

**COLLEGE OF APPLIED SCIENCES AND ARTS  
APPLIED ARTS**

**810.01 Grant Files**

Dates: 1974 -  
Volume: 18 Cu. Ft.  
Annual Accumulation: 1 1/2 Cu. Ft.  
Arrangement: Yearly by name of  
program

This record series consists of the grant applications, quarterly reports of programs, final expenditure reports, student time sheets, etc.

This item supersedes State Records Application 87-63, item 1130, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for six (6) 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.

**810.02 Enrollment Data File**

Dates: 1983 -  
Volume: 10 Cu. Ft.  
Annual Accumulation: 2 1/2 Cu. Ft.  
Arrangement: Chronological by  
semester

This record series consists of grade books, grade lists, grade sheets, grade reports, enrollment data (10 day enrollment report, etc.).

This item supersedes State Records Application 87-63, item 1131, to provide for the incorporation of the file series into this revised

records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in the office three (3) years, then dispose of provided no litigation is pending or anticipated.

**810.03 Foundation Interior Design Education Research Files**

Dates: 1974 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by subject

This record series consists of evaluation reports of the program, standards and guidelines for the submission of reports, general correspondence and copies of annual reports submitted to the Board of Trustees.

This item supersedes State Records Application 87-63, item 1132, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for three (3) 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.

**810.04 Student Files (Duplicates) (All Programs)**

Dates: 1979 -  
Volume: 132 Cu. Ft.  
Annual Accumulation: 21 Cu. Ft.  
Arrangement: Alphabetical by name of student

This record series consists of the student files (graduate/undergraduate). The records generally include transcripts, copies of correspondence, grade slips, records of courses taken, appointment papers, advisement sheets, copies of other transcripts (high schools or other colleges). Original student files are maintained with the Graduate School and the Admissions Office.

This item supersedes State Records Application 87-63, item 1133, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for five (5) years after graduation or date of last attendance, then dispose of.

**810.05 Dental Clinic Case Files (Active or Closed)**

Dates: 1977 -  
Volume: 240 Cu. Ft.  
Annual Accumulation: 24 Cu. Ft.  
Arrangement: Alphabetical by name of patient

This record series consists of records from the Dental Hygiene Clinic. This file includes record of treatments, x-rays of patients, referrals to/or from dentists, etc.

This item supersedes State Records Application 87-63, item 1134, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in the office for ten (10) years after inactivation of case and dispose, provided no claims or litigation are pending.

**810.06 Vocational Education Study and Correspondence File (Students)**

Dates: 1984 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Alphabetical by name of student

This record series indicates where employees are assigned to work and the times.

This item supersedes State Records Application 87-63, item 1135, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain until all administrative use has expired, then dispose of.

**810.07 Department Review Reports (Accreditation Reports) (Copies)**

Dates: 1967 -  
Volume: 16 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Yearly

These reports include self study reports submitted to the Illinois State Board of Education and accreditation documentation submitted to the North Central Association. (Originals are sent to President's Office.)

This item supersedes State Records Application 87-63, item 1136, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in the office for five (5) years, then dispose of provided no litigation is pending or anticipated.

## 810.08 Course Syllabi Files

Dates: 1981 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Numerical by course  
number

This record series consists of the course syllabi files for the Office of Allied Health and Services.

This item supersedes State Records Application 87-63, item 1137, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in the office until updated or superseded by more current syllabi, then dispose of.

## 810.09 Class and Faculty Schedules

Dates: 1983 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Chronological by  
semester

This record series consists of the professors schedules: this includes the courses title, and number, name of instructor, days, times and location of class.

This item supersedes State Records Application 87-63, item 1138, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain until superseded by new schedules, then dispose of.

## 810.10 Faculty Evaluations

Dates: 1965 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by name

This record series consists of questionnaires completed by students evaluating their course content and instructor. (Summary of evaluations with each personnel file.)

This item supersedes State Records Application 87-63, item 1139, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in the office for five (5) years then dispose of provided no litigation is pending or anticipated.

## 810.11 Administrative Correspondence and Reference File (Originals and Duplicates)

Dates: 1952 -  
Volume: 40 Cu. Ft.  
Annual Accumulation: 2 Cu. Ft.  
Arrangement: Alphabetical by subject

This record series consists of the general administrative files for the Office of the College of Allied Health and Services. The college was established to meet the health personnel needs of the community. Allied Health professionals perform specialized functions in the delivery of health and medical care services which extend and compliment the practice of physicians, dentists, and other primary health care professionals. The records generally include: B.O.G. reports, faculty senate minutes, academic affairs reports, departmental minutes of meetings, and faculty development reports.

This item supersedes State Records Application 87-63, item 1140, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain three (3) years in office, then review files and weed out any material possessing long term historical value (minutes of meetings, policy formulation correspondence, significant department reports, etc.) and transfer these records to the University Archives for permanent retention. Records which do not possess any historical value are to be disposed of.

#### 810.12 Personnel Files (Duplicates)

Dates: 1952 -  
Volume: 6 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by  
employee name

This record series consists of duplicate copies of employment records. These files may contain copies of evaluations, appointment letters, application for employment, reference letters, vitaes, letters of commendation, letters of resignation or termination, disciplinary records, salary and/or classification data. The agency record copies of the record series are maintained by the Personnel Office.

This item supersedes State Records Application 87-63, item 1141, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in the office for five (5) years after separation from

employment, then dispose of provided no litigation is pending or anticipated.

### **810.13 Fiscal Transaction Files**

Dates: 1981 -  
Volume: 4 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Chronological by date

This record series consists of the fiscal transaction files. The records generally include purchase orders, requisitions, travel vouchers, computer printout of fiscal reports, ledgers, etc. Original fiscal records are maintained with the General Accounting Office.

This item supersedes State Records Application 87-63, item 1142, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for three (3) years, then dispose of provided all audits have been completed then dispose of.

### **810.14 Coursework Information Kept in Faculty Offices**

Dates: 1977 -  
Volume: 138 Cu. Ft.  
Annual Accumulation: 13 Cu. Ft.  
Arrangement: Alphabetical by subject

This record series consists of lecture notes, old tests, articles to be incorporated in the lecture and quizzes.

This item supersedes State Records Application 87-63, item 1143, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain until all administrative use has expired, then dispose of.