Recommendation: Retain in office for thirty (30) days, then dispose of.	Disposition approved 5/19/10
110.15	Lost and Found Log (Originals)	
	Dates: 1990 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological	
	Data include date in, description of items, location discovered, name of individual who found items, involved supervision, name and social security	

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Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>number of claimant, and date out.</p> <p>Recommendation: Retain in office for sixty (60) days after resolution of claim, then dispose of in a secure manner.</p>	<p>Disposition approved 5/19/10</p>
110.16	Physical Education Equipment Inventory (Originals)	
	<p>Dates: 1990 -1999 Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Data include type, number, and condition of equipment.</p> <p>Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.</p>	<p>Disposition approved 5/19/10</p>
110.17	Physical Education Equipment Requests (Originals)	
	<p>Dates: 1990 -2007 Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of documents used by faculty to reserve physical education equipment. Data include instructors name, course number, date(s)/time requested, location, type of delivery and return, quantity, item description and return date.</p> <p>Recommendation: Retain in office for thirty (30) days after equipment is returned, then dispose of unless there is a discrepancy then retain until resolved.</p>	<p>Approved as Amended 5/19/10</p>

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Item No.	Record Series Title, Description and Recommendation	Action Taken
110.18	Recreation Facility Scheduling Records Dates: 1986 - Volume: 57 ½ Cu. Ft. Annual Accumulation: 2 1/2 Cu. Ft. Arrangement: Chronological This record series consists of reservations/confirmation notices, daily calendars, and daily room schedules of the Campus Recreational Department. Recommendation: Retain in office for one (1) year, then dispose of.	Disposition approved 5/19/10
110.19	Safety Checklists for Equipment and Facilities (Originals) Dates: 1990 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological This record series consists of documents which evaluate the degree of safety concerning recreational equipment/facilities. (Checklists are completed on a random basis.) Recommendation: Retain in office for three (3) years after superseded by report for subsequent safety check or disposal of equipment, then dispose of provided all audits have been completed and no litigation is pending or anticipated.	Approved as Amended 5/19/10
110.20	Student Welfare and Activity Fee Comprehensive Advisory Committee Minutes Dates: 1984 -1999 Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological These files contain original minutes from the student Welfare and Activity Fee Comprehensive Advisory committee. Recommendation: Retain in office for ten (10) years, then transfer to the University Archives for permanent retention.	Disposition approved 5/19/10

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
110.21	Cougar Lake Pool Season Pass Application (Originals)	
	Dates: 1990 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological	
	Data include name, background information of applicant; Southern Illinois University at Edwardsville affiliation (i.e., enrolled student, non-enrolled student, faculty/staff, alumni); family member; card number and fees.	
	Recommendation: Retain in office for three (3) years, then dispose of in a secure manner provided all audits have been completed and no litigation is pending or anticipated.	Disposition approved 5/19/10
110.22	Transaction Ledger	
	Dates: 1986 - Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of information used to show the current status of purchase orders, requisitions, invoices, etc. within the department.	
	Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.	Disposition approved 5/19/10
110.23	Vadalabene Center Advisory Committee Minutes	
	Dates: 1984 -1999 Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of original minutes and agenda of meetings held by the Vadalabene Center Advisory Committee.	
	Recommendation: Retain in the office for ten (10) years, then transfer to the University Archives for permanent retention.	Disposition approved 5/19/10

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applicants, type of application (i.e., faculty, staff, student, alumni) renewal status, name of person checking data, name of person receiving payment, amount of monies received, number of cards issued, and total fee assessment.

This item 110.24 supersedes item 110.24 to revise recommendation to include a trigger event and provide for media neutral disposition of the record series.

Recommendation: Retain for three (3) years after the date of annual renewal, then destroy in a secure manner or delete from system provided all audits have been completed, of necessary, and no litigation is pending or anticipated.

**Disposition
approved
7/20/16**

110.25 Weight Room Equipment Maintenance Records

Dates: 1990-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

The record information includes the date, type of equipment, type of problem, and date and type of repair performed. Preventive maintenance by external staff is performed annually with notes retained on date of maintenance, equipment concerns that need to be addressed, and date the repairs were performed.

This item 110.25 supersedes item 110.25 to revise recommendation to include a trigger event and provide for media neutral disposition of the record series.

Recommendation: Retain in office three (3) years after the date of generation, then destroy in a secure manner or delete from system provided all audits have been completed, of necessary, and no litigation is pending or anticipated.

**Disposition
approved
7/20/16**

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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110.26 Confiscation Sheets

Dates: 1990-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of original documents which verify the return of “locker items” to the owner. The data includes a description of the items, date of removal and receipt, and locker number.

This record series item supersedes State Records Application 07-12, item 110.13 in order to reduce the retention period from two (2) years to thirty (30) days per agency request.

Recommendation: Retain in office for ninety (90) days from date of generation, then destroy in a secure manner or delete from system provided all audits have been completed, of necessary, and no litigation is pending or anticipated.

**Deferred
7/20/16**

**Disposition
approved as
amended
8/17/16**

110.27 Physical Activity Readiness Questionnaire

Dates: 2006-
Volume: 600 MB
Annual Accumulation: Negligible
Arrangement: Chronological

This record series item consists of a questionnaire/waiver that measures a faculty member, staff member, or student guest for physical activity readiness in order to join the Student Fitness Center. The PAR-Q is completed by the participant, signed by a parent/guardian, if the participant is under 18 years of age, and a Student Fitness Center staff member. A Health History questionnaire (HHQ) may also be included in the file. The HHQ details the health history of the participant and his/her family.

RETENTION: Retain in office for two (2) years after membership expiration or date of last university attendance, then delete from system, provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

**Disposition
approved as
amended
7/18/18**

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**VICE PRESIDENT FOR STUDENT AFFAIRS
UNIVERSITY CENTER
FOOD SERVICES**

120.01 Catering Bill Files (Originals)

Dates: 1987 -
Volume: 66 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Chronological/Alphabetical

THIS APPLICATION #07-12
ITEM 120.01 CANCELLED SEE
APPLICATION #07-12K
ITEM 120.01
2/20/2019

Contents include bills, menus, instructions for room set-ups, rental orders, room diagrams, and customer comments.

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

**Disposition
approved
5/19/10**

120.02 Retail Food Sanitary Inspection Report (Originals)

Dates: 1982 -
Volume: 1 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of documents used by local/state government agencies to inspect university facilities which prepare/sell food 410 ILCS 620 and 650 (1992 State Bar Edition).

Data include name of establishment, owner/agent, address of establishment, violation listings, temperatures, remarks and recommendations for correction, signature of owner, date, sanitation score, and time in/out. Inspections are accomplished on an annual basis by local and/or state agencies (i.e., Municipal Health departments).

Local Records Commission maintains "Food Service Establishment Inspection Reports" for seven (7) years per items 104 of Application (Sangamon) 84.471. The Department of Public Health maintains "Sanitary Inspection Reports" for two (2) years per item 1 of Application 68-4.

Recommendation: Retain in office for seven (7) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved
5/19/10**

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120.03 Food Production and Inventory Records

Dates: 1987-
Volume: 5 GB
Annual Accumulation: 100 MB
Arrangement: Chronological

THIS APPLICATION #07-12
ITEM 120.03 CANCELLED
SEE APPLICATION #07-12K
ITEM 170.05
2/20/2019

This record series consists of various forms and reports used by Food Service for ordering and tracking food and non-food items. Forms or record types include food production charts, ledger of food received, inventories, purchase orders, and meal and labor cost analysis reports. These original orders are managed on a food service share drive. Duplicates are managed on the appropriate departmental share drives.

