

Provost and Vice Chancellor for Academic Affairs
School of Engineering
Minority Engineering Program

440.001 Annual Reports to the SIU Board of Trustees of Program Operations
(Departmental Copies)

Dates: 1990-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of documents, submitted to the board of Trustees annually, which summarize the activities of the Minority Engineering Program.

Data include program inventory forms, programs/descriptions for under-represented student/staff, breakdowns of dollars and staff years budgeted to programs serving under-represented staff/students, and definitions of terms used within the annual report.

The University maintains "Annual Reports" in the Executive Office of the Provost and Vice-chancellor for five (5) years then offers to the University Archives for permanent retention per item 110.001 of this application.

Recommendation: Retain in office for five (5) years, then destroy provided no litigation is pending or anticipated and provided all audits (if required) under supervision of the Auditor General have been completed.
Disposition Amended 08/20/08

440.003 Scholarship Applications for Minorities in Engineering Programs (Originals)

Dates: 1987-
Volume: 1 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological by year, Alphabetical by name

This record series consists of documents, which verify a minority student's pursuit of financial assistance for Engineering Programs. (Documents concern both accepted and rejected applicants).

Data include background information on students (e.g., name, address, sex, race); educational levels of applicants; past educational achievements (e.g., high school/college class rank, GPA, test scores, courses taken); and parent/guardian data.

The university maintains "NACME Grant Administration Files" (which allocates monies for scholarships) for five (5) years following termination of grant

per item 100.011 of this application.

Recommendation:

A) For accepted and rejected applicants enrolled at the university, retain in office for five (5) years following the last date of attendance or graduation, then destroy 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.

B) For accepted and rejected applicants not enrolled at the university, retain in office for five (5) years lapsed from the date of record generation, then destroy 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