

GENERAL COUNSEL

250.01 Administrative Files

Dates: 1951 -
Volume: 36 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This record series contains the Legal Counsel's administrative files consisting of the following categories:

- A) Affirmative Action and Discrimination - guidelines, policies, procedures, legal opinions, amendments to Title VII, and related correspondence;
- B) Associations and Corporations - legal opinions and correspondence with various associations and corporations such as the Alumni Association, Illinois State Bar Association, Labor Relations Board, etc.;
- C) University Vehicles - parking regulations, legal opinions on parking fines, and negotiation records on leasing vehicles;
- D) City of Carbondale - correspondence and legal opinions for or about such matters as fire protection, zoning, easements, jurisdictional issues, etc.;
- E) Committees on Organizations - correspondence and legal opinions for or about such committees as the Faculty Senate, various task forces, and traffic violation reviews;
- F) Construction Projects - correspondence, contract procedure and initial stages for building;
- G) Faculty Staff - general information about appointments, benefits, collective bargaining, salaries, tenure, workers' compensations, etc.;

H) Insurance - legal advice and negotiations for bids with insurance companies;

I) Statues - legal interpretations of statues, including their effects on specific departments and the university as a whole;

J) Students - legal opinions about various student-related matters such as academic discipline, complaints, activity contracts, deaths, enrollments, grading system, student rights, housing, etc.;

K) Taxes - tax matters for SIU at Carbondale only, covering such matters as deductions, exemptions, IRS inquiries, income tax law, and tax liability of graduate assistantships, etc.;

L) University Departments and Programs - correspondence with and legal advice for departments and programs;

M) University Regulations, Policies and Procedures - some issues covered include alcohol policy, copyright law, personnel policy, smoking, vacation, etc.;

N) Miscellaneous - accreditation, attorney fees, delegation of authority, etc.; and

O) Audit Reports - copies of audit reports from such groups as the Internal Auditor, Legislative Audit Commission and the Auditor General, etc. along with the responses from the Legal Counsel.

Recommendation: Retain in office for twenty (20) years, then transfer to the University Archives for permanent retention any files that are no longer needed for the administration of the Legal Counsel's Office, provided no litigation is pending or anticipated.

250.02 Foundation Files (Originals)

Dates: 1964 -

Volume: 2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This record series contains correspondence, agreements and the SIU Master Contract between the University and the Foundation related to the SIU Foundation.

Recommendation: Retain in office for five (5) years after the agreement or contract expires, then transfer to the University Archives for permanent retention provided no litigation is pending or anticipated.

250.03 Complaints Files (Agency Record Copy)

Dates: 1968 -
Volume: 7 3/4 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Alphabetical

This record series contains complaints against SIU-C filed with the Illinois Department of Human Rights and Equal Employment Opportunity Commission (EEOC). Also included are potential complaint information consisting of motions of intent to file and other related correspondence.

Recommendation: Retain in office for twenty (20) years after expiration of agreement, then transfer to the University Archives for permanent retention any material that no longer has immediate administrative value provided no litigation is pending or anticipated.

250.04 Agreements (Agency Record Copies)

Dates: 1951 -
Volume: 3 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains contracts, leases, amendments to contracts, records of negotiations, contracts with various groups as Lion's Club, and some long-term agreements with agencies such as the Department of Energy and Natural Resources.

Recommendation: Retain in office for twenty (20) years after the agreement expires, then transfer to the University Archives for permanent retention any material that no longer has immediate administrative value provided no litigation is pending or anticipated.

250.05 Contracts

Dates: 1977 -
Volume: 20 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: By contract name

This record series contains legal opinions and advice given to the Purchasing Office on their contracts with outside vendors to purchase property or services.

Recommendation: Retain in office for ten (10) years after the contract expires, then transfer to the University Archives for permanent retention any material that no longer has immediate administrative value provided no litigation is pending or anticipated.

250.06 Grievances Files (Agency Record Copies)

Dates: 1961 -
Volume: 5 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains grievance related documents for administrative/professional staff, civil service employees, faculty and students. This file consists of copies of grievances, witness statements, committee findings, appeals and final decisions made by the Board of Trustees. The information in this file is not limited to contractual grievances only. Also included here are potential grievance information as well, consisting mainly of motions of intent to file and other related correspondence.

Recommendation: Retain in office for twenty (20) years after the case is closed, then transfer to the University Archives for

Volume: 3 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By category, then Alphabetical

This record series contains three (3) categories of School of Medicine documents: 1) administrative, 2) leases and 3) employment contracts. Under the administrative category, legal opinions and correspondence related to topics such as employment policy, grievances, malpractice, etc. are filed. Both active and inactive lease files are maintained for the School of Medicine, including lists of building and addresses of current and former lessors. The last category of employment contracts is inactive because the Purchasing Office no longer sends copies of these contracts to the Legal Counsel. This file is dated from 1973 -1981.

Recommendation: Retain three (3) years in office, then weed and transfer any material with legal or historical value to the University Archives and dispose of routine material that no longer has administrative value, provided no litigation is pending or anticipated.

250.10 Land Tract Files (Originals)

Dates: 1951 -
Volume: 10 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical

This record series contains deeds and agreements for all property owned by SIU-C. Original deeds are maintained permanently in the Board of Trustees Office.

Recommendation: Retain in the office permanently.