

Included are: evaluations; requests for vacation/sick leave; fringe benefit printouts; and correspondence relating to personnel matters.

Original personnel files are maintained by the Personnel Office for sixty-five years.

This item supersedes State Records Application 87-63, item 1196, 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 the office for five (5) years after separation from employment, then dispose of provided no litigation is pending or anticipated.

840.03 Employment Request File

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

This record series consists of letters, usually with resumes attached, from persons seeking employment within the Office of Regional Research and Services.

This item supersedes State Records Application 87-63, item 1197, 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 the office for three (3) years, then dispose of provided no litigation is pending or anticipated.

840.04 Administrative Correspondence and Reference File

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

Arrangement: Alphabetical by subject

These files contain original and duplicate correspondence and reference material generated or utilized by the Office Regional Research and Services. Examples of predominant types of documents maintained in this file include: original and duplicate university memorandum; duplicate meeting minutes of university - and local business-related committees; business directories; affirmative action plans; mailing lists; annual reports of goals and objectives; impact studies; university calendars; and various newsletters, pamphlets and booklets.

This item supersedes State Records Application 87-63, item 1198, 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.

840.05 Task Force Research and Reference Files

Dates: 1986 - 1990

Volume: 6 Cu. Ft.

Annual Accumulation: N/A

Arrangement: Alphabetical by topic

This record series contains research and reference materials gathered by this office for the Governor's Task Force on the Future of Rural Illinois.

While these files contain some original research material, they are chiefly composed of reference material published by state agencies and private researchers (e.g., annual reports, special reports, five year plans, newsletters from various agencies; state health plans; descriptions of state agencies and the services they provide; and raw statistical reports).

This task force published a final report of its findings and a copy of that report is available at the Illinois State Library.

This item supersedes State Records Application 87-63, item 1199, 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, either in the office or the University Archives.