

JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION NO. 85-78
PAGE 1 OF 12 PAGES.

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

RM M RM-7.1

AGENCY
Northeastern Illinois University

DIVISION
Business Services

SUBDIVISION

RECOMMENDATION:

Jim Edgar 6/19/85
ARCHIVIST DATE

I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER PRESERVATION.

STATE RECORDS COMMISSION APPROVAL:

[Signature]
CHAIRMAN

Oliver Foster Jr
SECRETARY

JUN 19 1985
DATE

John Corvino
HEAD OF AGENCY
for Donald Williams

5/20/85
DATE

SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES GIVE TITLE, EARLIEST DATE, FILE ARRANGEMENT, VOLUME, ANNUAL ACCUMULATION, FORM NUMBERS, LEGAL REQUIREMENTS AFFECTING RETENTION, AND RECOMMENDED RETENTION PERIOD. IF MICROFILMED, THE HEAD OF THE AGENCY SHALL ATTACH A STATEMENT CERTIFYING THAT MICROFILM COPIES, MADE IN ACCORDANCE WITH THE STANDARDS OF THE STATE RECORDS COMMISSION, WILL BE ADEQUATE SUBSTITUTES FOR THE ORIGINAL RECORDS.	ACTION TAKEN
1.	<p>Accounts Payable Vouchers</p> <p>Dates: 1977 - Volume: 84 Cu. Ft. Annual Accumulation: 10½ Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p>THIS APPLICATION # <u>85-78</u> Item(s) <u>1</u> CANCELLED. SEE APPLICATION # <u>86-108M</u> Item(s) <u>1</u></p> <p>Disposition Approved as amended</p>
2.	<p>Accounts Receivable Listings</p> <p>Dates: 1977 - Volume: 10½ Cu. Ft. Annual Accumulation: 1.5 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, 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.</p>	<p>THIS APPLICATION # <u>85-78</u> Item(s) <u>2</u> CANCELLED. SEE APPLICATION # <u>86-108M</u> Item(s) <u>2</u></p> <p>Disposition Approved as amended</p>