Recommendation: Retain purchase orders and other complimentary fiscal record items for six (6) years after date of generation, then delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Retain duplicates for three (3) years after date of generation, then delete from system.

**Disposition
approved
7/20/16**

Retain food production charts, ledger of food received, and inventory record items for two (2) years after date of generation, then delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Retain duplicates for two (2) years after date of generation, then delete from system.

Retain meal and labor cost analysis reports for five (5) years after date of generation, then delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Retain duplicates for three (3) years after date of generation, then delete from system.

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VICE PRESIDENT FOR STUDENT AFFAIRS
UNIVERSITY CENTER
UNIVERSITY HEALTH CENTER

130.01 Appointment Logs

Dates: 1968 -
Volume: 10 ¼ Cu. Ft.
Annual Accumulation: 1/4 Cu. Ft.
Arrangement: Chronological

THIS ITEM 130.01
CANCELLED – SEE
130.12

This record series consists of the daily appointment information, including date, time and reason for appointment by students, staff, or visitors who visit Health Service.

Recommendation: Retain in the office for five (5) years, then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved
5/19/10**

130.02 Cash Register Log

Dates: 1989 -1999
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of a log that shows what the beginning receipts were at the start of each day, ending receipts, dates, and names of checkers.

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

**Disposition
approved
5/19/10**

130.03 Cash Register Tapes

Dates: 1980 -
Volume: 1/4 Cu. Ft
Annual Accumulation: Negligible
Arrangement: Chronological by date

THIS ITEM 130.03
CANCELLED; SEE
APPLICATION 07-12 I
130.13

This record series consists of the daily cash register reset tape generated in Health Service. Tape information is recorded on the Daily Checkout Sheet (item 160.06) and used to reconcile cash each day. The tape information is also entered

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TO DISPOSE OF STATE RECORDS
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into the Cashnet program before submitting deposit to the Bursar's Office.

Recommendation: Retain daily cash register tapes for three (3) years until cash tape is reconciled, then dispose of, provided all audits are complete and no litigation is pending or anticipated.

**Disposition
Approved as
amended
5/19/10**

130.04 Daily Cash Check-Out Sheet

Dates: 1989 -
Volume: 10 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological

THIS ITEM 130.04
CANCELLED; SEE
APPLICATION 07-12 I
130.14

This record series consists of a report which displays the beginning cash on hand at the start of each day, the daily total sales dollars, the daily patient count, and the checker who completes the report. The record also summarizes how the sales were distributed among Health Service sales categories and how sales were paid (cash, credit/debit card, Cougar debit card or interdepartmental billing) A listing of the credit card transactions (showing total dollars only) is attached to this report. The original report is retained in Medical Records with its corresponding Encounter Forms for that day.”

Recommendation: Retain in office for one (1)year, then transfer to SIUE Records Management for five years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved
5/19/10**

130.05 Health Service Medical Files

Dates: 1968 -
Volume: 820 Cu. Ft.
Annual Accumulation: 20 Cu. Ft.
Arrangement: Alphabetical

THIS ITEM 130.05
CANCELLED; SEE
APPLICATION 07-12 I
130.15

This record series consists of a file on each person who receives medical attention at Health Service. This record will include the medical record and all pertinent information such as office notes, laboratory reports, x-rays, and correspondence.

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Item No.	Record Series Title, Description and Recommendation	Action Taken
130.06	<p>Recommendation: Retain in the office for two (2) years after last treatment date, then transfer to SIU-E Records Management for eighteen (18) years, then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated.</p> <p>Flu Vaccine Consent Forms</p> <p>Dates: 1968 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p>Disposition approved 5/19/10</p>
<p>THIS ITEM 130.06 CANCELLED; SEE APPLICATION 07-12 I 130.13</p>		
<p>This record series consists of consent forms for the flu vaccine provided to students, staff, state workers, and visitors.</p>		
130.07	<p>Recommendation: Retain in office for three (3) years then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated.</p> <p>Immunization Records</p> <p>Dates: 1985 - Volume: 102 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Alphabetical</p>	<p>Disposition approved 5/19/10</p>
<p>THIS ITEM 130.07 CANCELLED; SEE APPLICATION 07-12 I 130.17</p>		
<p>This record series consists of immunization information including tetanus diphtheria pertussis, measles, mumps rubella, hepatitis A and B, meningitis, typhoid, varicella, pneumonia, and any other vaccines.</p>		
<p>Recommendation: Retain in office for two (2) years following last date of visit, then transfer to SIU-E Records Management for eighteen (18) years, then destroy in a secure manner providing all audits have been completed and no litigation is pending or anticipated.</p>		

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130.08 Monthly Statistics Report

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

This record series consists of a monthly summary of information included in the Daily Checkout Sheet.

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

**Disposition
approved
5/19/10**

130.09 Health Service Encounter Forms

Dates: 1968 -
Volume: 164 Cu. Ft.
Annual Accumulation: 4 Cu. Ft.
Arrangement: Chronological by date

This record series consists of forms which display the patient's name, ID number, type of visit, laboratory test performed, medical procedure performed, diagnosis information, time of visit, and total charges for services received and/or medications purchased.

Recommendation: Retain in office for one (1) year, then transfer to SIU-E Records Management for three (3) years, then destroy in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved
5/19/10**

130.10 Cougar Lake Resident Health Information Report (Obsolete)

Dates: 1992 -1997
Volume: 3 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of a report from Cougar Lake residents that showed the student's name, address, birth date, personal physician's name and phone number, and emergency phone number. This report form was discontinued in 1997.

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Item No.	Record Series Title, Description and Recommendation	Action Taken
	Recommendation: Dispose of accumulation in a secure manner.	Disposition approved 5/19/10
130.11	Vaccine Accountability File	
	Dates: 1985 - Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological	
	<p>This record series is an inventory log of vaccines given and ordered each month. This log is sent to the Illinois Department of Public Health in order to receive any additional vaccines.</p>	
	Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed and no litigation is pending or anticipated.	Disposition approved 5/19/10
130.12	Appointment Schedule Records	
	Dates: 1968- Volume: 10 ¼ Cubic Feet/525 MB Annual Accumulation: ¼ Cubic Feet/12.5 MB Arrangement: Chronological	
	<p>This record series consists of the daily appointment information, including date, time and reason for appointment by students, staff, or visitor's who visit Health Service. The appointments are currently managed in an electronic medical records system.</p>	
	<p><u>This item supersedes item 130.01 of this application in order to revise the record series title/description and to provide for media neutral disposition of the records in the recommendation.</u></p>	
	Recommendation: Retain in the office for five (5) years after 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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130.13 Cash Register Tapes

Dates: 1980-
Volume: ¼ Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological by date

This record series consists of the daily cash register reset tape generated in Health Service. Tape information is recorded on the Daily Checkout Sheet (item 130.14) and used to reconcile cash each day. The tape information is also entered into the Cashnet program before submitting the deposit to the Bursar's Office. The cash register tapes are stored with their respective Daily Check-Out Sheet.

This item supersedes State Records Application 07-12, item 130.03 to revise the records series description and recommendation per agency request.

