

Provost and Vice Chancellor for Academic Affairs
School of Engineering
Center for Advanced Manufacturing/Production

425.01 Client Counseling Files (Originals)

Dates: 1987-
Volume: 37 Cubic Feet
Annual Accumulation: 3 Cubic Feet
Arrangement: Alphabetical by name

This record series consists of files which document the department's counseling of individuals who are developing small businesses in manufacturing.

Contents include profile information sheets, activity records of clients, business plans, and agreements between the university and clients concerning non-disclosure pertinent to goods/services. (Agreements are renewed and expire at various intervals)

Recommendation: Retain in office for five (5) years following the expiration of the respective agreement(s), then dispose of 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 Amended 08/20/08

425.02 Military and Federal Specifications and Standards (Duplicates)

Dates: 1950-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Numerical by file number

This record series consists of documents, submitted by the Illinois Department of Commerce and Economic Opportunity on microfiche, which clarify specifications for the procurement of goods/services by designated clients of the center for client project implementation.

Data include specifications, standards, and supporting documents, Originals are maintained by the Department of Defense/General Service Administration.

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 Amended 08/20/08