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APPLICATION NO. 85-78

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
3.	<p>Accounts Receivable Listings - Batches</p> <p>Dates: 1977 - Volume: 9½ Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, 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.</p>	<p>THIS APPLICATION # <u>85-78</u> Item(s) <u>3</u> CANCELLED. SEE APPLICATION # <u>86-108M</u> Item(s) <u>3</u></p> <p>Disposition Approved as amended</p>
4.	<p>Audit Workpapers</p> <p>Dates: 1974 - Volume: 3½ Cu. Ft. Annual Accumulation: 1/3 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain three (3) years in office, 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.</p>	<p>Disposition Approved as amended</p>
5.	<p>Cancelled Checks</p> <p>Dates: 1977 - Volume: 36 Cu. Ft. Annual Accumulation: 4½ Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>(a) Clearing Account (e) Emergency Loan (b) Payroll (c) Voids (d) White copy</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p>Disposition Approved as amended</p> <p>THIS APPLICATION # <u>85-78</u> Item(s) <u>5</u> CANCELLED. SEE APPLICATION # <u>86-108M</u> Item(s) <u>4</u></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
6.	<p>Compliance/Fiscal Audits</p> <p>Dates: 1977 - Volume: 4 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i> as amended</p>
7.	<p>Administrative Correspondence</p> <p>Dates: 1980 - Volume: 70 Cu. Ft. Annual Accumulation: 12 Cu. Ft. Arrangement: Chronological by fiscal year then alphabetical by subject</p> <p>Recommendation: Retain three (3) years in office, then review files and weed out any materials which no longer possess any administrative value and dispose of. Records which document the planning, operation and significant policy-making of the agency are to be transferred to the University Archives for permanent retention.</p>	<p><i>Disposition Approved</i> as amended</p>
8.	<p>Deposit Slips</p> <p>Dates: 1977 - Volume: 60 Cu. Ft. Annual Accumulation: 7½ Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p>THIS APPLICATION # <u>85-78</u> Item(s) <u>8</u> CANCELLED. SEE APPLICATION # <u>86-108M</u> Item(s) <u>5</u> <i>Disposition Approved</i> as amended</p>
9.	<p>Direct Payment Vouchers</p> <p>Dates: 1977 - Volume: 64 Cu. Ft. Annual Accumulation: 8 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p>THIS APPLICATION # <u>85-78</u> Item(s) <u>9</u> CANCELLED. SEE APPLICATION # <u>86-109M</u> Item(s) <u>6</u> <i>Disposition Approved</i> as amended</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	THIS APPLICATION	ACTION TAKEN
10.	<p>Duplicating Service Requests and Vouchers</p> <p>Dates: 1977 - Volume: 9½ Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological by fiscal year</p>	<p># <u>85-78</u> Item(s) <u>10</u> CANCELLED. SEE APPLICATION # <u>86-108M</u> Item(s) <u>7</u></p>	<p>Disposition Approved as amended</p>
11.	<p>Encumbrance Reconciliation Statements</p> <p>Dates: 1977 - Volume: 8 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by fiscal year</p>	<p>Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p>Disposition Approved as amended</p>
12.	<p>Financial Aid Waivers</p> <p>Dates: 1978 - Volume: 6 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by fiscal year</p>	<p>Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p>Disposition Approved as amended</p>
13.	<p>Financial Statements</p> <p>Dates: 1977 - Volume: 4 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological by fiscal year</p>	<p>Retain permanently in office.</p>	<p>Disposition Approved as amended</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
14.	<p>General Ledger Monthly Printout</p> <p>Dates: 1977 - Volume: 64 Cu. Ft. Annual Accumulation: 8 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i> as amended</p>
15.	<p>General Journals & Ledgers</p> <p>Dates: 1969 - Volume: 15 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i> as amended</p>
16.	<p>Grouping Sheets</p> <p>Dates: 1979 - Volume: 5 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i> as amended</p>
17.	<p>I.V.I. Travel Reimbursement Forms</p> <p>Dates: 1978 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i> as amended</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN	
18.	<p>IBIS Documentation - Integrated Business Information System Documentation</p> <p>Dates: 1978 - Volume: 4 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain permanently.</p>	<p>Disposition Approved as amended</p>	
19.	<p>Imprest Invoice Vouchers with Workpapers</p> <p>Dates: 1974 - Volume: 5 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p>THIS APPLICATION # <u>85-78</u> Item(s) <u>19</u> CANCELLED. SEE APPLICATION # <u>86-108M</u> Item(s) <u>8</u></p>	<p>Disposition Approved as amended</p>
20.	<p>Journals</p> <p>Dates: 1977 - Volume: 24 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>(a) by account (b) by document (c) by ID number</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p>Disposition Approved as amended</p>	
21.	<p>Lapse Period Documents</p> <p>Dates: 1977 - Volume: 16 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p>Disposition Approved as amended</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	THIS APPLICATION	ACTION TAKEN
22.	Emergency Loan Files Dates: 1979 - Volume: 4 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological by fiscal year, then alphabetical Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.	# <u>85-78</u> Item(s) <u>22</u> CANCELLED. SEE APPLICATION # <u>86-108M</u> Item(s) <u>9</u>	Disposition Approved as amended
23.	Financial Aid Check Statements Dates: 1977 - Volume: 7 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Chronological by fiscal year Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.	THIS APPLICATION # <u>85-78</u> Item(s) <u>23</u> CANCELLED. SEE APPLICATION # <u>86-108M</u> Item(s) <u>10</u>	Disposition Approved as amended
24.	NDSL Account Files Dates: 1977 - Volume: 12 Cu. Ft. Annual Accumulation: 1 1/2 Cu. Ft. Arrangement: Chronological by fiscal year Recommendation: Retain eight (8) years after full repayment of all loan obligations 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.	THIS APPLICATION # <u>85-78</u> Item(s) <u>24</u> CANCELLED. SEE APPLICATION # <u>86-108M</u> Item(s) <u>11</u>	Disposition Approved as amended
25.	Student Loan Account Files Dates: 1977 - Volume: 6 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Chronological by fiscal year Recommendation: Retain three (3) years in office, 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.	THIS APPLICATION # <u>85-78</u> Item(s) <u>25</u> CANCELLED. SEE APPLICATION # <u>86-108M</u> Item(s) <u>12</u>	Disposition Approved as amended

