



Dates: 1986 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

This record series consists of external audit reports which analyze the Illinois Consortium for Educational Opportunity Program (ICEOP) and the Illinois Minority Graduate Incentive Program (IMGIP). Data include descriptions, analyses, fiscal information, and recommendations.

**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, no litigation is pending or anticipated, and provided all adjustments necessary to correct negative audit findings have been completed.

**146.03 Conference Files (Originals)**

Dates: 1985 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by name

This record series consists of files which summarize the miscellaneous conventions/conferences for past/present participants in the ICEOP and IMGIP.

Contents include registration forms, fiscal data, participant lists, booklets, brochures, and supporting documents. The university maintains a similar record series "Shryock Operations File" for three (3) years, then..."University Archives will review and transfer valuable documents to University Archives for permanent retention and dispose of all extraneous materials" per item 230.07 of Application 87-66.

**Recommendation:** Retain in office for three (3) years, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all

extraneous materials after retaining all record series items having archival value for permanent retention.

**146.04 Fellows Scholarship Files (Originals) (M)**

Dates: 1985 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by year

Files include application data, statements for applications, transcripts, letters of recommendations, contracts, award letters, memos, receipts, letters of intent, and supporting correspondence. (The program is funded by both the federal and state government sources.)

Western Illinois University maintains Scholarship Files permanently per item 541 of Application 85-149.

**Recommendation:** Retain in office for three (3) years, then microfilm and dispose of hardcopy records. Retain all record series microforms in office on a permanent basis.

**146.05 Minutes of Illinois Consortium for Educational Opportunity Board and Illinois Minority Graduate Incentive Board (Originals) (M)**

Dates: 1986 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

This record series consists of proceedings pertinent to both the Illinois Consortium for Educational Opportunity Board and the Illinois Minority Graduate Incentive Board. Both bodies oversee the policies and procedures for the IECOP and IMGIP programs which emphasize federal/state monies to minority individuals seeking post graduate education.

**Recommendation:** Microfilm and dispose of hardcopies. Retain all record series microforms in office on a permanent basis.

**146.06 Purchase Orders, Vouchers Invoices, Bills & FAS Reports**

Dates: 1985 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

Original "Financial Accounting System Reports (FAS)" are maintained by the agency for six (6) years per item 103.01 of 87-66. Agency record copies of "Purchase Order Files" are maintained for six (6) years per item 200.04 of Application 87-66. The Department of Central Management Services maintains original Purchase Orders/Requisitions for ten (10) years per item 1 of Application 90-86. Original vouchers are maintained by the Comptroller's Office for three (3) years per item 2 of Application 97-47.

**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.