Recommendation: Retain daily cash register tapes with corresponding Daily Check-Out Sheet in office for six (6) months after the date of generation, then transfer to SIUE Records Management for storage for five and one-half (5 1/2) fiscal years, 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 as
amended.
3/15/17**

130.14 Daily Check-Out Sheet

Dates: 1989-
Volume: 10 Cubic Feet
Annual Accumulation: ½ Cubic Feet
Arrangement: Chronological

This record series consists of a report which displays the beginning cash on hand at the start of each day, the daily total sales dollars, the daily patient count, and the checker who completes the report. The record also summarizes how the sales were distributed among Health Service sales categories and how sales were paid (cash, credit/debit card, Cougar debit card or interdepartmental billing). A listing of the credit card transactions (showing total dollars only) and the cash register tape for the day are attached to this report. The original report is retained in Medical Records with its corresponding Collection Report, Deposit Summary, Reconciliation Report, and walkout statements for that day.

This item supersedes State Records Application 07-12, item 130.04 in order to revise the record series description and recommendation per agency

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request.

Recommendation:	Retain in the office for six (6) months after the date of generation, then transfer to SIUE Records Management for five and one-half (5 1/2) fiscal years, 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 as amended. 3/15/17
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130.15 Health Service Medical Files

Dates: 1968-
Volume: 24 GB
Annual Accumulation: 20 Cubic Feet/ 6 GB
Arrangement: Alphabetical

This record series consists of a file retained on each person who receives medical attention at Health Service. This medical record includes all pertinent information such as medical history, visit notes, laboratory reports, immunization records, diagnostic reports, scanned documents and any communication/correspondence. The files are managed in an electronic medical record system.

This item supersedes State Records Application 07-12, item 130.05 to revise the records series description and recommendation per agency request.

Recommendation:	Retain in the office for twenty (20) years after date of last treatment, then delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.	Disposition approved 3/15/17
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130.16 Immunization Records

Dates: 1985-
Volume: 30 GB
Annual Accumulation: 4 Cubic Feet/ 1.2 GB
Arrangement: Alphabetical

This record series consists of the outside medical records submitted by students in order to comply with the SIUE policy and the Illinois "College Student Immunization Act" (110 ILCS 20), as well as any consent forms completed and signed by students, staff or visitors in order to receive an immunization at Health Service. The information from the outside medical records document will be

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TO DISPOSE OF STATE RECORDS
(continued)**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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entered into the student's electronic medical record. The original document/consent form will then be scanned into the electronic medical records system.

This item supersedes State Records Application 07-12, item 130.07 to revise the records series description and recommendation per agency request.

Recommendation: Retain in office for twenty (20) years after date of last visit, then delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

**Disposition
approved
3/15/17**

130.17 Flu Vaccine Consent Forms

Dates: 1968-
Volume: 2 Cubic Feet/ 300 MB
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the consent forms completed and signed by students, staff, state workers and visitors in order to receive the influenza vaccine. The original document will be scanned into a medical electronic records system.

This item supersedes State Records Application 07-12, item 130.06 to revise the records series description and recommendation per agency request.

Recommendation: Scan as generated, then destroy hard copies in a secure manner provided images have been verified. Retain scanned images for three (3) years after date of generation, then delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

**Disposition
approved
3/15/17**

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**VICE PRESIDENT FOR STUDENT AFFAIRS
COUNSELING SERVICES**

140.01 Client Files

Dates: 1977 -
Volume: 16 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical

THIS ITEM 140.01
CANCELLED. SEE
APP 07-12A; ITEM
140.06

This record series consists of files of SIU-E student who have used Counseling Services. These files include counselor notes, referral sheets, release of information forms, correspondence, intake reports and termination notes of the clients.

Recommendation: Retain in office for five (5) years after separation from the university or date of last attendance, then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved
5/19/10**

140.02 Closed Intake/Assessment Client Files

Dates: 1987 -
Volume: 11 Cu. Ft.
Annual Accumulation: Negligible.
Arrangement: Alphabetical by name of client

These are assessment records of people who have come to the Counseling Services for counseling, but were rejected or referred to other agencies.

Recommendation: Retain in office for five (5) years after separation from the university or date of last attendance, then dispose of in a secure manner of provided all audits are complete and no litigation is pending or anticipated.

**Disposition
approved
amended
5/19/10**

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140.03 Networking Agreements

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

 This record series consists of annual agreements with the SIU-E Police or SIU-E University Housing to report behavioral incidents in which Counseling Services may be necessary.

Recommendation: Retain in office for three (3) years from expiration of agreement, then dispose of providing all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved as
amended
5/19/10**

140.04 Assault Victims Statistical Files for the Illinois Attorney General's Grant

Dates: 1987 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

 This record series consists of a statistical report sent to the Attorney General's Office.

 This report shows the type of victim, age, race, type of assault, name of town or county of assault, was assault reported, were charges made, and family group, or individual data.

Recommendation: Retain in office for five (5) years following the date of generation, then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved
5/19/10**

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TO DISPOSE OF STATE RECORDS
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140.05 Psychotropic Medication Register Log Book

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

This record series consists of a supply log book displaying an inventory of medications (name and strength), patient name, date, amount of medication (numbers of bottles and/or pills), and caretaker initials which are dispensed to the clients.

Recommendation: Retain in office for seven (7) years, then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved
5/19/10**

140.06 Client Files (Originals)

Dates: 1977-
Volume: 5 Cubic Feet /1.5 GB
Annual Accumulation: ½ Cubic Feet /150 MB
Arrangement: Alphabetical

This record series consists of medical files of SIUE students who have used Counseling Services. These files include counselor notes, referral sheets, release of information forms, correspondence, intake/assessment reports, and termination notes of the client. These files are currently created (as of Fall, 2010) and maintained in an EMR (Electronic Medical Record) system.

This item supersedes State Records Application 07-12, item 140.01 in order to revise the recommendation to extend the length of the retention period from five (5) years to “seven (7) years after last date of treatment” per agency request.

Recommendation: Retain for seven (7) years after last date of treatment, 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
6/20/12**

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140.07 Training Media Files (Originals)

Dates: 2005-
Volume: 4 Cubic Feet/ 1.2 GB
Annual Accumulation: ½ Cubic Feet/ 150 MB
Arrangement: Chronological/Alphabetical

This record series consists of counselor’s personal notes and audio/video tapes of client sessions. SIUE Counseling Services is a training site for masters and doctoral level therapists in training. These trainees are required to audio/video record their sessions for quality control and training purposes only. These recordings will be destroyed and do not become a part of the individual’s counseling record.

Recommendation: Retain in office for one (1) semester after the date of course completion, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

**Disposition
approved
as amended
6/20/12**

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**VICE PRESIDENT FOR STUDENT AFFAIRS
DIRECTOR OF STUDENT PUBLICATIONS**

150.01 Complaints Against Alestle

Dates: 1987 -
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of correspondence from individuals or businesses who have a complaint about the Alestle newspaper.

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

**Disposition
approved
5/19/10**

150.02 Newspaper Advertisements

Dates: 1987 -
Volume: 11 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of the actual application for an ad in the student newspaper (Alestle) and a copy of what that ad looked like once it was placed.

Recommendation: Retain in office for two (2) years after the date of generation, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved
5/19/10**

150.03 Publishing Board Operation Papers

Dates: 1988 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of minutes, operation papers of Publishing Board, constitution papers of Publishing Board, agendas, changes of budget,

**APPLICATION FOR AUTHORITY
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(continued)**

Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>proposals and other related materials.</p> <p>Recommendation: Retain in office permanently.</p>	<p>Disposition approved 5/19/10</p>
150.04	<p>Student Fee Review</p> <p>Dates: 1988 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of a report that is submitted annually to the student senate justifying the need for student fees to help operated the Alestle newspaper.</p> <p>This report shows annual student fee per student, amount of fees collected, and a line item of how the fees are spent.</p>	
	<p>Recommendation: Retain in office for five (5) years <u>or</u> until administrative value has expired, whichever is longer, then dispose of.</p>	<p>Disposition approved 5/19/10</p>

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**VICE PRESIDENT FOR STUDENT AFFAIRS
UNIVERSITY HOUSING**

160.01 Apartment Inventory Files

Dates: 1992 -
Volume: 150 MB
Annual Accumulation: Negligible
Arrangement: By building/apartment

This record series consists of a yearly inventory of each university apartment.