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
26.	<p>Miscellaneous Documents</p> <p>Dates: 1977 - Volume: 28 Cu. Ft. Annual Accumulation: 3½ Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>(1) Accounting (2) Accounts Receivable (3) Budget (4) Bursar (5) Director's (6) Purchasing</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i> as amended</p>
27.	<p>Payroll Reports</p> <p>Dates: 1977 - Volume: 36 Cu. Ft. Annual Accumulation: 4½ Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i> as amended</p>
28.	<p>Payroll Vendors Reports</p> <p>Dates: 1977 - Volume: 10 Cu. Ft. Annual Accumulation: 1/3 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i> as amended</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
29.	<p>Payroll Vouchers</p> <p>Dates: 1978 - Volume: 8 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p>THIS APPLICATION # <u>85-78</u> Item(s) <u>29</u> CANCELLED. SEE APPLICATION # <u>86-108M</u> <u>13</u></p> <p>Disposition Approved as amended</p>
30.	<p>Purchase Bids</p> <p>Dates: 1977 - Volume: 8 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain three (3) years in office, 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.</p>	<p>Disposition Approved as amended</p>
31.	<p>Purchase Orders</p> <p>Dates: 1977 - Volume: 24 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p>THIS APPLICATION # <u>85-78</u> Item(s) <u>31</u> CANCELLED. SEE APPLICATION # <u>86-108M</u> <u>13</u></p> <p>Disposition Approved as amended</p>
32.	<p>Reimbursement List</p> <p>Dates: 1976 - Volume: 4 Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p>Disposition Approved as amended</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
33.	<p>Requisitions</p> <p>Dates: 1977 - Volume: 9½ Cu. Ft. Annual Accumulation: 1.5 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p>THIS APPLICATION # 85-78A Item(s) <u>33</u> CANCELLED. SEE APPLICATION # <u>86-108M</u> Item(s) <u>15</u></p> <p><i>Disposition Approved</i> as amended</p>
34.	<p>Revenue Bond Statements</p> <p>Dates: 1974 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain three (3) years in office, 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.</p>	<p><i>Disposition Approved</i> as amended</p>
35.	<p>Revenue Updates</p> <p>Dates: 1977 - Volume: 154 Cu. Ft. Annual Accumulation: 22 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain three (3) years in office, 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.</p>	<p><i>Disposition Approved</i> as amended</p>
36.	<p>Statement of Conditions</p> <p>Dates: 1978 - Volume: 2 Cu. Ft. Annual Accumulation: 1/3 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i> as amended</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
37.	<p>Stores Orders</p> <p>Dates: 1977 - Volume: 9½ Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p>Disposition Approved as amended</p>
38.	<p>Student Aide Time Sheets</p> <p>Dates: 1979 - Volume: 12 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological by year, then alphabetical</p> <p>Recommendation: Retain three (3) years in office, 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.</p>	<p>Disposition Approved as amended</p>
39.	<p>Travel Authorization Requests and Encumbrances</p> <p>Dates: 1977 - Volume: 20 Cu. Ft. Annual Accumulation: 2½ Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p>Disposition Approved as amended</p>
40.	<p>Termination Notices (Faculty & Civil Service) (Work Study & Student Aides)</p> <p>Dates: 1978 - Volume: 7 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by fiscal year, then alphabetical</p> <p>Recommendation: Retain three (3) years in office, 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.</p>	<p>Disposition Approved as amended</p>

THIS APPLICATION

85-78
Item(s) 37

CANCELLED.

SEE APPLICATION

86-108M
Item(s) 16

THIS APPLICATION

85-78
Item(s) 39

CANCELLED.

SEE APPLICATION

86-108M
Item(s) 17

THIS APPLICATION

85-78
Item(s) 40

CANCELLED.

SEE APPLICATION

86-108M
Item(s) 18

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
41.	<p>Travel Fund Advances</p> <p>Dates: 1978 - Volume: 3 Cu. Ft. Annual accumulation: ½ Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved as amended</i></p>
42.	<p>Utility Bills</p> <p>Dates: 1979 - Volume: 6 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved as amended</i></p>
43.	<p>Vendor Lists and Summaries of Payments</p> <p>Dates: 1977 - Volume: 5 Cu.Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved as amended</i></p>

JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 86-108M
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RM M RM-7.1

AGENCY Northeastern Illinois University	RECOMMENDATION: <i>Jim Edgar</i> 11/19/86 ARCHIVIST DATE
DIVISION Business Services	STATE RECORDS COMMISSION APPROVAL: <i>John Doley</i> CHAIRMAN <i>Michael Devine</i> SECRETARY NOV 19 1986 DATE
SUBDIVISION	
I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER PRESERVATION. <i>Jerry A. Lamb</i> HEAD OF AGENCY DATE	
SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.	

