

## COLLEGE OF EDUCATION

### RENEWAL INSTITUTE

#### **430.01 Administrative Correspondence and Reference Files (Agency Record Copies and Duplicates)**

Dates: 1985 -  
Volume: 2 1/2 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: None

This record series consists of incoming and outgoing correspondence and reference materials of the Renewal Institute. The Renewal Institute for Practicing Educators is a new program at SIU created to provide practicing educators with an opportunity to renew and extend their content knowledge and teaching skills in science, mathematics and written communication. Types of documents included in this record series are: Illinois Principals Leadership Academy (originals Jan-June 1986) Annual Report, by-laws, correspondence with Regional Coordinators and the director, copy of agreement between Rend Lake College and principals (the I.P.C.A. is a defunct agency which was developed to provide training programs for school principals, and to provide a network on legislative concerns of school principals); course syllabi for the institute; scheduling records; correspondence with instructors; course evaluations; registration procedures; correspondence with professional organizations; etc.

This item supersedes State Records Application 87-63, item 592, 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 weed files of non-archival materials and dispose of non-archival materials. Transfer archival materials to the University Archives for permanent retention.

#### **430.02 Budget and Fiscal Administration (Duplicates)**

Dates: 1985 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Chronological

This record series consists of budget/expenditure printouts, purchase orders, requisitions, invoice vouchers, etc. used by the Renewal Institute to document the procurement of goods and services for the institute.

This item supersedes State Records Application 87-63, item 593, 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.

**430.03 Minutes of Staff Meetings (Originals)**

Dates: 1987 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This item supersedes State Records Application 87-63, item 594, 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 permanently or transfer to the University Archives (after all administrative use has expired) for permanent retention.

**430.04 Student Files (Duplicates)**

Dates: 1985 -

Volume: 1 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Alphabetical

This record series consists of correspondence with students enrolled in the Renewal Institute Program, copies of prospectors, dissertations, and a copy of the students program. (Program applications and graduation checklists are retained by Education Administrative/Higher Education Office.)

This item supersedes State Records Application 87-63, item 595, 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 the last date of attendance, then dispose of provided no litigation is pending or anticipated.