

## UNIVERSITY PUBLICATIONS

### 450.01 **Graphic Artwork Files (Originals)**

Dates: 1977 -  
Volume: 24 Cu. Ft.  
Annual Accumulation: 2½ Cu. Ft.  
Arrangement: Varied

This record series consists of original artwork for all posters, flyers, brochures, mailers and "mechanical" (camera-ready art) developed for the University.

**Recommendation:** Retain permanently - either in office or the University Archives.

### 450.02 **Fiscal Administration File (Duplicates)**

Dates: 1968 -  
Volume: 9½ Cu. Ft.  
Annual Accumulation: ½ Cu. Ft.  
Arrangement: Chronological by year

This record series contains invoice vouchers, purchase orders, bills and cash receipts for phone directories.

**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.

### 450.03 **Administrative Correspondence File**

Dates: 1964 -  
Volume: 11½ Cu. Ft.  
Annual Accumulation: ½ Cu. Ft.

Arrangement: Alphabetical by subject

This record series contains correspondence from the Chancellor, the Vice Chancellor, departments of the university, and about the purchase and use of computer equipment by University Publications.

**Recommendation:** Retain in office for three (3) years, then dispose of provided all administrative value has expired.

**450.04 Blue Sheet Report File**

Dates: 1983 -

Volume: 5½ Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: Chronological

This record series contains year-end reports, covering topics such as expenditures for stationery, promotional pieces in various printing categories (such as offset, etc.) and copies of the newsletters printed.

**Recommendation:** Retain until administrative value has expired and dispose of at the department's discretion.

**450.05 "Short Loop" Printing File**

Dates: 1982 -

Volume: 3 Cu. Ft.

Annual Accumulation: ½ Cu. Ft.

Arrangement: Alphabetical

This record series contains the printing file for "short loop" jobs such as quick printing or hand-lettered projects for flyers and other pieces.

**Recommendation:** Retain in office for three (3) years, then dispose of.

**450.06 Production Files**

Dates: 1972 -  
Volume: 17 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological

This record series contains job tickets (in numerical order), information about activities related to job tickets, galleys and proofs, manuscripts, correspondence and transmittals.

**Recommendation:** Retain in office for five (5) 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.

**450.07 Weekly Status Reports**

Dates: 1972 -  
Volume: 1½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series contains the weekly status reports from the editors and printers at University Publications about all projects currently underway at the university.

**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.

**450.08 Printshop Job Samples**

Dates: 1980 -  
Volume: 15 Cu. Ft.  
Annual Accumulation: 2 Cu. Ft.  
Arrangement: Numerical by job number

This record series contains samples of printing jobs in process, which are received daily and weekly and which are checked for errors or other problems.

**Recommendation:** Retain and weed periodically at the department's discretion.

**450.09 Personnel Files (Duplicates)**

Dates: 1960 -

Volume: 2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series contains the personnel files of active and inactive employees of University Publications, consisting of letters of appreciation, annual appointment, employment papers, fringe benefit reports, vacation and other time off information and annual evaluations. The original records are maintained by Personnel Services.

**Recommendation:** Retain in office for five (5) years after separation from employment, then dispose of provided no litigation is pending or anticipated.

**450.10 Shipping Invoice Reports**

Dates: 1974 -

Volume: 3 3/4 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This record series contains copies of shipping invoices which accompany orders being sent out. The university telephone book is one item that is handled in this manner.

**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.

**450.11 Graphics Standards Project Files**

Dates: 1964 -1977

Volume: 3 Cu. Ft.

Annual Accumulation: NA

Arrangement: Alphabetical

This record series contains correspondence and sample publications from other universities while SIU was developing a master information plan on graphics standards.

**Recommendation:** Dispose of at discretion of the department.

**450.12 Extracurricular Publishing File**

Dates: 1970 - 1985

Volume: 2¼ Cu. Ft.

Annual Accumulation: NA

Arrangement: None

This file contains material related to obtaining reprints of hardbound publishing books. This file is no longer maintained.

**Recommendation:** Retain and dispose of at the department's discretion.