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES GIVE TITLE, EARLIEST DATE, FILE ARRANGEMENT, VOLUME, ANNUAL ACCUMULATION, FORM NUMBERS, LEGAL REQUIREMENTS AFFECTING RETENTION, AND RECOMMENDED RETENTION PERIOD. IF MICROFILMED, THE HEAD OF THE AGENCY SHALL ATTACH A STATEMENT CERTIFYING THAT MICROFILM COPIES, MADE IN ACCORDANCE WITH THE STANDARDS OF THE STATE RECORDS COMMISSION, WILL BE ADEQUATE SUBSTITUTES FOR THE ORIGINAL RECORDS.	ACTION TAKEN
1.	<p>"I hereby certify that microfilm copies, made in accordance with the standards of the State Records Commission, will be adequate substitutes for the original records." <i>Jerry A. Lamb</i></p> <p>Accounts Payable Vouchers</p> <p>Dates: 1981 - Volume: 84 Cu. Ft. Annual Accumulation: 10½ Cu. Ft. Arrangement: Chronological by fiscal year</p> <p><u>Application 85-78, #1 superseded to provide for the microfilming of these records.</u></p> <p>Recommendation: Retain two (2) years in office, then microfilm and dispose of the original paper. Agency copy of microfilm to be retained permanently in office. Security copy of microfilm to be transferred to the State Records Center for fifteen (15) years, then dispose of providing no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>

**APPLICATION FOR AUTHORITY TO
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RM M RM-7a

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
2.	<p>Accounts Receivable Listings</p> <p>Dates: 1981 - Volume: 10½ Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological by fiscal year</p> <p><u>Application 85-78, #2 superseded to provide for the microfilming of these records.</u></p> <p>Recommendation: Retain two (2) years in office, then microfilm and dispose of the original paper. Agency copy of microfilm to be retained permanently in office. Security copy of microfilm to be transferred to the State Records Center for fifteen (15) years, then dispose of providing no litigation is pending or anticipated.</p>	<p align="center"><i>Disposition Approved</i></p>
3.	<p>Accounts Receivable Listings - Batch</p> <p>Dates: 1981 - Volume: 9½ Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological by fiscal year</p> <p><u>Application 85-78, #3 superseded to provide for the microfilming of these records.</u></p> <p>Recommendation: Retain two (2) years in office, then microfilm and dispose of the original paper. Agency copy of microfilm to be retained permanently in office. Security copy of microfilm to be transferred to the State Records Center for fifteen (15) years, then dispose of providing no litigation is pending or anticipated.</p>	<p align="center"><i>Disposition Approved</i></p>
4.	<p>Cancelled Checks</p> <p>Dates: 1981 - Volume: 36 Cu. Ft. Annual Accumulation: 4½ Cu. Ft. Arrangement: Chronological by fiscal year</p> <p><u>Application 85-78, #5 superseded to provide for the microfilming of these records.</u></p>	<p>THIS APPLICATION # <u>86-108M</u> Item(s) <u>4</u> CANCELLED. SEE APPLICATION # <u>99-71E</u> Item(s) <u>1</u></p>

**APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
5.	<p>Recommendation: Retain two (2) years in office, then microfilm and dispose of the original paper. Agency copy of microfilm to be retained permanently in office. Security copy of microfilm to be transferred to the State Records Center for fifteen (15) years, then dispose of providing no litigation is pending or anticipated.</p> <p>Deposit Slips</p> <p>Dates: 1981 - Volume: 60 Cu. Ft. Annual Accumulation: 7½ Cu. Ft. Arrangement: Chronological by fiscal year</p> <p><u>Application 85-78, #8 superseded to provide for the microfilming of these records.</u></p>	Disposition Approved
6.	<p>Recommendation: Retain two (2) years in office, then microfilm and dispose of the original paper. Agency copy of microfilm to be retained permanently in office. Security copy of microfilm to be transferred to the State Records Center for fifteen (15) years, then dispose of providing no litigation is pending or anticipated.</p> <p>Direct Payment Vouchers</p> <p>Dates: 1981 - Volume: 64 Cu. Ft. Annual Accumulation: 8 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p><u>Application 85-78, #9 superseded to provide for the microfilming of these records.</u></p>	Disposition Approved
7.	<p>Recommendation: Retain two (2) years in office, then microfilm and dispose of the original paper. Agency copy of microfilm to be retained permanently in office. Security copy of microfilm to be transferred to the State Records Center for fifteen (15) years, then dispose of providing no litigation is pending or anticipated.</p> <p>Duplicating Service Requests and Vouchers</p> <p>Dates: 1981 - Volume: 9½ Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological by fiscal year</p>	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p><u>Application 85-78, #10 superseded to provide for the microfilming of these records.</u></p>	<p><i>Disposition Approved</i></p>
Recommendation:	<p>Retain two (2) years in office, then microfilm and dispose of the original paper. Agency copy of microfilm to be retained permanently in office. Security copy of microfilm to be transferred to the State Records Center for fifteen (15) years, then dispose of providing no litigation is pending or anticipated.</p>	
8.	<p>Imprest Invoice Vouchers with Workpapers</p>	<p><i>Disposition Approved</i></p>
Dates: 1981 -	Volume: 5 Cu. Ft.	
Annual Accumulation: 1 Cu. Ft.	Arrangement: Chronological by fiscal year	
	<p><u>Application 85-78, #19 superseded to provide for the microfilming of these records.</u></p>	<p><i>Disposition Approved</i></p>
Recommendation:	<p>Retain two (2) years in office, then microfilm and dispose of the original paper. Agency copy of microfilm to be retained permanently in office. Security copy of microfilm to be transferred to the State Records Center for fifteen (15) years, then dispose of providing no litigation is pending or anticipated.</p>	
9.	<p>Emergency Loan Files</p>	<p><i>Disposition Approved</i></p>
Dates: 1977 -	Volume: 4 Cu. Ft.	
Annual Accumulation: ½ Cu. Ft.	Arrangement: Chronological by fiscal year, then alphabetical	
	<p><u>Application 85-78, #22 superseded to provide for the microfilming of these records.</u></p>	<p><i>Disposition Approved</i></p>
Recommendation:	<p>Retain two (2) years in office, then microfilm and dispose of the original paper. Agency copy of microfilm to be retained permanently in office. Security copy of microfilm to be transferred to the State Records Center for fifteen (15) years, then dispose of providing no litigation is pending or anticipated.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN	
10.	<p>Financial Aid Check Statements</p> <p>Dates: 1977 - Volume: 7 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p><u>Application 85-78, #23 superseded to provide for the microfilming of these records.</u></p> <p>Recommendation: Retain two (2) years in office, then microfilm and dispose of the original paper. Agency copy of microfilm to be retained permanently in office. Security copy of microfilm to be transferred to the State Records Center for fifteen (15) years, then dispose of providing no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>	
11.	<p>NDSL Account Files</p> <p>Dates: 1981 - Volume: 12 Cu. Ft. Annual Accumulation: 1 1/2 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p><u>Application 85-78, #24 superseded to provide for the microfilming of these records.</u></p> <p>Recommendation: Retain two (2) years in office, then microfilm and dispose of the original paper. Agency copy of microfilm to be retained permanently in office. Security copy of microfilm to be transferred to the State Records Center for fifteen (15) years, then dispose of providing no litigation is pending or anticipated.</p>		<p><i>Disposition Approved</i></p>
