

ACCOUNTING SERVICES

PROPERTY CONTROL

450.01 Tag Control Sheets (Originals)

Dates: 1976 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the Tag Control Sheets maintained by the Office of Property Control. The records generally include documents generated in property control used to account for tag usage

Recommendation: Retain in office for ten (10) years, then microfilm and dispose of original paper. Retain all record series microforms in office until property control tag number is obsolete or administrative value has expired, then dispose of microforms.

450.02 Purchase Orders (Duplicates)

Dates: 1972 -
Volume: 12 Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Numerical

This record series consists of duplicate purchase orders maintained by the Office of Property Control.

Recommendation: Retain in office until expiration of administrative value, then dispose of.

450.03 Tagging Log (Originals)

Dates: 1962 -

Volume: 5 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Numerical

This record series consists of the tagging log maintained by the Office of Property Control. The records generally include an accumulation of computer printouts which make up the tag number order file.

Recommendation: Retain in office permanently.

450.04 Tag Number Microfiche Files (Originals)

Dates: 1973 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical

This record series consist of the Tag Number Microfiche file maintained by the Office of Property Control. The files generally contain an end of the month record (on microfiche) in tag order of the property control file.

Recommendation: Retain in office permanently.

450.05 S.I.U. Foundation Report of Non-Cash Contributions (Originals)

Dates: 1985 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical by foundation document number

This record series consists of the S.I.U. Foundation Report of Non-Cash Contribution maintained by the Office of Property Control. The records generally include notification forms indicating gifts received by the foundation on behalf of the university. The

document transfers title to the university upon the acceptance signature of the Controller.

Recommendation: Retain in office permanently.

450.06 S.I.U. Foundation Report of Purchase of Assets by the Foundation (Originals)

Dates: 1985 -

Volume: 1 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Numerical by foundation document number

This record series consists of the S.I.U. Foundation Report of Purchase of Assets by the Foundation maintained by the Office of Property Control. The records Generally contain the same information form retained with the SIU Foundation Report of Non-Cash Contributions along with a coy of the Foundation invoice voucher which made payment to the vendor.

Recommendation: Retain in office permanently.

450.07 Request for Change of Status of Equipment Files (Originals)

Dates: 1973 -

Volume: 18 Cu. Ft.

Annual Accumulation: 2¼ Cu. Ft.

Arrangement: Chronological

This record series consists of the Request for Change of Status of Equipment files maintained by the Office of Property Control. The records generally include original documents with signatures of one or more fiscal officers which authorize entry into the property control system for any change of status requested. The records further include all letters, memos, and reports which serve as back up documentation for authorization.

Recommendation: Retain in office for ten (10) years, then dispose of.

450.08 Annual Verification of Equipment/Inventory Discrepancy Files (Originals)

Dates: 1978 -
Volume: 8 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of the Annual Verification of Equipment/Inventory Discrepancy files maintained by the Office of Property Control. The records generally include original forms with fiscal officer signatures verifying the disposition of university equipment and information retained on discrepancies in departmental inventory.

Recommendation: Retain annual verification of equipment form in office for five (5) years, then dispose of provided all administrative value has expired. Retain inventory discrepancy files in the office for eight (8) years, then dispose of provided all administrative value has expired.

450.09 Confirmation of Inventory Review Files (Originals)

Dates: 1980 -
Volume: 4½ Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Numerical by account

This record series consists of the Confirmation of Inventory Review files maintained by the Office of Property Control. The file generally includes a letter listing the account, and a printout of the equipment with notations made by the individual who completed the review.

Recommendation: Retain in office for six (6) years then dispose of, provided all administrative value has expired.

450.10 New Fiscal Officer Acceptance Form (Originals)

Dates: 1984 -

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

This record series consists of the New Fiscal Officer Acceptance Form maintained by the Office of Property Control. This document is signed by the new fiscal officer when a change has occurred in the accountability for equipment.

