

Provost and Vice Chancellor for Academic Affairs  
School of Engineering  
Environmental Resources Training Center

445.01 Continuing Education Units Awarded Files (Originals)

Dates: 1976-  
Volume: 4 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by student

This record series consists of a form for each student in the continuing Education Unit of the Environmental Resources training courses. Forms list names of courses, dates of course completion, locations, and numbers of continuing education units awarded.

Files are used to verify the number of units awarded toward meeting requirements for Treatment Plant Operator's state certificates. The Illinois EPA performs verification checks.

Recommendation: Retain permanently.  
Disposition Amended 08/20/08

445.02 DAVTE (Department of Adult, Vocational, and Technical Education)  
Program Records (Agency Record Copies)

Dates: 1981-  
Volume: ½ Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of reimbursement claims submitted to DAVTE and the supporting program records.

Files include copies of reimbursement claims, plan approvals, program reports and related correspondence.

Recommendation: Retain in office for six (6) years, 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 Amended 08/20/08

445.03 Job Training Partnership Act” Records (Agency Record Copies)

Dates: 1983-  
Volume: ½ Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the Environmental Resources training Center’s copies of records for participation in the JTPA program.

Files include copies of time sheets, copies of program employment contracts, billings to JTPA, program reports, and related correspondence.

Recommendation: Retain permanently.  
Disposition Amended 08/20/08

445.04 Waste Water Treatment Operator Correspondence Course Record Cards  
(Originals)

Dates: 1979-  
Volume: 1 ½ Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by student

This record series consists of record cards of students taking the correspondence course for Waste Water Treatment Operator.

Cards list student’s name, social security number, address, phone, course name, dates course began and ended, employer, telephone number and date paid. Listed on the reverse side of the card are chapters tested, date of exam, score, percentile, and list of questions missed.

Students have an indefinite amount of time to complete the course. Information is also entered on computer.

The results are transferred to the Office of Continuing Education (see item 900.002 of this application).

Recommendation: Retain student files of students who do not complete the course in the office for ten (10) years after last date of attendance, then dispose of in a secure fashion providing no litigation is pending or anticipated.  
Disposition Amended 08/20/08