

(PLANNING)

DIRECTOR'S OFFICE

240.01 SIRCPP Files (Originals)

Dates: 1986 -
Volume: 1 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

These files are utilized in the administration of the Southern Illinois Regional Career Preparation Program, an academic program instituted by the Illinois Board of Higher Education.

Included would be: SIRCPP grants and contracts; audits; periodic reports; and supporting documentation (i.e., duplicate vouchers, purchase orders, requisitions, payroll printouts, and original time sheets). The university's record copies of these grants are maintained by the Office of Research Development and Administration.

This item supersedes State Records Application 87-63, item 172, 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 six (6) years after the expiration of the grant or contract, 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.

240.02 Budget and Fiscal Administration Files (Duplicates)

Dates: 1979 -
Volume: 10 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: By fiscal year

This record series contains vouchers, purchase orders, requisitions, budget printouts, budget requests, and budget working papers. The originals of these documents are maintained by the General Accounting, Purchasing, Disbursements, and Budget Offices.

This item supersedes State Records Application 87-63, item 173, 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.

240.03 Personnel Files (Duplicates)

Dates: 1979 -
Volume: 6 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Alphabetical

This record series consists of personnel files for the employees of the Office of Undergraduate Academic Services. Included are copies of resumes, evaluations, requests for vacation/sick leave, and correspondence.

This item supersedes State Records Application 87-63, item 174, 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 following the date of separation from employment, then dispose of provided no litigation is pending or anticipated.

240.04 Payroll Information Files (Duplicates)

Dates: 1979 -
Volume: 3 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: By item, then Chronological

This record series consists of payroll information for the employees of the employees of the Office of Undergraduate Academic Services. Included would be: time recording sheets; Fringe Benefit printouts; Payroll Distribution printouts; and Time Transmittal printouts. This information is also maintained by the Fringe Benefits section of Personnel Services and the Payroll Office.

This item supersedes State Records Application 87-63, item 175, 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.

240.05 Mail Logs

Dates: 1983 -

Volume: 1 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of mail logs listing the source, content and disposition of each piece of mail received by the Office of Undergraduate Academic Services. Also included in this record series is a mail log for all important outgoing correspondence.

This item supersedes State Records Application 87-63, item 176, 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 the discretion of the agency.

240.06 Administrative Correspondence and Reference File

Dates: 1977 -
Volume: 32 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Alphabetical by subject

These files contain original and duplicate correspondence and reference material generated or utilized by the Office of Undergraduate Academic Services. Examples of predominant types of documents maintained in this file include: original and duplicate university memoranda; duplicate meeting minutes of campus-wide committees; achievement reports; planning documents; and annual reports.

This item supersedes State Records Application 87-63, item 177, 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 the office, then dispose of all duplicate, informational, or routine items. Transfer remaining accumulation to the University Archives for evaluation and possible accessioning of records possessing archival value.