

ADMINISTRATIVE OFFICE

100.01 **Payroll Files (Duplicates)**

Dates: 1982 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the payroll files maintained by the Office of the Vice President for Student Affairs. The records contain payroll information for the following areas: Campus Safety Programs, Graduate and Professional Student Council, Students Legal Assistance, and the Office of Undergraduate Student Organizations. Specific examples of records include: payroll time transmittals; fringe benefit reports; vacation/sick leave time, and student payroll information. Originals are maintained with the University Offices of Payroll and/or Personnel.

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.

100.02 **Board of Trustees - Chancellor's Office Files (Duplicates)**

Dates: 1984 -
Volume: 1½ Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Alphabetical

This record series consists of copies of policies and procedures, correspondence, resolutions, etc. which are primarily retained by the Vice President's Office for administrative reference purposes. The files include: copies of Board of Trustees resolutions, Board newsletters, Board correspondence (general), copies of Chancellor's Office Code of Policy, copies of the Chancellor's Long Range Plan for Computing Fiscal Years (1986-1990), copies of the Report on State Legislation, copies of the Annual Report of the

Chancellor to the Board of Trustees, and related correspondence.

Original documentation is maintained by the University's Office of the Board of Trustees as per State Records Application 87-61 providing for permanent retention of the original documentation.

Recommendation: Retain in office for five (5) years, then review the files and dispose of all materials that have been superseded and/or no longer possess any administrative value and retain in office the balance of the file.

100.03

Affirmative Action Files (Duplicates)

Dates: 1975 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By area/Alphabetical

This record series consists of copies of affirmative action materials which are primarily retained by the Vice President's Office for administrative reference purposes. The records include: copies of the University's Affirmative Action Plan, Civil Service hiring information, copies of compliance reviews, Advisory Council information, Affirmative Action Goals, copies of student grievances, Illinois Commission on the Status of Women Report, copy of Master Plan Phase IV, recruitment and hiring information, copy of Title IX, Utilization Analysis and Veteran's Information.

Original University Affirmative Action documentation is maintained permanently by the Office of the President as per State Records Application 87-62, items 29, 34 and 38 and item 37 provides for the disposition of Affirmative Action Complaint Files upon the lapse of five (5) years after settlement of the complaints.

Recommendation: Retain in office for five (5) years, then review files and dispose of all materials that have been superseded and/or no longer possess any administrative value and retain in office the balance of the file.

100.04**Student Development Files (Duplicates)**

Dates: 1984 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This record series consists of copies of policies and procedures, correspondence, program reviews, etc. which are primarily retained by the Vice President's Office for administrative reference purposes. The files include: Campus Judicial Board minutes, Rainbow's End Day Care materials (i.e., copies of child care legislation, Board of Directors meeting minutes, and copies of end leases), fraternity and sorority materials (i.e. membership lists), copies of Inter-Greek Council materials, Intramural-Recreational Sports information (i.e. schedules), M.O.V.E. (Mobilization of Volunteer Effort) information/ correspondence, Parent's Association materials (i.e. correspondence), Project Magic materials (i.e. correspondence), Student Activity Fees, Notification of Student Deaths (i.e. for student file closure), Mid-America Peace Project materials, Student Development Program reviews, Student Orientation materials (i.e. correspondence), Student injuries and fatalities information, Student Development discipline information, Student Recreation Center materials (i.e. fact sheets), Recreation Building Operating Costs, Student Recreation Center computer access information, Students' Attorney Program materials and University withdrawal information.

Recommendation: Retain in office for five (5) years, then review the files and dispose of all materials that have been superseded and/or no longer possess any administrative value and retain in office the balance of the file.