Recommendation: Retain in office for three (3) years, then dispose of providing audited and no litigation is pending or anticipated.

**Disposition
approved
as amended
5/19/10**

160.02 Conference Housing Files

Dates: 1989 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of files that include reservations to use university housing facilities, billing records, and general correspondence from groups or individuals requesting use of the facilities.

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

**Disposition
approved
5/19/10**

160.03 Housing Files

Dates: 1987 -
Volume: 176 Cu. Ft.
Annual Accumulation: 16 Cu. Ft.
Arrangement: Alphabetical

This record series consists of the actual signed contract between the University and a student applying for student housing.

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Also included in the file will be any delinquent letters, credit and debit vouchers, referrals, charges of contract violations, etc.

Recommendation:	Retain in office for three (3) years from the signing date, then dispose of in a secure manner provided all audits have been completed and no litigation is pending or anticipated.	Disposition approved 5/19/10
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160.04 Resident Files

Dates:	1986 -
Volume:	46 Cu. Ft.
Annual Accumulation:	2 Cu. Ft.
Arrangement:	Alphabetical by name of resident

This record series consists of discipline files resulting from residents violating university policies for student conduct.

Included are incident reports and letters of sanctions against the resident.

Recommendation:	Retain in office for five (5) years after last known date of occupancy, then dispose of providing all audits have been completed and no litigation is pending or anticipated.	Disposition approved 5/19/10
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VICE CHANCELLOR FOR STUDENT AFFAIRS
MORRIS UNIVERSITY CENTER BUSINESS
ADMINISTRATION

170.01 Cleared Department Voucher Files

Dates: 1992-
Volume: 8 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological and Numerical

THIS APPLICATION #07-12
ITEM 170.01 CANCELLED
SEE APPLICATION #07-12K
ITEM 170.06
2/20/2019

This record series consists of accounts payable invoice voucher forms and accompanying receipts.

Recommendation: Retain in office for six (6) fiscal years after 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
7/20/16**

170.02 Receiving/Bar Codes

Dates: 1989-
Volume: 11 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Numerical by Identification number

This record series consists of cards of textbooks used by the university with assigned bar code numbers. Cards are used to assign bar codes to textbooks. The card data includes the title, identification number, author, class assigned, adoption date, edition, purchase order numbers, and date bar codes used.

Recommendation: Retain for one (1) year after superseded by new card or discontinuation of use of textbook, 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
7/20/16**

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170.03 Book Returns to Publishers

Dates: 2000-
Volume: 24 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Chronological and Alphabetical

This record series consists of forms, credit memos, and other documentation to support the return of canceled, overstocked, incorrect, and/or damaged books from publishers and wholesalers.

Recommendation: Retain for six (6) fiscal years after date of generation, then destroy in a secure manner or delete from system provided all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved
7/20/16**

170.04 Annual Statements of the University Center

Dates: 1987-
Volume: 13.2 GB
Annual Accumulation: 600 MB
Arrangement: Chronological

This record item consists of original work papers showing fiscal data relative to the annual operations of the Morris University Center.

Recommendation: Retain in office for six (6) fiscal years after date of generation, then delete from system provided all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved
7/20/16**

170.05 Food Production and Inventory Records

Dates: 1987-
Volume: 5 GB
Annual Accumulation: 100 MB
Arrangement: Chronological

This record series consists of various forms and reports used by Food Service for ordering and tracking food and non-food items. Forms or record types include food production charts, ledger of food received, inventories,

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(continued)**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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purchase orders, and meal and labor cost analysis reports. These original orders are managed on a food service share drive. Duplicates are managed on the appropriate departmental share drives.

This item supersedes State Records App. No. 07-12, item 120.03, in order to move it to the Business Administration Section from the Food Services Section, per agency request. (No changes are proposed to the previously approved record series description or retention.)

RETENTION:

- A. Retain purchase orders and other complimentary fiscal record items for six (6) years after date of generation, then delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Retain duplicates for three (3) years after date of generation, then delete from system.

- B. Retain food production charts, ledger of food received, and inventory record items for two (2) years after date of generation, then delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Retain duplicates for two (2) years after date of generation, then delete from system.

- C. Retain meal and labor cost analysis reports for five (5) years after date of generation, then delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Retain duplicates for three (3) years after date of generation, then delete from system.

**Disposition
Approved
2/20/2019**

**APPLICATION FOR AUTHORITY
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170.06 Cleared Department Voucher Files (Duplicates)

Dates: 1992-
Volume: 8 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological and Numerical

This record series consists of accounts payable invoice voucher forms and accompanying receipts. Original records are sent to Accounts Payable.

This item supersedes State Records Application No. 07-12, item 170.01, in order to revise the record series title from original to duplicate records, and to decrease the retention period from “six (6) fiscal years” to “three (3) fiscal years”, per agency request.

RETENTION: Retain for three (3) fiscal 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
2/20/2019**

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**VICE CHANCELLOR FOR STUDENT AFFAIRS
UNIVERSITY BOOKSTORE**

180.01 Returns/Credits for Merchandise

Dates: 2009-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological/Alphabetical

This record series consists of copies of forms, credit memos and other documentation to support the return of canceled, overstocked, incorrect, and/or damaged merchandise from wholesalers. The original records are maintained in the University's Business Office.

Recommendation: Retain for three (3) fiscal 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
7/20/16**

180.02 Consignment Sheets

Dates: 2009-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological/Alphabetical

This record series consists of copies of forms, transfer vouchers and other documentation to support internal billing of merchandise sales, provided by faculty and/or University departments, to students for academic purposes such as syllabi, class packets, books, etc. Unsold merchandise is returned to the provider. The original records are maintained in the University's Business Office.

Recommendation: Retain in office for three (3) fiscal 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
7/20/16**

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

Item No.	Record Series Title, Description and Recommendation	Action Taken
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180.03 University Bookstore Sales Records

Dates: 2012-
Volume: 1 Cubic Feet / 300 MB
Annual Accumulation: Negligible / Negligible
Arrangement: Chronological

This record series consists of duplicate fiscal documentation retained on merchandise sales. The files include merchandise sales reports, daily register reports, Retailers Occupation Tax reports, and purchase requisitions. This information is accumulated and stored in the Point of Sales software System excluding purchase requisitions which needs a fiscal officer's signature authorization. Original records are retained by the University's Business Office.

Recommendation: Retain for three (3) fiscal 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
7/20/16**

**APPLICATION FOR AUTHORITY
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Item No.

Record Series Title, Description and Recommendation

Action Taken

VICE CHANCELLOR FOR STUDENT AFFAIRS
KIMMEL STUDENT INVOLVEMENT CENTER

190.01 General Administrative Files (Originals and Duplicates)

Dates: 1986 -
Volume: 46 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical by name of resident

This record series consists of the General Administrative files maintained by the Kimmel Student Involvement Center. The Kimmel Student Involvement Center provides programs, activities, and services for three major areas: 1) student involvement; 2) student development and 3) campus life. Program emphases include student volunteerism programs, leadership development services, student organization programs and activities, fraternities and sororities, and University-wide events. Specific examples of records include: activity reports; annual reports; audit reports (internal, external); committee reports/records; general correspondence; departmental reports (monthly, semester, project); student records; disciplinary data/reports; evaluation reports (internal, external); grant reports/records; departmental equipment inventories; organizational charts; professional association records; programmatic reports; publications; reference documents; research document/reports/scholastic data/reports; security incident reports; speeches; system/procedure records (departmental, university, system, state); and University departmental records and reports.

