

Office of The Chancellor
Formerly Vice Chancellor for University Relations
University Marketing and Communications
University Graphics

170.001 Job Request Records (Internal Only)

Dates: 1990-
Volume: 42 ½ Cubic Feet
Annual Accumulation: 2 ½ Cubic Feet
Arrangement: Chronological by year, alphabetical by name

This record series consists of printing and publication requests from any University staff. Contents include files for publication orders (i.e., work requests, proofs, specifications, photos) and printing requests (i.e., proofs, specifications, invoices, billing forms, purchase orders).

Files are original with exceptions of invoices, purchase orders, and billing forms.

SIU Carbondale maintains "Production Files" for five (5) years per item 180.06 of Application 87-62.

Recommendation: Retain in office for five (5) years, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 02/16/11

170.002 Collegiate Licensing Firms' File

Dates: 2008-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological and Alphabetical

This record series consists of quarterly reports from the collegiate licensing firm, merchandise revenues from licensing, liability insurance forms, copies of checks, and receipt copies.

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

Disposition Approved 02/16/11