100.05**Administrative Correspondence and Reference Files (Duplicates and Originals)**

Dates: 1976 -
Volume: 12½ Cu. Ft.
Annual Accumulation: ¾ Cu. Ft.
Arrangement: Alphabetical

This record series consists of administrative correspondence and related duplicate reports and reference materials (i.e., copies of Senate Bills, etc.) retained on the following subject areas and file folder headers:

- 1) Student Center - Food Service contract (original with Purchasing); food service cost analyses; internal/ external reviews; job descriptions; scheduling/ catering office files; automatic teller; check cashing service information; senate bill 1470 (retail sales on campuses); student center fees; ticket sales; student center policies; student programming council files; cardboard boat regatta files; Halloween celebration (1985 & 1986); and Springfest files;
- 2) Office of Student Work and Financial Assistance (SWFA) - Basic Education Opportunity Grant (BEOG); Department of H.E.W.; financial aid for athletes; Gramm-Rudman Legislation; IBHE-financial aid; Illinois State Scholarship Commission; Monetary Award Program Proposal; Midwest Association of Student Financial Aid Administrators; Policy on Satisfactory Progress; Student Financial Aid Analysis; SWFA - Financial Statements; SWFA Administration Cost Allowance Funds; SWFA Administrative Systems; Health Professions Audits; Selective Service Registration Requirements; SWFA - Law Enforcement Education Program; SWFA - Loan Programs/ Audits; SWFA scholarship programs (e.g., Paul Powell scholarship); SWFA (student wages); SWFA (student work program); Federal Work Study Monies; and Veterans Affairs (e.g., Veterans Cost-of-Instruction Program - VCIP).
- 3) Non-University - Allerton conference; American Association for Higher Education; American College Personnel Association; American Management Associations; AMTRACK; Association of Teacher Educators; Baptist Student Center; City of Carbondale (Chamber of Commerce); College Board; Conferences; Workshops and Seminars; Department of Health, Education, and Welfare; Energy Conference (City of Carbondale); Higher Education Strategic Planning Institute; Illinois Arts Council; Illinois Board of Higher Education; Illinois Student Association; John A. Logan

College; NAACP (National Association for the Advancement of Colored People); National Association of College Auxiliary Services; Occupational Safety and Health Administration; Phi Delta Kappa; Public Transportation Feasibility Study; Southern Illinois Airport; Special Olympics; Governor's Committee on the Handicapped; Illinois Office of Education; Senate Bills; University Civil Service System of Illinois; State Universities Retirement System; Task Force on the Future of Illinois; U.S. Department of Labor, and Zoning - Constitutional Law.

4) Student Affairs Central - Administrative Internship Applicants; Alcohol Abuse Prevention Policy; Annual Statement of Goals and Objectives for Student Affairs; Audit Reports; Accounts Receivable; Buckley Amendment; Budget; CETA - Title VI Project; Comparative Costs; Compliance Audit Findings; Conference Center Analysis; Contracts; Divestiture Policy; Freedom of Information Act; Fringe Benefit Reports; Minority Fellowship Program; Position Description; Student Affairs Tenured Staff; Graduate Assistants; Honors Day; Lincoln Academy; Monthly Reports from Deans/Directors; news articles (other universities); organizational charts; performance evaluations; policy on demonstrations; program reviews; refund policy; salary equity; service awards; Solicitation Policy; Student Affairs Reorganization; Student Agreements; Student Government; Tailgate Policy; Tuition and Fees (e.g., cancellation waivers, fee increases); and Undergraduate Student Organization (e.g. Carbondale Clean-up Day, Budget, Constitution).

5) University General - Admissions and Records (e.g., enrollment, inquiries from prospective student); Adult Part-Time Student Program; Air Institute and Service; Alumni Association; Army ROTC; Budget Office (University Budget); Bursar's Office; Civil Service; Clinical Center; Collective Bargaining (Civil Service/ Faculty); College of Education; College of Science; Commencement; Community Development; Computing Affairs (e.g., request for computer access); Continuing Education; Controller's Office; Daily Egyptian; Department of Radio-TV; Faculty Senate; Financial Accounting Program; Graduate Council; Institutional Research; Internal Auditor; International

Programs and Services; Legal Counsel; Personnel Services (e.g., risk management, out-placement program); President's Office; Purchasing; RAMP; Religious groups; Retirement Report; School of Law; School of Music; Security Office; S.I.U. Foundation; Student Tenant Office; Tenure; Travel Service; Treasurer's Office; Affirmative Action Office (Sexual Harassment); University Honors Program; University Regulations and Procedures, and University Recruitment and Retention (recruitment studies and back-up documentation).