12.	<p>Student Loan Account Files</p> <p>Dates: 1981 - Volume: 6 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p><u>Application 85-78, #25 superseded to provide for the microfilming of these records.</u></p>		

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
13.	<p>Recommendation: Retain two (2) years in office, then microfilm and dispose of the original paper. Agency copy of microfilm to be retained permanently in office. Security copy of microfilm to be transferred to the State Records Center for fifteen (15) years, then dispose of providing no litigation is pending or anticipated.</p> <p>Payroll Vouchers</p> <p>Dates: 1980 - Volume: 8 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p><u>Application 85-78, #29 superseded to provide for the microfilming of these records.</u></p>	<p><i>Disposition Approved</i></p>
14.	<p>Recommendation: Retain two (2) years in office, then microfilm and dispose of the original paper. Agency copy of microfilm to be retained permanently in office. Security copy of microfilm to be transferred to the State Records Center for fifteen (15) years, then dispose of providing no litigation is pending or anticipated.</p> <p>Purchase Orders</p> <p>Dates: 1981 - Volume: 24 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p><u>Application 85-78, #31 superseded to provide for the microfilming of these records.</u></p>	<p><i>Disposition Approved</i></p>
	<p>Recommendation: Retain two (2) years in office, then microfilm and dispose of the original paper. Agency copy of microfilm to be retained permanently in office. Security copy of microfilm to be transferred to the State Records Center for fifteen (15) years, then dispose of providing no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
15.	<p>Requisitions</p> <p>Dates: 1981 - Volume: 9½ Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological by fiscal year</p> <p><u>Application 85-78, #33 superseded to provide for the microfilming of these records.</u></p> <p>Recommendation: Retain two (2) years in office, then microfilm and dispose of the original paper. Agency copy of microfilm to be retained permanently in office. Security copy of microfilm to be transferred to the State Records Center for fifteen (15) years, then dispose of providing no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
16.	<p>Stores Orders</p> <p>Dates: 1981 - Volume: 9½ Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological by fiscal year</p> <p><u>Application 85-78, #37 superseded to provide for the microfilming of these records.</u></p> <p>Recommendation: Retain two (2) years in office, then microfilm and dispose of the original paper. Agency copy of microfilm to be retained permanently in office. Security copy of microfilm to be transferred to the State Records Center for fifteen (15) years, then dispose of providing no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
17.	<p>Travel Authorization Requests and Encumbrances</p> <p>Dates: 1981 - Volume: 20 Cu. Ft. Annual Accumulation: 2½ Cu. Ft. Arrangement: Chronological by fiscal year</p> <p><u>Application 85-78, #39 superseded to provide for the microfilming of these records.</u></p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
18.	<p>Recommendation: Retain two (2) years in office, then microfilm and dispose of the original paper. Agency copy of microfilm to be retained permanently in office. Security copy of microfilm to be transferred to the State Records Center for fifteen (15) years, then dispose of providing no litigation is pending or anticipated.</p> <p>Termination Notices (Faculty & Civil Service) (Work Study & Student Aides)</p> <p>Dates: 1978 - Volume: 7 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by fiscal year, then alphabetical</p> <p><u>Application 85-78, #40 superseded to provide for the microfilming of these records.</u></p>	<p><i>Disposition Approved</i></p>
	<p>Recommendation: Retain two (2) years in office, then microfilm and dispose of the original paper. Agency copy of microfilm to be retained permanently in office. Security copy of microfilm to be transferred to the State Records Center for fifteen (15) years, then dispose of providing no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>

