

RECORDS & REGISTRATION

105.01 Official Student Records ("Student Microjacket") (Agency Record Copies)

Dates: 1900 -
Volume: 2,544 Cu. Ft.
Annual Accumulation: 500 Cu. Ft.
Arrangement: Alphabetical

This record series contains the official files for each undergraduate and graduate student at Southern Illinois University including, but not limited to, applications for admission, high school transcripts, evaluation of transfer credit, ACT scores, graduate degree approval materials, requests for withdrawal, petitions for readmissions, and biographic update sheets.

This item supersedes State Records Application 87-63, item 125, 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: Microfilm as generated, then dispose of original paper. Retain all record series microforms permanently in university offices and/or records storage facilities. A security copy of the microfilm is on file at University Micrographics.

105.02 Credit/Debit Vouchers for Students

Dates: 1980 -
Volume: 6 rolls
Annual Accumulation: 1 roll
Arrangement: Chronological by term

This record series contains the credit or debit vouchers that are sent to the Bursar's Office for payment or billing. This record series is a back-up record for ascertaining credit earned and appropriate fees paid when a student's program change affects the fees levied.

This item supersedes State Records Application 87-63, item 126, 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 one (1) term, then microfilm and dispose of the paper records. Retain all microform permanently in University Offices and/or records storage facilities. A security copy of the microfilm is maintained at University Micrographics.

105.03 Student Grade Reports

Dates: 1965 -
Volume: 249 rolls
Annual Accumulation:
Arrangement: Alphabetical

This record series contains student grade reports on microfiche as a back-up in case the transcript is lost or a student record ("micro-jacket") is lost.

This item supersedes State Records Application 87-63, item 127, 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: Microfilm the student grade report as generated and retain paper record for one (1) term, then dispose of paper record provided all audits have been completed and no litigation is pending or anticipated. Retain all record series microforms permanently in university offices and/or records storage facilities. A security copy of the microfilm is maintained by University Micrographics.

105.04 Course Request Form File

Dates: 1966 -
Volume: 243 rolls
Annual Accumulation:
Arrangement: Chronological by term

This record series contains student course registration forms and program change forms for each semester.

This item supersedes State Records Application 87-63, item 128, 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 paper record for one (1)

term, then microfilm and dispose of original paper. A security copy of the record series is maintained at University Micrographics.

105.05 Instructors' Grade Sheets File

Dates: 1966 -
Volume: 152 rolls
Annual Accumulation:
Arrangement: Chronological by term

This record series contains grade sheets submitted by professors for each class taught per term. The grade sheets list student names, student identification numbers and grade given. The department uses Computer Output Microfilm (COM) to produce microfiche for internal reference and to produce computer printouts for university department to check the information for accuracy.

This item supersedes State Records Application 87-63, item 129, 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: Microfilm source document and retain paper copy for two (2) years to allow reconciliation of information by all academic departments, then dispose of paper. Retain all record series microforms permanently in University Offices and/or records storage facilities. A security copy of microfilm is maintained by University Micrographics. The COM microfiche is for internal use and may be disposed of when administrative value expires.

105.06 Student Record Card

Dates: 1900 -
Volume: 225 Cu. Ft.
Annual Accumulation: 53 Cu. Ft.
Arrangement: Alphabetical

This record series contains the index card file system on all undergraduate and graduate students with pertinent information about the student's academic standing and progress. The record card is also microfilmed and maintained

in the "Official Student Record File" ("Student Microjacket"). See this application.

This item supersedes State Records Application 87-63, item 130, 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 permanently and also microfilm as a part of the "Official Student Record Files." Retain all record series microforms permanently in university offices and/or records storage facilities.

105.07 Institutional Reports

Dates: 1965 -
Volume: 131 rolls
Annual Accumulation:
Arrangement: Chronological by term

This record series contains statistical reports prepared by the Office of Admissions and Records. Computer-produced reports on the following subjects are sent to university department: (1) bio-demo statistics of students by class, gender, racial-ethnic, college unit, major program, residency, county/state/foreign country of origin, etc.; (2) student population statistics showing term of entry, admission status, scholastic retention status; and (3) grade distribution lists by course per term showing how many A's, B's, etc.