Any supporting documents in the series (which do not comprise the bulk of the file) other than correspondence consist solely of reference duplicates and therefore are not used as originals or university record copies.

Recommendation: Retain in office for three (3) years, then with the assistance of the University Archives staff, review the series and transfer any documents having archival value to the University Archives for permanent retention and dispose of all extraneous materials.

100.06

Fiscal Administration and Budget Files (Agency Record Copies & Duplicates)

Dates: 1977 -
Volume: 8 Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Chronological

This record series consists of invoice, contractual, and travel vouchers for the procurement of goods and services for the Administration Office. Also included are general accounting monthly expenditure reports, year-end (expenditure) summaries, records of student affairs general contingency fund, purchase orders, requisitions, salary and fringe benefit reports and repair and maintenance records for the Student Recreation Center.

Recommendation: Retain duplicate 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. Retain agency record copies in office for six (6) years or until all administrative use has expired (whichever is longer), then dispose of provided all audits have been completed under the supervision of the Auditor General, if required, and provided no litigation is pending or anticipated.

100.07 Student Conduct Review Board (Agency Record Copies)

Dates: 1970 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by Student name

This record series consists of records of appeals made to the Vice President for Student Affairs by students who have had disciplinary action taken against them by the judicial boards.

Included in the files are incident reports witness statements, correspondence with the student, notification of decision, audio tapes of the Campus Judicial review Board proceedings, and a copy of the final decision.

Recommendation: Retain in office for five (5) years after denial or consideration of appeal, then dispose of providing no litigation is pending or anticipated.

100.07 Campus Safety Programs (Agency Record Copies/Duplicates)

Dates: 1979 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By subject

The Campus Safety Program is divided into two major programs areas the Woman's Transit Program and the Night Safety Van Program. The V.P. supervises the workers who drive the buses and vans. Included are applications for drivers, incident/accident

reports, schedule of van routes, complaints on service and other correspondence.

Recommendation: Retain in office for three (3) years, then dispose of providing no litigation is pending or anticipated.

100.09

Committee Records (Originals and Duplicates)

Dates: 1971 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical, then
Chronological

This record series includes copies of agenda's, meeting minutes and sub-committee reports for various committees. Included are the agency record copy of committee records for the following committees:

Campus Environment Team (Readings) 1986 -
Campus Safety Fee Board 1978 -
Early Warning System Task Force 1986
Recruitment and Retention Committee
Retention of Minority Students
Selection Research, Inc.
Student Affairs Administrative Committee 1971 -
Student Conduct Review Board

Also included are duplicate records for the following Committees:

Academic Dean's Council
Administrative and Professional Staff Council
Alcoholic Beverage Committee (Requests to Serve Alcoholic Beverages)
Arena Use Policy Committee
Budget Advisory Committee
Campus Telecommunications Network Committee
Closure Policy Committee
Committee on Outdoor Stage
Committee on Student Publications & Broadcasting Services
Committee on Review Multiple Services Offices

Constituency Groups - Addition or Elimination
Guidelines
Emeritus College Advisory Committee
Financial Aid Advisory Committee
Grant Review Committee
Greek Affairs Task Force
Honorary Degrees Committee
Honors Day Committee
Inter-Institutional Cooperation Task Force
International Students Ad Hoc Committee
Intermural-Recreational Sports Advisory Board
Library Affairs Advisory Committee
Nonacademic Priorities Committee
Student Affairs-Academic Affairs Committee
Student Affairs Professional Development
Committee
Student Center Board
Student Conduct Code Revision Committee
Student Health Policy Board
Sturgis Public Service Award Committee
Tuition and Fees Task Force
University Housing Liaison Committee
University Joint Benefits Committee

Recommendation: Retain in office until administrative use has expired then transfer to the University Archives for permanent retention. (University Archives may weed out duplicates if the agency record copy has been received from another office.)

