

**COLLEGE OF APPLIED SCIENCES AND
ARTS**

DEAN'S OFFICE

800.01 Minutes (Originals)

Dates:	1981 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series contains minutes of meetings of Chief Academic Advisor, Capstone Appeal Information, Graduation Appeal Results, Curriculum Committee (which approves all course and program changes from Form 90's and Form 90A's), Administrative Staff, Honor's Day, Curriculum Committee, Research, Tenure & Promotion, Student Academic Grievance, Scholarship Committee, and Dean's Advisory Committee.

This item supersedes State Records Application 87-63, item 1111, 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, then dispose of all duplicate copies of minutes which no longer have administrative value and retain all original copies of minutes permanently, transferring to the University Archives for permanent retention after three (3) years in the office.

800.02 Curriculum Files

Dates:	1979 -
Volume:	3 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	By program

Recommendation: Retain three (3) years, then review to dispose of any material no longer having any administrative value and retaining permanently the material (such as minutes, reports and policies) which has long-term legal, administrative and historical value.

800.04 Student File (Originals)

Dates: 1977 -
Volume: 2 1/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains correspondence about or with students on matters that the Dean of the College of Applied Science and Arts has been involved in such as grade changes, appeals, and grievances. The student files also include appointments, letters of resignation, termination, salary, etc.

This item supersedes State Records Application 87-63, item 1114, 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 for five (5) years after graduation or last date of attendance provided no litigation is pending or anticipated.

800.05 Job Search Files (Duplicates)

Dates: 1978 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By position

This record series contains letters of approval to advertise for a job opening, the advisement itself, the job description, affirmative action forms, search committee recommendations, and applications and resumes from candidates.

This item supersedes State Records Application 87-63, item 1115, 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 for three (3) years after the search has been completed provided no litigation is pending and anticipated.

800.06 Personnel Files

Dates: 1938 -
Volume: 42 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This record series consists of both active and inactive (the inactive are record copy) personnel files for faculty and civil service employees. Included in the faculty and civil service files are: appointment papers; correspondence (i.e., promotion, tenure, etc.); inactive attendance records; letters of resignation; etc. Original personnel files are maintained in the University's Personnel Services Office as per Application 87-66, item 249M.

This item supersedes State Records Application 87-63, item 1116, 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 following the date of separation from employment, then dispose of providing no litigation is pending or anticipated.

800.07 Fringe Benefits Reports

Dates: 1976 -
Volume: 7 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological/Alphabetical

By name and account number

This record series consists of the fringe benefits reports, both active and inactive as well as request for absence reports. It shows the vacation and sick time acquired by each individual employee in the College of Applied Sciences and Arts. The official copies of all personnel-related information is maintained by the university's Human Resource's Office.

This item supersedes State Records Application 87-63, item 1117, 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.

800.08 Fiscal Administration Records (Duplicates)

Dates: 1976 -
Volume: 70 1/2 Cu. Ft.
Annual Accumulation: 7 Cu. Ft.
Arrangement: Chronological

This record series consists of the fiscal records for the School of Technical Careers. Included in this are invoice vouchers, contract vouchers, travel vouchers, payroll sheets, accounts receivable and payable, general accounting printouts, budget records (including correspondence), purchase orders and requisitions, copies of grant applications, reimbursement claims, and expenditure records. All original records are maintained by the university's Business Office for six (6) years per Application 87-66.

This item supersedes State Records Application 87-63, item 1118, 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.

800.10 Vehicle Mileage Reports

Dates: 1976 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By account number

This record series consists of monthly mileage reports. These reports contain first and last of monthly mileage and are used for maintenance purposes.

This item supersedes State Records Application 87-63, item 1120, 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 at discretion of the agency then dispose of.

800.11 Certificates of Training (Record Copy)

Dates: 1965 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains the records of non-university students that have taken courses at Southern. Files list classes and hours taken by individual. These are legal documents to prove that the individual has taken courses.

This item supersedes State Records Application 87-63, item 1121, 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: Transfer to Micrographics to be placed on CD.

800.12 Property Control Inventory

Dates: 1976 -
Volume: 14 1/2 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Chronological

This record series lists inventory of property that the College of Applied Sciences and Arts is responsible for. The computer printout shows: the name of the item; location; and printout of transfer. This includes inventory of the College of Applied Sciences and Arts located at the Blue Barrick, Carterville Campus, Faner Hall, 203 E. Pearl St., Quigley, Southern Illinois Airport, 908 S. Wall St., Wham Building, as well as the Tech A, Engineering Building, Lindegren Hall, and the Northwest Annex.

This item supersedes State Records Application 87-63, item 1122, 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 until administrative value has expired or it becomes obsolete, then dispose of providing no litigation is pending or anticipated.

800.14 Grant Administration Files (Originals and Duplicates)

Dates: 1976 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This file contains grant applications (or application excerpts), proposals, notices of award, related fiscal/budget administration forms and reports, pertinent correspondence, and in many instances, final report of grant program accomplishments and findings. Central grant administration files are maintained by and will be

scheduled on a university-wide basis for the Office of Research and Development and Administration.

This item supersedes State Records Application 87-63, item 1124, 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 expiration or completion of grant program, then dispose of providing any final reports are first offered for accessioning by the University Archives or Library, and providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.