

Provost and Vice Chancellor for Academic Affairs
College of Arts and Sciences
Arts and Issues

1300.001 Arts/Issues Advisory Board File (Agency Record Copies)

Dates: 1985-
Volume: 17 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Chronological by year

This record series consists of files, which document the activities of the Arts/Issues.

Contents include contracts between the university and various artists, minutes of the Arts/Issue, fiscal data (i.e., bills, invoices, budget records), grant information (i.e., proposals, acceptances, award letters), annual reports, and supporting correspondence.

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

Recommendation: Retain in office for five (5) years following completion of all contracts, the completion of all audits under supervision of the Auditor General if necessary, and the final disposition of any litigation or claims surrounding the contracts, then transfer to 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

1400.001 Foundation Fundraising Files (Agency Record Copies)

Dates: 1985-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by fiscal year

This record series consists of all documentation retained on foundation fundraising efforts including; lists of donors, reception lists, deposits and related correspondence/memoranda.

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

1400.002 Needs Assessments and Feasibility Studies for New Theater Building (Agency Record Copies)

Dates: 1991-1994
Volume: 3 Cubic Feet
Annual Accumulation: N/A
Arrangement: Chronological

This record series consists of documentation retained on studies, which were completed to evaluate the feasibility of building a new performing arts theater on the SIU-E campus. File series contents include: site photos and drawings; consultant contracts; site visit evaluations; feasibility studies and final reports.

Recommendation: Transfer accumulation to the University Archives for permanent retention.

Disposition Approved 8/20/08

1400.003 Events Files (Agency Record Copies)

Dates: 1985-
Volume: 9 Cubic Feet
Annual Accumulation: ½ Cubic Feet
Arrangement: Chronological

This record series consists of documentation retained on the planning, promotion and set up of special events: (e.g. concerts, lectures) sponsored by the university. Contents include: press releases, copies of contracts; marketing data; performer's biographies and background information; production technical requirements; copies of tickets and programs and all related correspondence and memoranda

Contents include contracts between the university and various artists, minutes of the Arts/Issue, fiscal data (i.e., bills, invoices, budget records), grant information (i.e., proposals, acceptances, award letters), annual reports, and supporting correspondence.

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

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