NORTHEASTERN ILLINOIS UNIVERSITY
VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST
RECORD SCHEDULE 87-27

JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

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APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

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AGENCY
Northeastern Illinois University

DIVISION
Vice-President For Academic Affairs

SUBDIVISION

RECOMMENDATION:

Jim Edgar 4/20/88
ARCHIVIST DATE

I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER PRESERVATION.

[Signature]
HEAD OF AGENCY

3/28/88
DATE

STATE RECORDS COMMISSION APPROVAL:

[Signature]
CHAIRMAN

Michael Devine Jr
SECRETARY

APR 20 1988
DATE

SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES GIVE TITLE, EARLIEST DATE, FILE ARRANGEMENT, VOLUME, ANNUAL ACCUMULATION, FORM NUMBERS, LEGAL REQUIREMENTS AFFECTING RETENTION, AND RECOMMENDED RETENTION PERIOD. IF MICROFILMED, THE HEAD OF THE AGENCY SHALL ATTACH A STATEMENT CERTIFYING THAT MICROFILM COPIES, MADE IN ACCORDANCE WITH THE STANDARDS OF THE STATE RECORDS COMMISSION, WILL BE ADEQUATE SUBSTITUTES FOR THE ORIGINAL RECORDS.	ACTION TAKEN
1.	<p style="text-align: center;"><u>OFFICE OF THE VICE-PRESIDENT FOR ACADEMIC AFFAIRS</u></p> <p>Labor Contract Administration Records (Agency Record Copies)</p> <p>Dates: 1973- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of various documents regarding the implementation of the collective bargaining agreement between the university and the labor organization(s) representing the employees at Northeastern. Included is correspondence between the union(s), the vice-president, and the Board of Governors regarding policies established by the Board of Governors regarding contract administration, as well as, legal opinions received from the Board of Governors which interpret, for example, which classification of university employees fall under the jurisdiction of specific bargaining units for the purpose of labor contract negotiations.</p> <p>Recommendation: Retain in the office for three (3) years after the expiration date of the applicable contract, then review file and weed out any materials which no longer have an administrative value. Retain permanently any materials which deal with policy in the office or University Archives.</p>	<p style="text-align: right;">Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
2.	<p>Negotiation Records (Agency Record Copies)</p> <p>Dates: 1973- Volume: Negligible Annual Accumulation: Negligible Arrangement: By Contract, Article Number</p> <p>This record series consists of a copy of each contract entered into by the Board of Governors and the labor organization(s) representing employees of the university. Also included are copies of contract proposals, counter-proposals, and tentative agreements.</p> <p>The Board of Governors maintains "Labor Contract Negotiation Records" permanently under the authority of State Records Application #84-5, item 17.</p> <p>Recommendation: Retain in the office for seven (7) years after the expiration date of the contract then transfer to the University Archives for permanent retention.</p>	<p align="center">Disposition Approved</p>
3.	<p>Faculty Workload Reports (Agency Record Copies)</p> <p>Dates: 1978- Volume: 4½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: By Academic Year/Alphabetical/Name of Faculty Member</p> <p>The Office of the Vice-President for Academic Affairs receives from each Department's Chairperson a form "<u>Assignment of Duties for Academic Year</u>" or more commonly known as the "Faculty Workload Report" for each instructor in the Department. The Department's Dean and the faculty member must co-initial the tentative assignment of duties and any revisions. This report contains information which enables the courses the instructor has agreed to teach to be evaluated in such a manner as to determine if the teaching workload for the Department has been distributed equally among all faculty members of the Department.</p> <p>Recommendation: Retain in the office for five (5) years then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
4.	<p>Records of the Foundation Fellowship (Originals/Agency Record Copies)</p> <p>Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of applications for fellowship awards from the Foundation, recommendations of the committee and letters of denial or notification of award.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
5.	<p>Recommendation: Retain in the office for three (3) years or until all administrative use has expired (whichever period of time is longer) then dispose of records.</p> <p>Records of the Committee on Organized Research Award (Originals/Agency Record Copies)</p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the committee on Organized Research Awards' (C.O.R.) budgets, budget print-outs, correspondence (letters of acceptance or denial of grants, etc.), minutes of committee meetings, grant applications and final reports on projects funded.</p>	<p>Disposition Approved</p>
6.	<p>Recommendation: Retain in the office for six (6) years, then weed files and dispose of any non-archival materials. Transfer any records having archival value (i.e. committee meeting minutes, final project reports of significant research projects, etc.) to the University Archives for permanent retention.</p> <p>Records of the Faculty Council on Academic Affairs (Originals/Agency Record Copies)</p> <p>Dates: 1980- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This committee serves as an advisory committee to the provost on academic matters. Included in this record series are agendas, minutes of committee meetings, correspondence (memoes), sub-committee reports, and any special reports of produced by the committee.</p>	<p>Disposition Approved</p>
7.	<p>Recommendation: Retain in the office for three (3) years or until all administrative use has expired (whichever period of time is longer) then transfer to the University Archives for permanent retention.</p> <p>Faculty Contractual Grievance Records (Originals)</p> <p>Dates: 1974- Volume: 9 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Alphabetical-Numerical</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>This record series consists of the agency record copies of contractual grievances filed by faculty members at the university. Included are the agency's grievance fact sheet, statement of grievance filed by the employee, and any supporting documents.</p> <p>Grievances are processed through step 1 (of the grievance procedure outlined in the contract between the university and the labor organization representing the faculty). Step 2 grievances are processed by the Board of Governors and records of such are maintained for twenty (20) years by B.O.G. under the authority of State Records Application #84-5, item 18.</p> <p>Recommendation: Retain in the office for ten (10) years after settlement of case, then dispose of provided no litigation is pending or anticipated.</p> <p align="center"><u>ADMISSIONS & RECORDS / ADMISSIONS OFFICE</u></p>	<p align="center">Disposition Approved</p>
8.	<p>Applications for Admission (Originals)</p> <p>Dates: 1986- Volume: 12 Cu. Ft. Annual Accumulation: 12 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of admission applications completed by prospective under-graduate and graduate students who have applied and registered at Northeastern Illinois University. Included in these files are original applications for admission, copies of high school/college transcripts, biographical data, examination scores (i.e., ACT, CLEP) and letters of recommendation. Applications are ultimately transferred to the Records Office.</p> <p>Recommendation: Retain ten weeks in office after the beginning of each trimester, then transfer to the Registrar's Office for ultimate disposition from that office.</p>	
