

Vice Chancellor for Administration  
Financial Management  
Office of the Budget

230-01 through 230.10 moved from 07-11 (items 130.01-130-10.)

230.01 Appropriation Legislative Bills (Originals) (Hardcopy)

Dates: 1986 –  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

These are draft and working copies of appropriation legislative bills.

Recommendation: Retain in office for six (6) fiscal years, then dispose of all provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

230.02 Fiscal Officer Changes (Originals) (Hardcopy)

Dates: 1986 –  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This form is used by fiscal agents of the University to affect budgetary contingencies as needed.

Recommendation: Retain in office for six (6) fiscal years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

230.03 Governor's Office (BR Forms), Illinois State Legislature (ISL's), and Board of Higher Education (BHE's) Budget Reporting and Compilation Forms (Originals) (Hardcopy) (Electronic)

Dates: 1986 –  
Volume: 20 Cu. Ft. / 6 GB  
Annual Accumulation: 3/4 Cu. Ft. / 200 MB  
Arrangement: Chronological

These forms are completed by the Budget Office for the purpose of reporting and formatting budget administration data for review by the various external overseeing and coordinating agencies involved in the administration of university budgets.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.  
Disposition Approved 11/18/09

230.04 Internal Budget Documents (Originals) (Hardcopy) (Electronic)

Dates: 1982 –  
Volume: 6 Cu. Ft. / 1.8 GB Annual  
Accumulation: Negligible/ 150 MB  
Arrangement: Chronological

These documents consist of summaries of line item expenditures and planned sources of funding generated for internal budgeting.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.  
Disposition Approved 11/18/09

230.05 New Account Requests and Supporting Documents (Duplicates) (Hardcopy)(Electronic)

Dates: 1986 -  
Volume: 1 Cu. Ft. / 300 MB  
Annual Accumulation: Negligible/ 150 MB  
Arrangement: Chronological

This is the form used for the budgetary administration of new accounts. Supporting correspondence, memoranda, and duplicates of various fiscal and

administrative records used to support requests are also included within the file series.

Recommendation: Retain in office for three (3) fiscal years, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

230.06 Operational Budgets (Appropriated Funds) (Originals) (Hardcopy)

Dates: 1986 -  
Volume: 14 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Chronological

These are the university's final budget documents and work papers from which the operational budget is administered.

Recommendation: Retain in office for six (6) fiscal years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

230.07 Personal Services Budget Report Forms and Related Working Papers (Originals) (Hardcopy) (Electronic)

Dates: 1983 -  
Volume: 20 Cu. Ft. / 6 GB  
Annual Accumulation: 3/4 Cu. Ft. / 200 MB  
Arrangement: Chronological

These are forms with supporting working papers completed by the Budget Office for the purpose of reporting and formatting budget administration data for review by the various external overseeing and coordinating agencies involved in the administration of university budgets.

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Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary and no litigation is pending or anticipated.

Disposition Approved 11/18/09

230.08 RAMP Appropriation Requests and Budget Expenditure Reports(Originals)  
(Hardcopy) (Electronic)

Dates: 1982 -  
Volume: 9 Cu. Ft. / 2.7 GB  
Annual Accumulation: 1/2 Cu. Ft. /150 MB  
Arrangement: Chronological

This is an original budget administration form used under the Resource Allocation Management Planning system to request and justify appropriation allotments.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary and no litigation is pending or anticipated.

Disposition Approved 11/18/09

230.09 Supplemental Appropriation Request Avoidance Files (Originals)(Hardcopy)

Dates: 1986 - 2009  
Volume: 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This form is reviewed quarterly by the Budget Office to plan expenditure levels.

Recommendation: Retain in office for six (6) fiscal years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

23.10 Trial Balances (Originals) (Hardcopy) (Electronic)

Dates: 1986 -  
Volume: 6 Cu. Ft. / 1.8 GB  
Annual Accumulation: 3 Cu. Ft. / 900 MB  
Arrangement: Chronological

These trial balances are used by the Budget Office to effect the usual monitoring of expenditures and revenue.

Recommendation: Retain in office for six (6) fiscal years, then dispose of and/or delete from system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

230.11 University Investment Agreements (Originals) (Hardcopy)

Dates: 1985 -  
Volume: 4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of agreements authorizing the Controller to invest monies of the university with investment brokers.

Record series information includes name of broker, statement of agreement, and appropriate signatures (e.g., investment brokers, university representatives, and officials of the financial institutions).

Recommendation: Retain in office for ten (10) fiscal years following termination of agreement(s), then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

230.12 Investment Program Status Reports (Originals) (Hardcopy) (Electronic)

Dates: 1985 -  
Volume: 4 Cu. Ft. / 1.2 GB  
Annual Accumulation: Negligible/ 150 MB  
Arrangement: Chronological

This record series consists of reports, which detail the status of university investments. Record series data include name of investment firm, phone number of firm, purchase price, purchase amount, accrued interest totals, total settlement, purchase and settlement date, yield amount, account total, and individual officer initiating the investment.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.  
Disposition Approved 11/18/09