Provost and Vice Chancellor for Academic Affairs

Office of Information Technology
Administrative Information Systems

170.01   Alumni Data Base System (Originals) (Hardcopy) (Electronic)

              Dates: 1980 - 2005
              Volume: Negligible/150 MB
              Annual Accumulation: Negligible/150 MB
              Arrangement: By ID sequence

                     This record series consists of a file created (from Student Module of the
              Ellucian Banner Enterprise Resource Planning) to provide data that contains
              alumni name, address, bio demographic data and degree information. The file is
              electronically delivered to the Foundation Office for processing/maintenance in
              their computer system.

              Recommendation: Retain until the lapse of two years following revision or
                              supersedence, then destroy in a secure manner and/or
                              delete from the system providing all audits have been
                              completed and no litigation is pending or anticipated.
              Disposition Approved 11/18/09

170.02   Auxiliary Systems Housing System Application (Electronic)

              Dates: 1992 - 2005
              Volume: Negligible
              Annual Accumulation: Negligible
              Arrangement: chronological--

                     This record series consists of housing records that are maintained in the
              Odyssey HMS database. Housing information includes housing contracts and
              room assignments.

              Recommendation: Retain for five (5) years following the date of data entry,
                              then delete from system providing all audits have been
                              completed and no litigation is pending or anticipated. All
                              computer tape/disc maintenance and preservation
                              procedures are to be fully applied.
              Disposition Approved 11/18/09

170.03   Auxiliary Systems - Space Inventory File System (Electronic)

Dates:	1982 - 2005
Volume:	3 Cu. Ft. (3 tapes)
Annual Accumulation:	Neg
Arrangement:	Numerical and Chronological

This record series consists of a database of all buildings owned by the University and a breakdown of all space within the buildings.

Recommendation: Retain for twenty four (24) months from the date of dataentry, then delete from the system providing all audits have been completed and no litigation is pending or anticipated. All computer tape/disc maintenance and preservation procedures are to be fully applied.

Disposition Approved 11/18/09

170.04   Accounts Receivable Module of the Enterprise Resource PlanningDatabase (Electronic)

Dates:	1992 - 2005
Volume:	Negligible/ 150 MBAnnual
Accumulation:	Negligible/25 MB Arrangement:
	Numerical

This record series consists of detail data (charges/credits) that are maintained in the Accounts Receivable Module of the Ellucian Banner Enterprise Resource Planning Database. Accounts receivable information includes: balances in students' accounts for registration fee and housing; daily transactions to these accounts; daily, monthly and end-of-semester balances of university accounts following receipts and disbursements; billing data forhousing and registration; and refund data for housing security deposits.

ndation: Retain for six (6) years from the date of data entry, then delete from the system providing all audits have been completed and no litigation is pending or anticipated. All computer tape/disc maintenance and preservation procedures are to be fully applied.

Disposition Approved 11/18/09

170.05   Financial Aids Module of the Enterprise Resource Planning Database(Originals) (Electronic)

Dates: 1979 - 2005
Volume: 297 GB
Annual Accumulation: 9.9 GB
Arrangement: Numerical-

        This record series consists of financial aid records that are maintained in the Financial Aid Module of the Ellucian Banner Enterprise Resource PlanningDatabase. Financial Aid Information includes: Award letters, scholarship applications, verifications, student histories, etc.

Recommendation: Retain for six (6) years following the date of data entry, then delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. All computer tape/disc maintenance and preservation procedures are to be fully applied.
Disposition Approved 11/18/09

170.06   Human Resource Module of the Enterprise Resource Planning (ERP)Database (Originals)
(Electronic)

Dates: 1986 - 2005
Volume: Negligible
Annual Accumulation: N/A
Arrangement: File identification and weekly copy detail number

        This record series includes human resource records that are maintained in the Human Resources Module of the ERP Database. Human Resource information includes: payroll, budget/position control, and personnel reporting.
.
Recommendation: Retain all database information on line for six (6) years following the date of data entry, then delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, andno litigation is pending or anticipated.
Disposition Approved 11/18/09

170.07   Program and System Design Files (Originals) (Hardcopy)

Dates: 1972 -
Volume: 54 Cu. Ft.
Annual Accumulation: 1.5 Cu. Ft.
Arrangement: By component/procedure number

        This record series consists of electronic records received to install, upgrade and operate computer systems and programs. The documentation includes release guides, user guides, upgrade guides, and ERD diagrams.

Recommendation: Retain in office for five (5) years (lapsed from the date of system replacement or obsolescence), then dispose of providing all audits have been completed if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

170.08   Property Control Administrative Information System (Database)(Electronic)

Dates:	1980 - 2005
Volume:	3 Cu. Ft. / 900 MB
Annual Accumulation:	Neg/ 150 MB
Arrangement:	File identification number and copy detail number

This record series was created to produce the necessary location reports, inventory listings, and final disposition of equipment reports used to account for the assignment and location of all physical assets under the control of Southern Illinois University-Edwardsville.

Reports generated by this system include: Monthly Detail File of Property; General Ledger Balance File of University Accounts for Purchase/Leasing of Equipment, and End-of-Year File of Property.

Recommendation: Retain Master File Monthly Detail File of Property Tape for two (2) years following the date of data entry, then delete from the system providing all audits have been completed if necessary, and no litigation is pending or anticipated. Retain Property Modification Files for two (2) years following the date of data entry, then dispose of or delete from the system providing all audits have been completed if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

.

170.09   Student Information Module of the Enterprise Resource PlanningDatabase

Dates: 1972 - 2005
Volume: 444 GB
Annual Accumulation: 12 GB
Arrangement: Numerical

This record series consists of a database which stores various academic records such as applications, external transcripts, ACT test scores, reference letters, etc.

Recommendation: Retain for six (6) years following the date of data entry, then delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

170.10   Telephone System Files - Auxiliary Systems (Computer Discs/Tapes) (Originals and Duplicates)

Dates: 1987 -
Volume: 6 Cu. Ft/900 MB
Annual Accumulation: Neg/150 MB
Arrangement: Numerical/Chronological

This record series includes files of transactions and billings of the University's telecommunications system. File records are updated from "transaction" discs/tapes received from vendors and within telephone system.

Recommendation: Retain external vendor transaction files, monthly billing transaction files and selected records thereof for six (6) years following the date of generation, then delete from the system providing all audits have been completed and no litigation is pending or anticipated. All computer tape/disc maintenance and preservation procedures are to be fully applied.

Disposition Approved as Amended 11/18/09