

minutes (duplicates); agendas; departmental inquiries (salaries); and related correspondence/memoranda.

This item supersedes State Records Application 87-63, item 560, 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 three (3) years, then review files and weed out any documents possessing long term administrative, legal, or historical value (e.g., original minutes of meetings) for permanent retention in the office and/or transfer to the University Archives for permanent retention. All duplicate, extraneous records may be disposed of, provided all administrative value has expired.

415.03 Annual Achievement Reports (Duplicates)

Dates: 1980 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the annual achievement reports maintained by the Office of the Department of Health Education. The records generally include self studies indicating the department's achievements (goals and objectives met) for the past academic year. Originals are maintained with the College of Education Office.

This item supersedes State Records Application 87-63, item 561, 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 three (3) years, then dispose of, provided all administrative value has expired.

415.04 Fiscal Administration Files (Duplicates)

Dates: 1983 -
Volume: 1 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological by fiscal year

This record series consists of the fiscal administration files maintained by the Office of the Department of Health Education. The records generally include: invoice vouchers; purchase orders; purchase requisitions; office machine repairs; telephone bills; printouts for General Accounting (e.g., line item expenditures); and AMO 90's and 91's. Originals are maintained with the University Offices of Purchasing, Disbursements, and General Accounting.

This item supersedes State Records Application 87-63, item 562, 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.

415.05 Grant Files (Originals and Duplicates)

Dates: 1982 -

Volume: 19 1/2 Cu. Ft.

Annual Accumulation: 4 Cu. ft.

Arrangement: Chronological

This record series consists of the grant files maintained by the Office of the Department of Health Education. The records generally include: copies of contracts and related correspondence (e.g., workshops funded through a grant with Department of Alcoholism and Substance Abuse). Original contracts are maintained with the Office of Research Development and Administration.

This item supersedes State Records Application 87-63, item 563, 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 six (6) fiscal years after termination of all corresponding grants and related agreements, 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.

415.06 Class Scheduling (Originals)

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

This record series consists of the class scheduling files maintained by the Office of the Department of Health Education. The information generally includes a record of all courses to be taught during the semester (e.g., time, location, name of instructor, credits). Duplicate copies are maintained with the College of Education Office.

This item supersedes State Records Application 87-63, item 564, 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 file and dispose of records which have no administrative value. Retain remaining records until administrative value has expired, then dispose of.

415.07 Payroll Files (Duplicates)

Dates: 1983 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the payroll files maintained by the Office of the Department of Health Education for all civil service and faculty personnel. The records generally include: fringe benefit

reports; copies of T.A. (teaching assistant) contracts; and weekly/bi-monthly time sheets. Originals are maintained with the university Office of Personnel Services and the Payroll Office.

This item supersedes State Records Application 87-63, item 565, 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.

415.08 Personnel Files (Originals and Duplicates)

Dates: 1957 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the personnel files maintained by the Office of the Department of Health Education. The records generally include: vacation/sick leave time; sabbatical information; faculty vitae; and teaching evaluations. Originals are maintained with the university Office of Personnel Services.

This item supersedes State Records Application 87-63, item 566, 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.

415.09 Textbook Requisition Files (Originals)

Dates: 1983 -
Volume: Negligible
Annual Accumulation: Negligible

Arrangement: Chronological by semester

This record series consists of the textbook requisition files maintained by the Office of the Department of Health Education. The information generally includes a record of textbooks used for HE classes, the instruction, class, author, number of copies, etc.

This item supersedes State Records Application 87-63, item 567, 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/superseded, then dispose of.

415.10 Incomplete Applicant Search Files (Originals)

Dates: 1983 -

Volume: 1 1/4 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of the incomplete applicant search files maintained by the Office of the Department of Health Education. The records generally include information retained on persons who applied for open positions under the department, but did not follow through with the hiring process. Specific examples of records include initial applications and test scores (e.g., MAT).

This item supersedes State Records Application 87-63, item 568, 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.

415.11 Student Files (Originals and Duplicates)

Dates: 1982 -

Volume: 10 1/2 Cu. Ft.

