

Office of The Chancellor
Legal Counsel

110.01 Administrative Correspondence and Related Documents (Originals and Duplicates)

Dates: 1982-
Volume: 26 Cu. Ft.
Annual Accumulation: 2 ½ Cu. Ft.
Arrangement: Chronological by year, Alphabetical by topic

Contents include incoming and outgoing correspondence exchanged by the agency's Legal Counsel and other agency offices, students, and interested groups/individuals external to the university. Files also include initial drafts, memos, and working papers.

Recommendation: Retain initial drafts, memos, and work papers in office for three (3) 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. Transfer remaining incoming and outgoing correspondence to the University Archives for permanent retention.

Disposition Approved 05/16/07

110.02 Annual Agreements and Contracts (Duplicates)

Dates: 1982-
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series contains contracts/agreements and supporting material between the university and external business and vendors.

Originals are maintained by the Office of Vice Chancellor for Administration, the involved office at the University, and the external entity to the contract/agreement.

Recommendation: Retain in office for five (5) years following expiration of contract/agreement, 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 Approved 05/16/07

110.03 Land Tract Acquisition Files (Agency Record Copies)

Dates: 1960-
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

Contents include deeds, transfer papers, title documents, legal descriptions, and supporting correspondence.

Recommendation: Retain in office for three (3) years, then transfer to the University Archives for permanent retention.

Disposition Approved 05/16/07

110.04 Legal Case Files (Agency Record Copies)

Dates: 1982-
Volume: 18 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological by year, Alphabetical by name

Contents include depositions, settlements, stipulations, discoveries, court orders, and supporting correspondence.

SIU-Carbondale permanently retains "Litigation Cases" per item 200.07 of Application 87-62.

Recommendation: Retain in office permanently.

Disposition Approved 05/16/07

110.05 "Freedom of Information Act" Administrative Files

Dates: 1985-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This series contains logs, listings of records and files for public dissemination and inspection, and correspondence in request and response to university records access inquiries by public and private entities received and/or generated incidental to the provisions of the "Freedom of Information Act" at 5 ILCS 140/1.1 et seq. (2000 State Bar Edition). Other state agencies have scheduled "Freedom of Information Act" administration files for the same ten (10) year retention period recommended for the disposition of this record series.

Recommendation: Retain in office for ten (10) years lapsed from the date(s) of receipt or generation (whichever occurs last) of the documents, 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 Approved 05/16/07