This item supersedes State Records Application 87-63, item 131, 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 one (1) term in paper copy, then microfilm and dispose of original paper. Retain all record series microforms permanently in University offices and/or records storage facilities. A security copy of the microfilm is maintained at University Micrographics.

105.08 Transcript Requests

Dates: 1984 -
Volume: 50 Cu. Ft.
Annual Accumulation: 17 Cu. ft.
Arrangement: Chronological

This record series contains requests for transcripts which are handled according to the provisions of the Buckley Amendment regarding privacy of student information at educational institutions.

This item supersedes State Records Application 87-63, item 132, 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 for two (2) semesters in the office, then transfer to inactive storage for one (1) year, then dispose of provided no litigation is pending or anticipated.

105.09 Final Examination Schedule File

Dates: 1976 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by term

This record series is a record of when final examinations met each semester and is used as documentation in evaluating a student's request for a grade change when that request includes claims about when a final exam took place.

This item supersedes State Records Application 87-63, item 133, 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 five (5) years, then dispose of provided all administrative value has expired and no litigation is pending or anticipated.

105.10 Space Book

Dates: 1981 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series is a computer printout of building and room assignments with one page per room, listing what class is in the room as well as day and time class is scheduled.

Room assignments are handled by Admissions and Records for the whole university.

This item supersedes State Records Application 87-63, item 134, 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 two (2) years, then dispose of provided all administrative value has expired.

105.11 Form 75 File

Dates: 1985 -
Volume: 4 1/2 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Chronological, then alphabetical
by department, then numerical
by course number

This record series contains the authority form (Form 75) to make changes to the published schedule of classes.

This item supersedes State Records Application 87-63, item 135, 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 one (1) year, then dispose of provided all administrative value has expired.

105.12 Requests for Use of University Space File

Dates: 1986 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by term, then
alphabetical by user's name

This record series contains request forms from individuals, agencies or other groups to use a university building for an event. The Admissions and Records Office is the central scheduling agent for all facilities in the General Classroom pool.

This item supersedes State Records Application 87-63, item 136, 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 (1) year, then dispose of providing all administrative value has expired.

105.13 Scheduling Posters

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

This record series contains worksheets for the large posterboard schedule of extra curricular events.

This item supersedes State Records Application 87-63, item 137, 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: Dispose of whenever administrative value has expired.

105.15 Student College and Major Change Authorization Transmittal Forms (Duplicates)

Dates: 1986 -
Volume: 2 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Chronological

These forms, received from student advising, show official approvals for students to change majors or colleges of academic programs. This file is used by Admissions and Records mainly for processing the appropriate information within its computer file or student's programs.

This item supersedes State Records Application 87-63, item 139, 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) months

after the processing and entry of the data in the office's computer system for tracking student's programs, then dispose of.

105.16 Student Personal Information Release Restriction Documents (Originals)

Dates: 1984 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological, then by student

This record series describes restrictions imposed by students (per student's signature) on specific types of information personal to the student to be released by the university third parties. Some categories of information have perpetual restrictions placed in a student's file, while other restrictions (depending on the category of information involved) must be renewed in writing annually.

This item supersedes State Records Application 87-63, item 140, 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 until and if the restriction expires without renewal, then retain for one (1) year thereafter, then dispose of providing no litigation is pending or anticipated.

105.17 Demographic Statistical Reports on Admissions (Originals)

Dates: 1940 -
Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Additional duplicates of these statistical reports on the sex, geographic/ethnic origins, and related demographic data on students admitted to SIU are distributed to the President's Office, the Board of Trustees, and the Illinois Board of Higher Education. Moreover, the report data are summarized in the Registrar's Report which is routinely filed with the University Library.

This item supersedes State Records Application 87-63, item 141, 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 ten (10) years in office, then offer to the University Archives for archival accessioning. If offer is rejected by University Archives staff, dispose of providing no litigation is pending or anticipated.