Annual Accumulation: 2 Cu. Ft.

Arrangement: Alphabetical

These student files contain both graduate and undergraduate program enrollment and participation documentation in the form of applications for program acceptance, related advisement forms, letters of acceptance or recommendations for acceptance, weekly progress reports and mid-term and final evaluations, copies or excerpts of grande transcripts, and internship/fieldwork application and participation records. University masters are scheduled for an appropriate long-term or permanent retention period for the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 584, 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 graduation or period of last enrollment, 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.

415.12

Administrative and General Correspondence and Related Reference Materials (Originals and Duplicates)

Dates: 1982 -

Volume: 31 Cu. Ft.

Annual Accumulation: 6 Cu. Ft.

Arrangement: Chronological and Alphabetical

In addition to the routine correspondence of the department, related reference materials and internal memoranda are included within the file, such as pamphlets, Illinois Parks and Recreation and other materials from the National Recreation and Parks Association, College of Education recruitment, copies of Annual Achievement and Planning Statements, fund raising and alumni relations correspondence, public relations and other items of interest.

This item supersedes State Records Application 87-63, item 585, 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 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 (if accepted by 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 nor anticipated.

415.13 Curriculum Development Files (Originals and Duplicates)

Dates: 1967 -
Volume: 56 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Chronological

This record series includes original course outlines, course proposals, syllabi, course descriptions, copies of class enrollment reports (including 10th day enrollment reports), copies of university catalogs or excerpts of catalogs, class schedules, and original draft papers and memoranda of their revisions.

This item supersedes State Records Application 87-63, item 586, 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 revised or superseded, then transfer to the University Archives for appraisal and possible further retention materials reviewed and requested by University Archives staff for such appraisal, then dispose of the remaining accumulation.

415.14 Budget and Fiscal Administration Records (Duplicates)

Dates: 1982 -
Volume: 1 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This record series includes vouchers, schedules, requisitions, purchase orders, Contract Obligation Documents and/or Miscellaneous Obligation Documents, AMO system computer printout account status reports/ledgers, and property control files. University record copies of these forms and records are maintained by the Accounting and Disbursements Offices.

This item supersedes State Records Application 87-63, item 587, 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.

415.15 Endowment Financial Records (Originals or Record Copies)

Dates: 1982 - 1984

Volume: 3 Cu. Ft.

Annual Accumulation: --

Arrangement: Chronological

These are accounting statements, expenditure records (etc.) related to an endowment received by the department. (The final year of endowment was 1984.) Related correspondence is also included.

This item supersedes State Records Application 87-63, item 588, 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 all audits have been completed under supervision of the Auditor General, if necessary, and all other fiscal reference has expired, then dispose of providing no litigation is pending or anticipated.

415.16 Personnel Files (Duplicates)

Dates: 1982 -
Volume: 3 Cu. Ft.
Annual Accumulation: 3/5 Cu. Ft.
Arrangement: Alphabetical

These are the department's personnel files covering faculty members, Civil Service employees, Grad-Assists and student workers. The files contain resumes, applications for employment, performance evaluations, time and attendance records, living authorizations, and letters or forms documenting employee separation. University 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-Carbondale respectively.

This item supersedes State Records Application 87-63, item 589, 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 separation and/or the last term of enrollment in SIU-C, 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.

415.17 Grant Administration Files (Originals or Record Copies)

Dates: 1982 -
Volume: 18 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
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.

This item supersedes State Records Application 87-63, item 590, 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.

415.18 Faculty and Graduate Assistant Search Files (Originals and Duplicates)

Dates: 1982 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

These personnel search files contain copies of the position ad or vacancy posting, position descriptions, copies of resumes submitted or job/grad-assist applications, and any Search Committee minutes or job interview notes. Central Affirmative Action documentation is maintained by the Office of the Assistant to the President for Affirmative Action and will be scheduled for appropriate retention periods accordingly.

This item supersedes State Records Application 87-63, item 591, 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 five (5) years in office, then dispose of providing no litigation is pending or anticipated.