

STUDENT DEVELOPMENT

360.01 Parking Exception Forms (Originals)

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

This form is completed by students requesting exceptions to the University's motor vehicle and bicycle regulations.

Recommendation: Retain in the office for one (1) year, 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.

360.02 Rainbow's End Preschool Files (Agency Record Copies)

Dates: 1982 -
Volume: $\frac{3}{4}$ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the Rainbow's End Preschool files maintained by the Office of Student Development. Rainbow's End is a comprehensive day care, child development center designed to serve children, ages 6 weeks to 10 years, of University students, faculty, and staff members. Examples of records include: accident reports, activity reports, annual reports, appointment logs, attendance records, audit reports, budgets, child care food reimbursement records, children's records (e.g. family histories, progress reports),. contracts, disbursement records, enrollment data, evaluation reports, faculty case records, professional association records, reference documents, system/procedure records, usage reports and related correspondence.

Recommendation: Retain in the office for three (3) years, then review files and dispose of all records no longer possessing any administrative values. Retain fiscal records 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.

360.03 Legal Files (Agency Record Copy)

Dates: 1975 -

Volume: 1 1/2 Cu. Ft.

Annual Accumulation:

Arrangement: Alphabetical by subject

This record series consists of the legal files maintained by the Office of Student Development. The records generally include: copyrights; law records (federal, state, local); legal opinions; licenses (state, local); not-for-profit corporation records; and reference documents.

Recommendation: Retain in the office until all administrative value has expired, then dispose of, provided no litigation is pending or anticipated.

360.04 Fiscal Administration Files (Duplicates)

Dates: 1982 -

Volume: 15 Cu. Ft.

Annual Accumulation: 3 Cu. Ft.

Arrangement: Chronological by fiscal year

This record series consists of the Fiscal Administration files maintained by the Office of Student Development. The records contain approximately 250 departmental and registered student organization accounts including; audit reports (internal, external); balance sheets; budgets; cash receipts/disbursements; cash sales/charge slips; change fund register; check registers; child care food reimbursement records; collection reports; contractual records/logs; correspondence; deposit records; disbursement records; expense reports; FAS reports; facility lease records; facility

scheduling records; financial statements; fiscal officer records; fringe benefit reports; general ledgers; inventory records; key control records; payroll records; printing/duplicating service records; requisitions; student activity fee allocation records/report; system/procedure records; telephone charges; travel expense's; and vehicle usage reports. Originals are maintained with the University Offices of Payroll, Personnel, Disbursements, and General Accounting.

Recommendation: Retain in the 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.

360.05 General Administrative Files (Originals and Duplicates)

Dates: 1980 -
Volume: 7 ½ Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of the General Administrative files maintained by the Office of Student Development. The Office of Student Development provides programs, activities, and services for three major areas: 1) student involvement; 2) student development; and #) experiential learning. program emphases include new student orientation services, parents association programs and activities, student volunteerism programs, leadership development services, student organization programs and activities, fraternities and sororities, credit for programming activities, student media/; publications, faculty mentoring project for freshmen, child care/development services, and student special populations programs. Specific examples of records include: activity reports; Administrative/Professional Personnel Management Study records; annual reports; appointment logs; audit reports (internal, external); committee reports/records; correspondence (accounting, general, personal); departmental reports (monthly, semester, project); directives; disciplinary data/reports; evaluation reports (internal, external); grant reports/records; inventories (departmental, registered student organizations); organizational charts; professional association records; professional consultation records; programmatic reports; publications,; reference documents; research document/reports/scholastic data/reports; security incident

records; time logs; and wage reports/records. Originals are maintained with the University Offices of Payroll, Personnel Services, and Student Work/Financial Assistance.

Recommendation: Retain in the office for five (5) years, then after separation from employment, 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.

360.08 Public Relations and Graphics Files (Originals and Duplicates)

Dates: 1984 -
Volume: 1 ½ Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological

This record series consists of the Public Relations and Graphics files maintained by the Office of Student Development. The records generally include: activity reports; audiovisual materials/information; community service reports; contracts for advertising; employee activities/presentations; layouts; mailing lists; manuscripts; news releases; newsletters; photos/slides; public information activities; research presentations; and logos.

Recommendation: Retain in the office for three (3) years, then review files and weed out any documents possessing long term administrative, legal, or historical value (e.g. original photos, logos, research presentations) for permanent retention in the office and/or transfer to the University Archives. All duplicate, extraneous materials may be disposed of at the discretion of the office provided all administrative value has expired.

360.09 Programmatic/Activity Files (Originals/Duplicates)

Dates: 1977 -
Volume: 15 Cu. Ft.
Annual Accumulation: 1 ½ Cu. Ft.
Arrangement: Alphabetical

This record series consists of the Programmatic/Activity files maintained by the Office of Student Development. The records generally contain information retained on the following areas: Student Orientation Programs; Black Affairs; Greek Affairs; Mobilization of Volunteer Effort; SIUC Parents Association; MAGIC (Maximize Academic Growth in College); Leadership Development; Credit for Programming; Rainbow's End Preschool; and Special Programs/Projects. Specific examples include: activity reports; annual reports; attendance records; audit reports; budgets; class lists; committee reports; course outlines; correspondence; course outlines; disciplinary data; evaluation reports; facilities of scheduling reports; grade reports; grant applications/records; incident reports insurance claims/records; internship contracts/reports; mailing lists; membership lists; research documents/reports; and scholastic data.

Recommendation: Retain in the office for three (3) years then review files and weed out any documents possessing long term administrative, legal, or historical value (e.g. original research documents, original committee reports) for permanent retention in the office and/or transfer to the University Archives. All duplicate, extraneous material may be disposed of at the discretion of the office, provided all administrative value has expired.

360.10 Registered Student Organization Files (Originals and Duplicates)

Dates: 1972 -
Volume: 7 ½ Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Alphabetical

This record series consists of the Registered Student Organization Files maintained by the Office of Student Development. The records generally contain information retained on Registered Student Organizations (e.g. fraternities, sororities, departmental clubs) including: annual registration forms/approvals; applications/petitions for registration; authorization/activity requests; budgets; constitutions and bylaws; correspondence; faculty advisor records; fraternal membership lists; fraternal semester reports; group disciplinary records; group financial status reports; group status reports/records; Officer academic/disciplinary status reports; Officer Lists; Scholastic/disciplinary standing

clearances/exceptions; security incident reports; solicitation permit records; and system/procedure records.

Recommendation: Retain in the office for three (3) years, then review files and weed out any original documents possessing long term administrative, legal, or historical value (e.g. constitution and by-saws) for permanent retention in the office and/or transfer to the University Archives. All duplicate, extraneous records may be disposed of at the discretion of the office, provided all administrative value has expired.