

EXECUTIVE DIRECTOR OF ADMINISTRATION

EXECUTIVE OFFICE

100.03 Personnel Files (Duplicates)

Dates: 1976 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

These are the Vice President's Executive Office personnel files covering faculty members, civil service employees, and student workers. The files contain resumes, applications for employment, performance evaluations, time and attendance records, hiring authorizations and letters or forms documenting employee separation. University-wide record copies of personnel files are maintained by the Office of Personnel Services and the Office of Student Work and Financial Assistance in the case of student workers. These latter files will be scheduled for retention periods of sixty-five (65) years and five (5) years after termination of employment and/or enrollment in SIU-C respectively.

Recommendation: Retain in office for five (5) years after separation and/or last term of enrollment in SIU-Carbondale, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

100.04 Fiscal Administration and Accounting File (Duplicates)

Dates: 1971 -
Volume: 3 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This series consists of the Vice President's Office copies of various fiscal administration documents which include purchase orders,

requisitions, property control files, invoice vouchers, payroll vouchers, Payroll Adjustment Authorizations, and Monthly Expenditure Status Reports. University-wide record copies of these forms and records are maintained by the Accounting, Disbursements, and Payroll Offices.

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.

100.05

Administrative Correspondence and Related Documents (Originals & Duplicates)

Dates: 1971 -
Volume: 36 Cu. Ft.
Annual Accumulation: 9 Cu. Ft.
Arrangement: Chronological

Types of related documents included with the general and administrative correspondence consist of: reference copies of minutes of various University Committees, the Board of trustees, and computer system feasibility committees for design and conversions; copies of Annual Financial Reports, and internal and external audit reports. (Correspondence originated by the Office spanning the years 1971-1982 has been microfilmed.)

Recommendation: Retain three (3) years in office, then with the assistance of the University Archives staff, review files and retain on a permanent basis in either the Department's office or the University Archives materials possessing archival/research value and dispose of the balance of materials after completion of the foregoing review(s), providing no litigation is pending or anticipated. (Maintain and dispose of any record series microforms in the same manner as recommended above for the paper documents.)