

Vice Chancellor for Administration
Emergency Management and Safety

320.10 Potentially Infectious Medical Waste Manifests (Originals)

Dates: 2001-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of shipping manifests retained on the disposal of potentially infectious waste and biohazardous waste generated by the University. The manifest includes date and times of shipping, type of waste being shipped, destination, etc.

Recommendation: Retain permanently in office.

Disposition Approved 09/19/12

320.11 Hazardous Waste Manifests (Originals)

Dates: 1987-
Volume: 4 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of shipping manifests retained on the disposal of the "Resource Conservation and Recovery Act" (RCRA) hazardous waste generated by the University. The federal "Resource Conservation and Recovery Act" gives the EPA the authority to control the generation, transportation, treatment, and disposal of hazardous waste and non-hazardous waste solid wastes. The manifest includes date and times of shipping, type of waste being shipped, destination, etc.

This item supersedes item 320.06 of State Records Application 07-11 in order to revise the record series description per agency request to reflect the RCRA's involvement (No change in the previously approved recommendation is requested).

Recommendation: Retain permanently in office.

Disposition Approved 09/19/12

320.12 Emergency Management Program Files

Dates: 2006-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of original documentation retained on the Emergency Management Program. The University's Emergency Management and Safety Office develops and revises emergency operations plans, recruits and trains emergency response teams, and operates and maintains an emergency operations center. File contents may include: training exercise documents/materials (e.g.: brochures, videos, courses, etc.) and rosters; certificates of training; other supporting documents; and related correspondence.

Recommendation: Retain for fifteen (15) 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 09/20/17

320.13 Asbestos Management Program Files

Dates: 1985-
Volume: 4 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of original documentation retained on the operation of the University's Asbestos Management Program. The University's Emergency Management and Safety Office develops and revises asbestos management plans in conjunction with the Capital Development Board (CDB). File contents may include: CDB Asbestos Management Plans/Reports; Testing and Abatement Reports; other supporting documents; and related correspondence.

Recommendation: Retain in office permanently.

Disposition Approved 09/20/17

320.14 Storm Water Program Files

Dates: 2000-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of original documentation retained on the University's operation of the Phase II Municipal Separate Storm Sewer System (MS4) Program. The University's Emergency Management and Safety Office teaches, advises, develops, and encourages storm water management in order to promote a healthy environment within the community. File contents may include: permit documentation (e.g.: applications, prevention plans, site maps, descriptions of measures and controls, etc.); Annual Reports (e.g.: MS4, inspections, etc.); other supporting documents (e.g.: notices of intent, notices of termination, etc.); and related correspondence.

Recommendation: Retain for fifteen (15) 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 09/20/17

320.15 Radiological Control Administrative Correspondence and Reference Files

Dates: 1969-
Volume: 1 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains correspondence and license inspection information from both the U.S. Nuclear Regulatory Commission and the Illinois Division of Nuclear Safety. Included is information about inspections of the individual departments of the University which have permission to use radioisotopes.

Recommendation: Retain in office for three (3) years after current administrative value has expired, then transfer to the University Archives for permanent retention.

Disposition Approved 09/20/17

320.16 Radiological Employee Record of Training, Experience and Agreement Files

Dates: 1969-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of files documenting the training and experience of employees who work with radioactive materials at the University.

Training information includes: type of training; where trained; duration; and whether the training was formal or on-the-job. The four areas of training are: (a) principles and practices of radiation protection, (b) radioactivity measurement, monitoring techniques and instruments, (c) mathematics and calculations basic on the use and measurement of radioactivity, and (d) biological effects of radiation.

The Statement of Experience lists: experience the employee has had with the actual use of isotopes, including the type of isotope; maximum amount where experience was gained; duration and type of formal courses taken.

All University employees who work with radioactive materials must sign the Agreement for the General Rules for Safe Use of Radioactive Materials.

Recommendation: Retain in office for thirty (30) years after date of separation from employment, then transfer to the University Archives for permanent retention.

Disposition Approved 09/20/17

320.17 Lab Survey Reports

Dates: 1994-
Volume: ½ Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the Laboratory Survey Report, which is used to record the series of wipes taken in the laboratories to check for radiological contamination. Report data includes: the name of the supervisor of the lab, the building, the room, the date of the report, a sketch to record where the wipe was taken, and the code number of the sample vial containing the wipe sample as it was positioned in the scintillation counter.

Recommendation: Retain in office for thirty (30) years after completion of the report, then transfer to the University Archives for permanent retention.

Disposition Approved 09/20/17

320.18 Approval for Ordering Radioactive Materials

Dates: 1969-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical by name of radiological investigator's name

This record series contains the documents required to grant authorization for the use and ordering of radioactive materials for use in laboratories. Approvals must be signed by the department physical officer, the lab supervisor and the Radiation Safety Officer (RSO).

Recommendation: Retain in office for thirty (30) years after the term of the last application for a supervisor expires, then transfer to the University Archives for permanent retention.

Disposition Approved 09/20/17

320.19 Radiological Waste Disposal Files

Dates: 1969-
Volume: 1 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of radiological waste disposal files that include a record of liquid drain disposal, decay on site, and shipping to a waste disposal site.

Recommendation: Retain in office for twenty (20) years after the date of generation, then transfer to the University Archives for permanent retention.

Disposition Approved 09/20/17