Recommendation: Retain in the office for ten (10) years, then transfer to the University Archives for permanent retention provided that all routine documents may be destroyed after three (3) years.

**Disposition
approved
5/19/10**

190.02 Registered Student Organization Files (Originals and Duplicates)

Dates: 1981 -
Volume: 29 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This record series consists of the Registered Student Organization Files maintained by the Kimmel Student Involvement Center. Records generally contain information retained on Registered Student Organizations (e.g.

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(continued)**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>fraternities, sororities, academic, professional organizations) including: annual registration forms; applications/petitions for registration; package pickup; banner logs; bake sale logs; scheduling request forms; chalking/staking forms; banner forms; publicity; web page registration form and hard copy of the web page; IRS tax letters; financial 8 accounts; scheduling request forms; constitutions and bylaws; correspondence; faculty adviser records; fraternal membership lists; fraternal semester reports; group disciplinary records; officer academic/disciplinary status reports; and officer lists..</p> <p>Recommendation: Retain in the office for ten (10) years, then transfer to the University Archives for permanent retention provided that all routine documents may be destroyed after three (3) years.</p>	<p>Disposition approved 5/19/10</p>

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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**VICE PRESIDENT FOR STUDENT AFFAIRS
EARLY CHILDHOOD CENTER**

**THIS ITEM 200.01
CANCELLED –
SEE 200.05**

200.01 Children’s Enrollment Files (Originals)

Dates: 1969 -
Volume: 80 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of an application, birth certificate, enrollment form, health exam, handbook agreement form, I.D. card information, discipline guidelines, child pick-up release, consent to day care providers, screening permission/consent of treatment, photography/videotape agreement, medication consent, accident reports and field trip release.

Recommendation: Retain in office for five (5) years after the date of last attendance, then dispose of in a secure manner providing all audits have been completed providing no litigation is pending or anticipated.

**Disposition
approved
5/19/10**

200.02 Family Financial Files (Originals)

Dates: 1969 -
Volume: 80 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of billing charges (e.g. enrollment fees, meals) levied to the families whose children attend the Early Childhood Center. The families are segmented between subsidized and non-subsidized clients.

Recommendation: Retain in office for seven (7) years from date of last payment for subsidized clients and for six (6) years from date of last payment for non-subsidized clients, then dispose of in a secure manner providing audited and no litigation is pending or anticipated.

**Disposition
approved as
amended
5/19/10**

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

Item No.	Record Series Title, Description and Recommendation	Action Taken
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200.03 Child Care Certificate Report (Originals)

Dates: 1989 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series is an internal report which consists of monthly billing information issued by the Illinois Department of Human Services (I.D.H.S). The reports show each child's attendance record which is a requirement to meet State eligibility for financial subsidies. The I.D.H.S. sends the form to each child care provider.

Recommendation: Retain in office for five (5) years, then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated or anticipated.

**Disposition
approved
5/19/10**

200.04 Child and Adult Care Food Program (CACFP) Files (Originals)

Dates: 1989 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

**THIS ITEM 200.04
CANCELLED – SEE
200.06**

This record series consists of master rosters, record of meals, enrollment claims, parent sign-in/sign-out sheets, site visit reports, attendance records, heights and weights forms, income eligibility forms, and any other related documentation. The files are used to administer the USDA Food Program (CACFP)

Recommendation: Retain in office for four (4), then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated or anticipated.

**Disposition
approved
5/19/10**

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200.05 Children's Enrollment Files (Originals)

Dates: 1969-
Volume: 80 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Alphabetical

This record series consists of an application, birth certificate, enrollment form, health exam, handbook agreement form, discipline guidelines, child pick-up release, consent to day care providers, screening permission, photography/videotape agreement, medication consents, accident reports and field trip release, lead assessment, DCFS 581 licensing summary handbook agreement, emergency forms, late pickup, sunscreen consent and any other related documentation.

This item supersedes item 200.01 of this application in order to revise the record series description and provide for media neutral disposition of the records in the recommendation.

Recommendation: Retain in 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
8/19/15**

200.06 Child and Adult Care Food Program (CACFP) Files (Originals)

Dates: 1989-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of master rosters, record of meals, enrollment claims, classroom sign-in/sign-out sheets, site visit reports, attendance records, income eligibility forms, and any other related documentation. The files are used to administer the USDA Food Program (CACFP).

This item supersedes item 200.04 of this application in order to revise the record series description and provide for media neutral disposition of the records in the recommendation.

Recommendation: Retain in office for four (4) years after the date of last enrollment, 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**

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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**VICE CHANCELLOR FOR STUDENT AFFAIRS
TEXTBOOK SERVICES**

210.01 Inventory of Textbooks

Dates: 1986-
Volume: 156 Cubic Feet /8GB
Annual Accumulation: 6 Cubic Feet /300MB
Arrangement: Chronological and Alphabetical

This record series consists of an annual inventory of all textbooks stocked by Textbook Services. The inventory is currently maintained in both hard copy and electronic format.

Recommendation: Retain in office for two (2) years after the current inventory has been superseded, 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
2/20/13**

210.02 Book and Phone Order Forms

Dates: 1988-
Volume: 324 Cubic Feet
Annual Accumulation: 7 Cubic Feet
Arrangement: Chronological and Alphabetical

This record series consists of documents used for book orders by University departments. The Textbook Service book request form is used for departments to place orders for textbooks for the semester. If the stock of the requested book is low, then the phone order form is used to replenish the stock.

Recommendation: Retain in office for three (3) years, 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
2/20/13**

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
210.03	Obsolete Book Records	
	Dates: 1965- Volume: 10 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical	
	This record series consists of documentation of books that have been removed from the textbook inventory system by departmental request or Textbook Services	
	Recommendation: Retain in office for three (3) years, 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 2/20/13
210.04	Delinquent Book Issues Reports	
	Dates: 1978- Volume: 92 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological and Alphabetical	
	This record series consists of original reports of students who are delinquent in return of textbooks. The report lists the book identification number, description, price, student name and student number. The information is then forwarded to the Bursar's Office to allow them to charge the student for the unreturned textbook.	
	Recommendation: Retain in office for three (3) years, 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 2/20/13
210.05	Audit Reports (Departmental Copies)	
	Dates: 1965- Volume: 10 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of departmental copies of internal and external	

**APPLICATION FOR AUTHORITY
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(continued)**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>audit reports which relate to all paperwork generated from the random selective inventories. Originals are maintained by the University's Audit Department.</p> <p>Recommendation: Retain in office for three (3) fiscal years, then destroy in a secure manner or delete from the system provided all audits have been completed and no litigation is pending or anticipated.</p>	<p>Disposition approved 2/20/13</p>
210.06	<p>Textbook Donation Files</p> <p>Dates: 2002- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p>This record series consists of original documentation such as letters, e-mails and other related paperwork supporting the public/private school and departmental donations for textbooks.</p> <p>Recommendation: Retain in office for six (6) fiscal years, then destroy in a secure manner or delete from the system provided all audits have been completed and no litigation is pending or anticipated.</p>	<p>Disposition approved 2/20/13</p>
210.07	<p>Book Returns to Publishers (Departmental Copies)</p> <p>Dates: 2000- Volume: 24 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological and Alphabetical</p> <p>This record series consists of copies of forms, credit memos and other documentation to support the return of canceled, overstocked, incorrect, and/or damaged books from publishers and wholesalers. The original records are maintained in the University's Business Office.</p> <p>Recommendation: Retain in office for three (3) fiscal years, then destroy in a secure manner or delete from the system provided all audits have been completed and no litigation is pending or anticipated.</p>	<p>Disposition approved 2/20/13</p>

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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210.08 Cleared Department Voucher Files (Departmental Copies)

Dates: 1992-
Volume: 8 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological and Numerical

This record series consists of copies of the accounts payable invoice voucher forms and copies of the receipts. Original records are maintained in the University's Business Office.