100.09A Early Warning Systems Program File (Originals)

Dates: 1986 -
Volume: 4 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical by student

This record series consists of documentation retained on the University's "Early Warning System Program" which was established to :

- 1) identify potential non-persisters through existing "clues" which are available within the University bureaucracy;

- 2) recommend the type of intervention which should be undertaken to impact the attrition of students who can be identified as potential non-persisters; and
- 3) coordinate referrals of students to "facilitators" (i.e., volunteers from the University community who work with students in resolving problems which are affecting their persistence).

File series contents include the program start-up documentation, referral forms, and "facilitator" reports on the status of their contacts with students.

Recommendation: Retain in office for four (4) years following the last date of the respective clients' receipt of program services, 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.

100.10

Student Services Files (Agency Record Copies & Duplicates)

Dates: 1984 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

Included in this record series is correspondence with the various Student Services Departments primarily dealing with programs administered through the various departments (University Placement Center, Career Development Center, Women's Services Testing Services, Disabled Student Services, Counseling Center, Non-traditional Student Office, Office of Minority Student Affairs, etc.). A duplicate copy of the budget for Student Services Department and the annual report for the department is also included in this record series.

Recommendation: Retain in office for three (3) years or until all administrative use has expired (whichever is longer), then transfer archival records to the University Archives for permanent retention and dispose of non-archival materials provided all audits have been completed under the authority of the Auditor

General, if required, and provided no litigation is pending or anticipated.

100.11 Student Health Program Files (Agency Record Copies & Duplicates)

Dates: 1985 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of policy and procedures for operation of the Student Health Programs, Student Health Program Annual Report (to the President), program reviews, and reports on various health issues and programs (i.e. AIRS Issue, Alcohol Education Program, Human Lifestyling Program, Human Sexuality Services, Physical Fitness Program, Student Wellness Resource Center, etc.). Also included are duplicate copies of contracts with medical care providers and correspondence with Health Service.

Recommendation: Retain in office for three (3) years or until all administrative use has expired (whichever is longer), then transfer archival records to the University Archives for permanent retention and dispose of non-archival materials provided all audits have been completed under the authority of the Auditor General, if required, and no litigation is pending or anticipated.

100.12 University Housing Files (Agency Record Copies & Duplicates)

Dates: 1982 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of various records received or generated by the Vice President's Office in conjunction with the operation of university housing. Included are copies of reports of fire alarms, housing budgets, policies and procedures for housing units (i.e. day care needs, rate increases, providing housing over break periods, etc.), requests for repairs, occupancy

reports, housing contract terms, studies of resident hall life styles, food service operations, video program licensing (policy was issued on number of students reviewing video tapes, etc.), housing rate studies, room entry and search policy.

Recommendation: Retain in office for three (3) years or until all administrative use has expired (whichever is longer), then transfer archival records to the University Archives for permanent retention and dispose of non-archival materials provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

100.13

Student Affairs - Personnel Actions (Duplicates)

Dates: 1982 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By subject

Included in this record series are copies of job audits for employees under the V.P. for Student Affairs, flex year appointment records, position descriptions, documentation of transfer of funds for personal services, salary increase information (i.e. policies on general salary increases), copies of Board of Trustee meetings where the Board ruled on personnel actions within the VP's area.

Recommendation: Retain in office for three (3) years or until all administrative use has expired, whichever is longer, 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.

100.14

Personnel Records (Duplicates)

Dates: 1973 -
Volume: 13½ Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This record series consists of duplicate copies of personnel files for civil service, administrative and professional employees. Included are performance evaluations, contracts, letters of recommendation, grievances, warning letters, requests for leave of absence, salary/classification change forms, letters of termination or resignation and letters of appointment.

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