105.18 Tuition and Fee Assessment Reports (Computer Printouts)

Dates: 1986 -
Volume: 12 Cu. Ft.
Annual Accumulation: 8 Cu. Ft.
Arrangement: Chronological, then by student

This is a weekly computer run showing all tuition and fee assessments and has been maintained for eighteen (18) month external audit periods.

This item supersedes State Records Application 87-63, item 142, 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 eighteen (18) months or until audited - whichever is longer – then dispose of providing no litigation is pending or anticipated.

105.19 Tuition and Fee Authorization Contracts and Memoranda of Understanding (Duplicates)

Dates: 1976 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

These documents serve as official documentation of the President's and Board of Trustees' approval of tuition and fee assessments. The original (or university record copies as such) are maintained within the Offices of the Board of Trustees and the President.

This item supersedes State Records Application 87-63, item 143, 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 ten (10) year in office, then offer to the University Archives for accessioning. If offer is rejected by University Archives staff, then dispose of.

105.20 Course Credit Equivalency Sheets (Computer Printouts)

Dates: 1965 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By college or institution

This series consists of the office's computer printout listings used a guidelines for determining which courses in community college curricula (or selected other institutions), match with SIU - Carbondale programs/curricula as equivalent credit. These listings are periodically revised and maintained for working reference.

This item supersedes State Records Application 87-63, item 144, 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 until superseded by updating, then dispose of.

105.21 Undergraduate Catalog Series (Originals)

Dates: 1900 -
Volume: 10 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the university's master copies of undergraduate program course catalogs. Additional copies of these are maintained as holdings of SIU-Carbondale's Morris Library.

This item supersedes State Records Application 87-63, item 145, 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 and/or the University Archives on a permanent basis.

105.22 Syllabi and Course Approvals (Form 90-s) (Originals)

Dates: 1950 -
Volume: 15 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: By department and
chronological

This record series is the primal and more detailed documentation of the university catalog development and compilation process. This file consists of the original approval forms for the course descriptions with references to previous catalog publications and, in some cases, attached syllabi.

This item supersedes State Records Application 87-63, item 146, 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 and/or the University Archives on a permanent basis or microfilm and dispose of original paper retaining all record series microforms in office and/or the University Archives on a permanent basis.

105.23 Catalog Entry Description, Approval and Approved Transmittal Source Documents (Form 90A's) (Originals)

Dates: 1984 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By department and
chronological

This file series consists of draft narrative descriptions and copies of draft approval and approval transmittal forms (90A's) sent to colleges and/or departments for ultimate catalog preparation. All essential record series data are captured within the finished catalogs.

This item supersedes State Records Application 87-63, item 147, 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 two (2) years in office, then dispose of.

105.24 Data Entry Correction Audits (COM)

Dates: 1982 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This file series consists of COM audits of computer system data entry corrections.

This item supersedes State Records Application 87-63, item 148, 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 two (2) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

105.25 Registration Cancellation Review Reports (Originals)

Dates: 1984 -
Volume: 2 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Chronological by term

These reports are generated from the office's review of student's registration status with a view for the possible cancellation of registrations for delinquent tuition or other fiscal and/or disciplinary reason.

This item supersedes State Records Application 87-63, item 149, 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.

105.26 Report of Registration Cancellations (Originals)

Dates: 1984 -
Volume: 1/2 Cu. ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Copies of this report listing student registrations cancelled are provided to the Bursar's Office, Financial Aids Office, University Housing and Student Life.

This item supersedes State Records Application 87-63, item 150, 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 office, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

105.27 Action Forms for Administering Registrar Holds, Releases, and Academic Unit and Major Changes (Originals)

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

These "action forms" are used primarily for file updating therefore requiring a retention period of only one (1) year.

This item supersedes State Records Application 87-63, item 151, 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 one (1) year in office, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

105.30 Weekly Registration Summaries (COM)

Dates: 1976 -

Volume: Negligible
Annual Accumulation: Negligible
Arrangement: By term, department and course

These are weekly COM summaries of enrollment numbers used for curricula planning. The research and administrative value of the summaries persist for ten (10) years.