Recommendation: Retain in office for three (3) fiscal years, 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
2/20/13**

210.09 Receiving/Barcode Cards (Departmental Copies)

Dates: 1989-
Volume: 11 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Numerical by Identification number

This record series consists of cards of textbooks used by the university with assigned bar code numbers. Cards are used to assign bar codes to textbooks. Cards list title, identification number, author, class assigned, adoption date, ISBN number, edition, purchase order numbers and dates, and dates bar codes used. The original cards are maintained by the University's Business office.

Recommendation: Retain in office for one (1) year after superseded by new card or discontinuation of use of textbook, then destroy in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved
2/20/13**

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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210.10 Applications for Refunds of Purchased Books

Dates: 1992-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of applications for refunds for books purchased from Textbook Services and supporting documentation. Files consist of the applications for refund, purchase receipts, refund receipts, and copies of invoice vouchers. The Bursar's Office issues the refund and Textbook Services prepares the refund paper work.

Recommendation: Retain in office for six (6) fiscal years, 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
2/20/13**

210.11 Overstock Book Return Ledgers

Dates: 1981-
Volume: 4 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of a record of overstocked books that were returned. The ledgers list vendor, estimated amount, date books shipped and requested, credit memo amount, date, number, and date used, purchase order number, and date used. The ledgers are used to track return of overstocked books.

Recommendation: Retain in office for six (6) fiscal years, 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
2/20/13**

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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210.12 Textbook Rental Files

Dates: 1989-
Volume: 207 Cubic Feet /11GB
Annual Accumulation: 9 Cubic Feet /45 MG
Arrangement: Chronological

This record series consists of records retained on student textbook rentals from Textbook Services. The files consist of textbook rental slips, textbook authorization cards, and special request service forms. The textbook rental and return slips are forwarded to the student's email account

Recommendation: Retain in office for three (3) fiscal years after payment/settlement has been reached or all legal action has been exhausted in compliance with 30 ILCS 205/2, 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
2/20/13**

210.13 Requests to Textbook Services for Textbook Loans To Reserve Library

Dates: 1989-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of requests for loans of textbooks for use in the reserve library. These books may be checked out by students during the semester, at the end of which they are returned to Textbook Services. Copies of the loan requests are also maintained by the reserve libraries.

Recommendation: Retain in office for three (3) years following the return of the book(s), 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
2/20/13**

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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210.014 Textbook Services Book Sales Records (Departmental Copies)

Dates: 1990-
Volume: 15 Cubic Feet
Annual Accumulation: ½ Cubic Feet
Arrangement: Chronological

This record series consists of fiscal documentation retained on book sales for Textbook Services. The files include book sales reports, cash register reports, Retailers Occupation Tax reports and copies of collection reports. Original records are retained by the University's Accounting Department.

Recommendation: Retain in office for three (3) fiscal years, 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
2/20/13**

210.15 Vendor Files (Departmental Copies)

Dates: 1986-
Volume: 10 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical by Vendor

This record series consists of files of textbook vendors with which the University conducts business. The files include correspondence and copies of invoices, statements, and credit memos. The records are used to check payments to and billings from vendors. Original records are retained by the University's Accounting Department.

Recommendation: Retain in office for three (3) fiscal years, 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
2/20/13**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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INTERNATIONAL STUDENT SERVICES

220.01 International Student Pending Files (Agency Record Copies)

Dates: 1990-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical

<p>MOVED FROM 07-09 ITEMS 1100.001-1100.004 11/19/14</p>

<p>MOVED BACK TO 07-09 ITEMS 1100.001-1100.004 1/12/18</p>

This record series consists of documentation retained on international students who have been accepted to the university including copies of admissions files, letters of acceptance, financial data, copies of I-20's and all related correspondence.

Recommendation: Retain for (2) years after date of acceptance, 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
8/20/08**

220.02 Immigration Files (Agency Record Copies)

Dates: 1965-
Volume: 6 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of documentation retained on all international students including: copies of I-20's, copies of passports, INS transactions, financial data and all related correspondence.

Recommendation: Retain in office permanently.

**Disposition
Approved
8/20/08**

220.03 Foreign Faculty Files (Agency Record Copies)

Dates: 1986-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of faculty files retained on persons hired on a

APPLICATION FOR AUTHORITY
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Item No.

Record Series Title, Description and Recommendation

Action Taken

non-immigrant basis including copies of immigration documents, I-20's, vital and any related correspondence/memoranda. Original Civil Service, Professional and Faculty Personnel Files are maintained for sixty-five (65) years by the agency's Personnel Office per items 150.19 and 150.20 of Application 98-54 OK

Recommendation:

Other than Faculty Personnel Files retain in office for five (5) years following separation from employment, then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

For Faculty Personnel Files, retain in office for five (5) years following separation from employment, the completion of all audits under the supervision of the Auditor General if necessary and the final disposition of any litigation and/or claims involving the employee, then transfer the series to the custody of the University Archives for review. University Archives staff is to review all accumulations transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.

**Disposition
Approved
8/20/08**

220.04 Orientation Files (Agency Record Copies)

Dates: 1990-
Volume: 3 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of program files for the orientation of international students including: workshop schedules/data, campus tour information, handouts, local bank resource information and all related correspondence.

Recommendation:

Retain in the office for three (3) years, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all routine documents materials after retaining all other record series items permanently. .

**Disposition
Approved
8/20/08**

**APPLICATION FOR AUTHORITY
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**ASSISTANT VICE CHANCELLOR FOR ENROLLMENT MANAGEMENT AND REGISTRAR
CAREER DEVELOPMENT CENTER**

MOVED FROM 07-09 ITEMS 1510.001-1510.005 (now 230.001-230.005) 11/19/14

230.01 Summary of Admission Standards and Graduation Requirements (Originals)

Dates: 1972-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: N/A

This is a narrative summary of admissions standards and graduation requirements used in administering graduate studies admissions and degree awards.

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

**Disposition
Approved
8/20/08**

230.02 Inactive Applications for Admission to Graduate Studies with Supporting Documents (Agency Record Copies)

Dates: 1972-
Volume: 18 Cubic Feet
Annual Accumulation: 1 ½ Cubic Feet
Arrangement: Chronological and Alphabetical

These are applications for admissions to graduate studies with supporting documents, including copies of transcripts and letters of recommendation, which are inactive from the failure of accepted applicants to enroll or the denial of applications following review. Applications are valid for three (3) years following initial submission, after which time applicants must fully re-apply to reinstate candidate status.