Recommendation: Retain in office for five (5) years then dispose of, provided all administrative value has expired.

450.11 Notification/Authorization of Equipment on Loan (Originals)

Dates: 1986 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Chronological

This record series consists of the Notification/Authorization of Equipment on Loan Files maintained by the Office of Property Control. This form is signed by the fiscal officer having responsibility for the item of equipment (making the loan), and by the fiscal officer who accepts temporary responsibility for the item (borrowing the item). Each account (active/cancelled loans) takes a physical inventory once a year.

Recommendation: Retain in office for one (1) year after cancellation of the loan, then dispose of provided all administrative value has expired.

450.12 Lease Purchase Agreements (Originals)

Dates: 1984 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of the Lease Purchase Agreements maintained by the Office of Property Control. The files generally include active and inactive lease agreements for equipment.

Recommendation: Retain in office for six (6) years after the date that leases become inactive, then dispose of provided all administrative value has expired.

450.13 Account Reconciliation Files (Duplicates)

Dates: 1981 -
Volume: 25 Cu. Ft.
Annual Accumulation: 5 Cu. Ft.
Arrangement: Chronological

This record series consists of the Account Reconciliation files maintained by the Office of Property Control. The records generally include computer printouts used as a record of monthly activity for: monthly audit trail, journal of activity, ledger of account balances, and plant expansion.

Recommendation: Retain in office for two (2) 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.

450.14 Journal Voucher Files (Duplicates)

Dates: 1985 -
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the Journal Voucher files maintained by the Office of Property Control. The information generally includes a record of monthly entries made into F.A.S. of plant asset activity and/or the lease purchase activity. Original information is retained by the accounting control section.

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.

450.15 Lost or Stolen Equipment Report Files (Originals)

Dates: 1980 -
Volume: 5¼ Cu. Ft.
Annual Accumulation: ¾ Cu. Ft.
Arrangement: Chronological

This record series consists of the Lost or Stolen Equipment Report files maintained by the Office of Property Control. The records generally include reports and supporting documents containing information with original signatures from fiscal officers and security department personnel with regards to the disposition of missing equipment.

Recommendation: Retain in office for five (5) years, then dispose of provided all administrative value has expired.

450.16 Capital Development Board Expenditure Files (Duplicates)

Dates: 1984 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the Capital Development Board Expenditure files maintained by the Office of Property Control. The records generally contain monthly activity reports of the Capital Development Board and related workpapers maintained by project which serve as a historical summary of C.D.B. activity. Originals are maintained with C.D.B. This information is also retained in the annual financial report.

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.

450.17 Research and Historical Files (Originals)

Dates: 1967 -
Volume: 15 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Numerical by tag number order

This record series consists of the Research and Historical files maintained by the Office of Property Control. The records generally contain cards retained on all equipment removed from inventory including: date, reason for withdrawal, lost holding account, description, value, and location.

Recommendation: Retain in office permanently and/or transfer to the University Archives for permanent retention.

450.18 Plant Assets on State Inventory Files (Agency Record Copies)

Dates: 1981 -
Volume: 27 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Numerical

This record series consists of the Plant Assets on State Inventory Files maintained by the Office of Property Control. The files generally include folders by property control account (department) for land, buildings, improvement and equipment. It contains a computer printout in SIU tag number order of the items on their inventory.

Recommendation: Retain in office for two (2) 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.

450.19 Security Discrepancy Reports (Originals)

Dates: 1983 -
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the Security Discrepancy Reports maintained by the Office of Property Control. The records generally include on-scene reports prepared by security department personnel when they receive a report of missing equipment.

Recommendation: Retain in office for two (2) years, then dispose of provided all administrative value has expired.

450.20 Annual Reports (Originals)

Dates: 1976 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the annual reports (University financial reports and statement of investment in plant) maintained by the Office of Property Control.

Recommendation: Retain in office permanently and/or transfer to the University Archives for permanent retention.