This item supersedes State Records Application 87-63, item 154, 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 five (5) years in office, then dispose of providing the series has first been offered to the University Archives for accessioning.

105.31 Final Registration Summary (COM)

Dates: 1976 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This COM summary is a final breakdown of registrations during a reporting period by classification (e.g., "Undergrad I," "Undergrad II"). The research and administrative value of the summaries persists for ten (10) years.

This item supersedes State Records Application 87-63, item 155, 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 five (5) years in office, then dispose of providing the series has first been offered to the University Archives for accessioning.

105.32 Master Course File (Enrollment Tabulation)(COM)

Dates: 1976 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This master COM file on course enrollment provides a composite picture of enrollment patterns for a given course over an eight (8) semester period. The duration of this files's research and administrative value is ten (10) years.

This item supersedes State Records Application 87-63, item 156, 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 five (5) years in office, then dispose of providing the series has first been offered to the University Archives for accessioning.

105.33 Independent Study Instructor Reports (COM)

Dates: 1976 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This COM report lists faculty eligible to instruct Independent Study courses. The duration of the administrative value of this series is ten (10) years.

This item supersedes State Records Application 87-63, item 157, 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 five (5) years in office, then dispose of.

105.34 Preliminary Time Table File (COM)

Dates: 1976 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This file is used to prepare future (one year removed) schedules of classes. The duration of the administrative value of this series is ten (10) years.

This item supersedes State Records Application 87-63, item 158, 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 five (5) years in office, then dispose of.

105.35 Space Roster File (COM)

Dates: 1976 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This COM file represents a manipulation of the Preliminary Time Table File to a format presenting chiefly "building"/"room"/"time of day" course instruction information rather than a "dept. "/"course" reference feature.

This item supersedes State Records Application 87-63, item 159, 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 five (5) years in office, then dispose of.

105.36 Term Time Tables (Computer Printouts)

Dates: 1970 -
Volume: 20 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: By term

This computer printout is a report used as an operational and planning guide to what is being taught, credits involved (etc.) and is also used as kind of an "authority" listing for the curricula offered for a semester.

This item supersedes State Records Application 87-63, item 160, 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 two (2) years in office then dispose of.

105.37 Enrollment Reports for Distribution to Department/Faculty (Computer Printouts)

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

This item supersedes State Records Application 87-63, item 161, 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 one (1) year in office, then dispose of.

105.39 Administrative Professional Files – (Not Hired) Originals & Duplicates

Dates: 1990-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of job applications of individuals who have applied for a position, but were not hired. Included in this file are: applications, resumes, cover letters, professional references, search committee evaluations, and correspondence with Affirmative Action. Administrative Professionals hired by the University have their own Personnel Files maintained for five (5) years following separation from employment per item 100.14 of this application. Eastern Illinois University maintains “Job Applications and Vitae” for not hired applicants for three (3) years per item 260.7 of Application 96-32.

Recommendation: Retain 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.

110.10 Articulation Files (Duplicates)

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

This record series consists of printouts used as guidelines for determining which courses in community college curriculum are equivalent in credit hours to those offered at SIU. The file also contains a list of all approved courses as well as courses which may be substituted for another course.

This item supersedes State Records Application 87-63, item 1246, 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 until superseded or updated or for one (1) year, whichever is longer, then dispose of.

110.11 Auto Usage Reports and Gas Cards

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

This record series consists of the auto usage reports and gas cards maintained by the new student admissions office.

This item supersedes State Records Application 87-63, item 1247, 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 providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

110.12 Admission Application Files (Inactive)

Dates: 1980-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the admission application files for prospective students that have attained inactive status from the failure of accepted students to attend, denial of application, or from prospective students who failed to complete the application process. Under university policy, prospective students who do not attend once accepted or are denied acceptance or do not complete the application process must resume active application processing within one (1) year from the date of last document submission or reapply in entirety within the guidelines of the whole application process.

Recommendation: Retain in office for one (1) year lapsed from the last date of document submission, then dispose of (by shredding) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.