Recommendation: Retain in office for three (3) years following the attainment of inactive status, then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved as
Amended
8/20/08**

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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230.03 Reference Copies of Academic Transcripts

Dates: 1973-
Volume: 84 Cubic Feet
Annual Accumulation: 3 Cubic Feet
Arrangement: Chronological and Alphabetical

This is an accumulation of reference copies of student academic transcripts collected by the office in its review of admissions applications and related matters of academic accreditation.

The original academic transcripts of enrollees are maintained and scheduled for disposition by the University's Office of Admissions and Records per a separate item of this records disposition application. (This series includes transcripts submitted by both successful and unsuccessful candidates for admission.)

Recommendation: Retain in office for five (5) years lapsed from the date of generation and/or receipt of the transcripts or until expiration of administrative value, whichever is longer, then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved as
Amended
8/20/08**

230.04 Career Fair Organizational Records (Agency Record Copies)

Dates: 1982-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This series includes the Center's planning and staging records pertinent to "Career Fairs." Series contents include samples of advertising ads that go into the school newspapers, copies of mailings to the student body, copies of budgets allocated for the Fairs, and copies of staff meeting minutes pertinent to the planning and productions of the event.

Recommendation: Retain in office for ten (10) years then transfer to the University Archives. University Archives staff are to review all accumulations of the series transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.

**Disposition
Approved
8/20/08**

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
230.05	Annual Reports of Career Development Center Administration (Originals)	
	Dates: 1995- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological	
	<p>This series consists of annual reports of Career Development Center Administration and goal administration and achievements. Copies are provided to Lovejoy Library for its accessioning and to the Administrative Office of the Vice chancellor for Academic Affairs and Provost.</p>	
	Recommendation: Retain in office for ten (10) years then transfer to the University Archives for permanent retention.	Disposition Approved 8/20/08
230.06	Student Co-op and Internship Files	
	Dates: 1992- Volume: 26 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Alphabetical and Chronological	
	<p>This record series consists of the Student Co-op and Internship files which include Training Agreements, Risk Assumption forms, Curricular Practical Training (CPT) Immigration files, Student Reports, Employer Evaluations, and Learning Outcomes Assessments. Files are also maintained for similar programs such as the Co-op/Internship Program, the Vince Demuzio Governmental Internship Program, and the IBHE (Illinois Board of Higher Education) Work Study Program.</p>	
	Recommendation: Retain in office for ten (10) years after date of generation, then microfilm and destroy hard copies in a secure manner. Microfilm copies will be retained an additional (35) years, then destroyed in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.	Disposition approved 7/20/16

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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DISABILITY SUPPORT SERVICES

240.01 Disabled Student Counseling and Advisement Case Files (Originals)

**MOVED; FROM APP
07-09 ; 601.001**

Dates: 1982-
Volume: 15 Cubic Feet
Annual Accumulation: 1 Cubic Foot
Arrangement: Alphabetical by Name

**THIS ITEM
CANCELLED –
SEE 240.004 OF
THIS APP
9/2/15**

This record series consists of files which are used by counselors to assist the educational, vocational, and/or psycho-social development of students with the following disabilities: visual impairment, hearing impairment, mobility impairment, learning impairment, epilepsy, aids, chronic cancer, and chronic heart disease. Files are principally comprised of referral/intake forms and counselors' notes.

Southern Illinois University at Carbondale maintains Student Files for Disabled Students for five (5) years after the date of last attendance per item 185 of Application 87-64.

Recommendation: Retain in office for five (5) years following date of last attendance, then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
8/20/08**

**MOVED; FROM APP
07-09 ; 601.002**

240.02 Office Activity Logs and Schedules (Originals)

Dates: 1987-
Volume: 2 Cubic Feet
Annual Arrangement: Negligible
Arrangement: Chronological

**THIS ITEM
CANCELLED –
SEE 240.005 OF
THIS APP 9/2/15**

Data includes daily appointments and itineraries of the Disabled Student Counselors.

Recommendation: Retain in office for two (2) 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
8/20/08**

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

Item No.	Record Series Title, Description and Recommendation	Action Taken
240.03	Time Sheets for Interpreting to the Hearing Impaired (Duplicates)	MOVED; FROM APP 07-09 ; 601.003
	Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological	THIS ITEM CANCELLED – SEE 240.006 OF THIS APP 9/2/15
	<p>Data includes the name and address of the interpreter; social security number; pay period dates; rate of pay; date, hours, and fee of performed duties; and student's signature.</p>	
	<p>Recommendation: Retain in office for two (2) years, then destroy in a secure fashion provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	Disposition Approved 8/20/08

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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240.04 Disabled Student Counseling and Advisement Case Files

Dates: 1982-
Volume: 15 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Alphabetical by name

This record series consists of files which are used by staff to assist the educational, vocational and/or psycho-social development of students with disabilities. Files are principally comprised of self-disclosure intake forms, staff notes, and documentation of disability.

This item supersedes item 240.001 of this application in order to revise the record series description and provide for a media neutral recommendation per agency request

Recommendation: Retain in office for five (5) years following 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
8/19/15**

240.05 Office Activity Logs and Schedules (Originals) (Electronic)

Dates: 1987-
Volume: 2 Cubic Feet/ 50 MB
Annual Accumulation: Negligible
Arrangement: Chronological

Data includes daily appointments and itineraries of the Disability Support Services staff.

This item supersedes item 240.002 of this application in order to revise the record series description and provide for a media neutral recommendation per agency request.

Recommendation: Retain in office for two (2) 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.

**Disposition
approved
8/19/15**

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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240.06 Time Sheets for Interpreting for Students with Hearing Impairments

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

The record series data includes the name and address of the interpreter, pay period dates, rate of pay, date, hours and fee of performed duties, and student's signature.

This item supersedes item 240.003 of this application in order to revise the record series title and description, and provide for a media neutral recommendation per agency request.

Recommendation: Retain in office for two (2) 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.

**Disposition
approved
8/19/15**

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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VICE CHANCELLOR FOR STUDENT AFFAIRS
STUDENT OPPORTUNITIES FOR ACADEMIC RESULTS (SOAR)

250.01 Mid-term Grade Sheets (Duplicates)

Items 250.02 and 250.01
moved from 07-09 items
602.001 and 602.002

Dates: 1987-2007
Volume: 12 Cubic Feet
Annual Accumulation: 1 Cubic Foot
Arrangement: Chronological/Alphabetical

Data includes the name of the student, social security number, assigned grade test data, and comments.

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

**Disposition
Approved
8/20/08**

250.02 Student Tutorial Files (Originals)

Dates: 1987-2007
Volume: 11 Cubic Feet
Annual Accumulation: 1 Cubic Foot
Arrangement: Alphabetical by Topic

Contents include the sign in sheets, log achievement sheets, and syllabi.

Recommendation: Retain in office for five (5) years following date of last attendance or graduation, then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated

**Disposition
Approved
8/20/08**

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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PROVOST AND VICE CHANCELLOR FOR STUDENT AFFAIRS
STUDENT OPPORTUNITIES FOR ACADEMIC RESULTS (SOAR)

260.01 Mid-Term Grade Sheets (Originals)

**ITEMS 260.01 and 260.02
MOVED FROM 07-09
1900.001 AND 1900.002**

Dates: 1987-
Volume: 12 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Chronological by year, Alphabetical by name

Data include name of student, social security number, assigned grade, test data, and comments. Original final grades are maintained by the agency's Admissions/Records Office on a permanent basis per item 1800.021 of this Application.

