

COLLEGE OF APPLIED SCIENCES AND ARTS
TECHNOLOGY COMMERCIALIZATION CENTER

845.01 TCC Administrative Correspondence and Reference File

Dates: 1985 -
Volume: 9 Cu. Ft.
Annual Accumulation: 4 1/2 Cu. Ft.
Arrangement: Alphabetical

This record series contains the Technology Commercialization Center's Correspondence and Reference File consisting of:

the Small Business Innovation Research (SBIR) file with information on federal sources of funding and assistance;

confidentiality agreements signed by all TCC employees and consultants at the University to take all necessary precautions to preserve the confidential nature of the materials provided on the invention;

the grant agreement and other correspondence with the Illinois Department of Commerce and Community Affairs (DCCA);

public relations materials on the Technology Commercialization Center (TCC);

information on patents and patent attorneys, including the agreement with the SIU Foundation to pay for the patent searches needed;

the TCC's quarterly reports to DCCA;

minutes of TCC Advisory Board meetings;

the request to DCCA for continuation of the grant for the TCC along with supporting documents such as letters of support and other program justification data; and other miscellaneous correspondence and reference material.

This item supersedes State Records Application 87-63, item 1181, 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 review file and remove any materials possessing long-term historical value (minutes of meetings, significant reports, policy formulation correspondence, grant material, etc.) and transfer to University Archives for permanent retention. Records that possess legal and administrative value beyond three years may be retained until any further administrative or legal value has expired before being transferred to the Archives. Records that do not possess any further administrative value are to be disposed of provided no litigation is pending or anticipated.

845.02 Technology Commercialization Center (TCC) Project Files

Dates: 1985 -
Volume: 6 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Numerical

This record series contains the project files of the Technology Commercialization Center, which was created by a grant from the Illinois Department of Commerce and Community Affairs to help small businesses and entrepreneurs in Southern Illinois to commercialize their technical inventions and, thereby, improve the state's economy. A typical file contains the business person's request for participation in the TCC, a resume of the business person submitting the project, quarterly project status reports, notes of meetings, pictures or diagrams of the project, patent searches done, the "Conditions for Submission of Projects to the Technology Commercialization Center, SIU," and correspondence.

This item supersedes State Records Application 87-63, item 1182, 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 completion of the project, then transfer to the University Archives for permanent retention.

845.03 Accounting Files (Duplicates)

Dates: 1985 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series contains the fiscal records for both the administration of the Technology Commercialization Center and for the TCC projects. This file consists of monthly printouts of expenditures, budget allocations, account balances, requisitions, purchase orders, vouchers (i.e., invoice, travel, etc.), student wages, fringe benefits, timesheets, payroll distribution, contractual service papers, consultant and lecturer expenses and the contingency fund account. The project expenditures files contain the following: purchase orders, invoice vouchers, line item expenses for each items as telephone charges, consulting fees, travel, printing and conferences. The originals are maintained by Disbursements.

This item supersedes State Records Application 87-63, item 1183, 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.

845.04 Personnel File (Duplicates)

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

This record series contains the personnel files for civil service workers, student workers, graduate assistants, administrative/professional staff and technological consultants for the Technology commercialization Center, consisting of work schedules, salary increase notices, letters of recommendation, financial assistance papers for students and appointment papers for graduate assistants, administrators and technological consultants. Originals are maintained by the Personnel Office as per Application 87-66.

This item supersedes State Records Application 87-63, item 1184, 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 five (5) years after separation from employment, then dispose of provided no litigation is pending or anticipated.