Recommendation: Retain in office for five (5) years following the last day of attendance or graduation from the University, then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved as
Amended
8/20/08**

260.02 Student Tutorial Files (Originals)

Dates: 1987-
Volume: 11 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Alphabetical by topic

Contents include sign in sheets, log achievement sheets, and syllabi.

Recommendation: Retain in office for five (5) years following the students graduation or last date of attendance, then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved as
Amended
8/20/08**

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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260.03 Program Application Files

Dates: 1987-
Volume: 27 Cubic Feet
Annual Accumulation: 1 Cubic Foot
Arrangement: Alphabetical

This record series consists of student applications for the Student Opportunities for Academic Results (SOAR), Females of African-descent Modeling Excellence (FAME), and Goal-Oriented African-American Males Excel (GAME) programs. The files include the students' ID numbers, residential information, parental/guardian contact information, and signed program contract agreements.

Recommendation: Retain in office for five (5) years following graduation or date of last attendance, then destroy in a secure manner or delete from system provided all audits have been completed and no litigation is pending or anticipated.

**Disposition
approved
7/20/16**

260.04 Academic Advising Files

Dates: 1987-
Volume: 54 Cubic Feet/3.5 GB
Annual Accumulation: 2 Cubic Feet/100 MB
Arrangement: Alphabetical

This record series consists of student declaration forms, academic advising plans, probation agreements, and all related correspondence (including student personal data).

Recommendation: Retain in office for five (5) years following graduation or date of last attendance 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
7/20/16**

APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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WELCOME DESK

270.01 Police Receipt Reports

Dates: 2016-
Volume: Negligible / 150 MB
Annual Accumulation: Negligible / 150 MB
Arrangement: Chronological

This record series item consists of copies of receipt reports of lost, high value property such as credit cards, wallets, mobile devices, etc. which may present an identity theft risk. The receipts are collected by the University Police from the Welcome Desk.

The University Police retains reports of lost and found items for seven (7) years per Application 07-11, item 330.11.

RETENTION: Retain in office for two (2) years after 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 7/18/18

270.02 Lost and Found Log

Dates: 2016-
Volume: Negligible / 150 MB
Annual Accumulation: Negligible / 150 MB
Arrangement: Chronological

This record series item consists of a log of lost items received by the Welcome Desk which do not have an identity theft risk. The log includes item, item number, date claimed, staff member who released lost items, and signature of claimant.

RETENTION: Retain in office for two (2) years after 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 7/18/18

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

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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270.03 Student Identification Log

Dates: 2016-
Volume: Negligible / 150 MB
Annual Accumulation: Negligible / 150 MB
Arrangement: Chronological

This record series item consists of a listing of student identification cards found on campus. Unclaimed student identification cards are picked up by a Service Center representative to be taken to the Service Center. The log lists student identification name, date and place found, claimant signature and date, and Service Center representative's signature and date.

RETENTION: Retain in office for two (2) years after 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
7/18/18**

270.04 Locker Rental Log

Dates: 2015-
Volume: Negligible / 150 MB
Annual Accumulation: Negligible / 150 MB
Arrangement: Chronological

This record series item consists of a list of rented lockers on campus. The log includes name, locker number, locker combination, location, and rental expiration date. Lockers may be rented each semester or annually.

RETENTION: Retain in office for two (2) years after the end of the semester, 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
7/18/18**

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

Item No.	Record Series Title, Description and Recommendation	Action Taken
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270.05 Ticket Request Forms

Dates: 2017-
Volume: Negligible / 150 MB
Annual Accumulation: Negligible / 150 MB
Arrangement: Chronological

This record series item consists of copies of forms used to request permission to sell University event tickets at the Welcome Desk. The form includes student organization; applicant name, phone number and email address; fiscal officer name, phone number and email address; account name and budget purpose number; event information including dates, locations, times and ticket prices. The completed form is forwarded to the Morris University Center Business Office.

RETENTION: Retain in office for three (3) years after date of generation, then destroy in a secure manner or from system provided all audits have been completed, if necessary, and no litigation is pending or anticipate

**Disposition
approved
7/18/18**

270.06 Sales Reports

Dates: 2016-
Volume: Negligible / 150 MB
Annual Accumulation: Negligible / 150 MB
Arrangement: Chronological

This record series item consists of copies of daily sales reports for the Welcome Desk cash register. The reports are sent from the Morris University Center Business Office. The reports include cash, credit, revenues generated and over/short discrepancies.

RETENTION: Retain in office for three (3) years after date of generation, then destroy in a secure manner or delete from system, providing all audits have been completed, if necessary, and no litigation is pending or anticipated.

**Disposition
approved
7/18/18**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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270.02 Lost and Found Log

Dates: 2016-
Volume: Negligible / 150 MB
Annual Accumulation: Negligible / 150 MB
Arrangement: Chronological

This record series item consists of a log of lost items received by the Welcome Desk which do not have an identity theft risk. The log includes item, item number, date claimed, staff member who released lost items, and signature of claimant.

RETENTION: Retain in office for two (2) years after 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
7/18/18**

270.03 Student Identification Log

Dates: 2016-
Volume: Negligible / 150 MB
Annual Accumulation: Negligible / 150 MB
Arrangement: Chronological

This record series item consists of a listing of student identification cards found on campus. Unclaimed student identification cards are picked up by a Service Center representative to be taken to the Service Center. The log lists student identification name, date and place found, claimant signature and date, and Service Center representative's signature and date.

RETENTION: Retain in office for two (2) years after 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
7/18/18**

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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270.04 Locker Rental Log

Dates: 2015-
Volume: Negligible / 150 MB
Annual Accumulation: Negligible / 150 MB
Arrangement: Chronological

This record series item consists of a list of rented lockers on campus. The log includes name, locker number, locker combination, location, and rental expiration date. Lockers may be rented each semester or annually.

RETENTION: Retain in office for two (2) years after the end of the semester, 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
7/18/18**

270.05 Ticket Request Forms

Dates: 2017-
Volume: Negligible / 150 MB
Annual Accumulation: Negligible / 150 MB
Arrangement: Chronological

This record series item consists of copies of forms used to request permission to sell University event tickets at the Welcome Desk. The form includes student organization; applicant name, phone number and email address; fiscal officer name, phone number and email address; account name and budget purpose number; event information including dates, locations, times and ticket prices. The completed form is forwarded to the Morris University Center Business Office.

RETENTION: Retain in office for three (3) years after date of generation, then destroy in a secure manner or from system provided all audits have been completed, if necessary, and no litigation is pending or anticipate

**Disposition
approved
7/18/18**

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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270.06 Sales Reports

Dates: 2016-
Volume: Negligible / 150 MB
Annual Accumulation: Negligible / 150 MB
Arrangement: Chronological

This record series item consists of copies of daily sales reports for the Welcome Desk cash register. The reports are sent from the Morris University Center Business Office. The reports include cash, credit, revenues generated and over/short discrepancies.

RETENTION: Retain in office for three (3) years after date of generation, then destroy in a secure manner or delete from system, providing all audits have been completed, if necessary, and no litigation is pending or anticipated.

**Disposition
approved
7/18/18**

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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EVENT SERVICES

280.01 Catering Bill Files (Originals)

Dates: 1987-
Volume: 66 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Chronological/Alphabetical

This record series consists of catering files, including bills, menus, instructions for room set-ups, rental orders, room diagrams, and customer comments.

This item supersedes State Records Application No. 07-12, item 120.01, in order to move it to the Event Services Section from the Food Services Section, and to include a transactional event trigger in the retention, per agency request. (No change to the overall length of the retention period is proposed.)

RETENTION: Retain for six (6) 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
2/20/2019**