9.	<p>Student Data Control Card File (Active and Inactive)</p> <p>Dates: 1985- Volume: 6 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Alphabetical/Chronological</p> <p>This record series consists of a card file maintained as a reference source of current applicants and applicants who applied but did not attend the University. Each control card contains the following information: name of applicant; address; age, etc.; high school/college(s) attended. Retention period is based on present administrative referral rate.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
10M.	<p>Recommendation: Retain one year in office after the date the card becomes inactive, then dispose of, providing no litigation is pending or anticipated.</p> <p>Student Prospect Data Card File</p> <p>Dates: 1985- Volume: 3 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Varies</p> <p>This record series consists of student prospect data cards maintained by the Admissions Office to keep in contact with prospective students. Student prospect data cards contain the following information: name; mailing address; phone; expected date of enrollment and probable area of study. Data is transferred to computer for monitoring and communicating with prospective students.</p> <p>Recommendation: Retain hard copy in office for one year or until student applies, then dispose of provided no litigation is pending or anticipated. Retain soft copy for one year, then dispose of, provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
11.	<p>Inactive Applications for Admission</p> <p>Dates: 1986- Volume: 4½ Cu. Ft. Annual Accumulation: 4½ Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of the applications for admission by prospective students who applied but did not register at the University. Included in these files are applications, copies of high school and college transcripts, test scores and letters of recommendation.</p> <p>Recommendation: Retain one year in office, then dispose of.</p>	<p align="center">Disposition Approved</p>
12.	<p>Applications for Readmissions File</p> <p>Dates: 1986- Volume: 3 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of applications and copies of transcripts for students who have applied for re-admission to the University after an absence of two trimesters. Recommended retention is based upon approved Application #85-149, item #142 for Western Illinois University.</p>	<p align="center">Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
13.	<p>Recommendation: Retain in office for one trimester, then transfer to the student permanent record file.</p> <p>Enrollment Reports (Computer print-outs)</p> <p>Dates: 1967- Volume: 10 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of enrollment reports containing names of all students who have registered for a given trimester.</p> <p>Recommendation: Retain three years in office, then dispose of, providing no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
14M.	<p align="center"><u>ADMISSIONS & RECORDS/DATA ANALYST</u></p> <p>Official Transcripts/Archives Transcripts (Originals)</p> <p>Dates: 1978- Volume: 5 Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the official transcripts/archives transcripts maintained by the office of the Data Analyst. The records generally include microfiche copies of official student transcripts (e.g. courses taken, grades received). Transcripts for students who have already graduated are retained in the Archives data base.</p> <p>Recommendation: Retain in the office and/or Archives permanently.</p>	<p align="center">Disposition Approved</p>
15M.	<p>Data Base/Archives Listings (Originals)</p> <p>Date: 1978- Volume: $5\frac{1}{2}$ Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the data base /archives listings maintained by the office of Admissions and Records. The records generally contain student demographic (microfiche) information including: name; address; student level; holds on records; term admitted; and last term attended.</p> <p>Recommendation: Retain in the office and/or Archives permanently.</p>	<p align="center">Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
16.	<p>Archives Change Registers (Originals)</p> <p>Dates: 1982- Volume: 4 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the Archives change Registers maintained by the division of the Data Analyst. The records generally include print-outs indicating any students who were retained on the student data base, but have not attended classes within the past two academic years, and were subsequently transferred to Archives Listings. This information is primarily used to delete students who have never attended.</p> <p>Recommendation: Retain in the office permanently.</p>	<p>Disposition Approved</p>
17.	<p>Hold/Release Files (Originals)</p> <p>Dates: 1986- Volume: 1 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the hold/lease files maintained by the division of the Data Analyst. The records generally include print-outs indicating the status of students who have not taken the Universitys math/English placement exams. The students files are put on "hold" until the exams are completed.</p> <p>Recommendation: Retain in the office for two (2) years then dispose of provided all administrative value has expired.</p>	<p>Disposition Approved</p>
18.	<p>Add/Drop Error Reports (Originals)</p> <p>Dates: 1985- Volume: 1 Cu. Ft. Annual Accumulation: 1/4 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the add/drop error reports maintained by the division of the Data Analyst. The records generally include print-outs that are generated when registration forms are processed and are used to indicate students who were not included on the student data base reports because of error (e.g. incorrect social security number).</p> <p>Recommendation: Retain in the office for one (1) year, then dispose of, provided all administrative value has expired.</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
19.	<p>Student Data Base Key Change Files (Originals)</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the student data base key change files maintained by the division of the Data Analyst. The records generally include print-outs indicating any changes made in the basic student data base (e.g. change in a students social security number).</p> <p>Recommendation: Retain in the office permanently.</p>	Disposition Approved
20.	<p>Archives to Student Data Base Files (Originals)</p> <p>Dates: 1986- Volume: 2 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the Archives to Student Data Base Files maintained by the division of the Data Analyst. The records generally include print-outs indicating student information that was transferred from the Archives back to the current student data base (e.g. student returning to the University after an extended absence).</p> <p>Recommendation: Retain in the office for one (1) year, then dispose of provided all administrative value has expired.</p>	Disposition Approved
21.	<p>Data Change Register (On Line Batch Transactions) (Originals)</p> <p>Dates: 1986- Volume: 9 Cu. Ft. Annual Accumulation: 9 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the data change register (on line batch transactions) maintained by the division of the Data Analyst. The records generally include print-outs indicating every type of transaction generated for the Universitys Computer System (batch/on line).</p> <p>Recommendation: Retain in the office for one (1) year then dispose of provided all administrative value has expired.</p>	Disposition Approved
22.	<p>Grading Statistic Reports (Originals)</p> <p>Dates: 1977- Volume: 40 Cu. Ft. Annual Accumulation: 4½ Cu. Ft. Arrangement: Chronological</p>	

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	<p>This record series consists of the grading statistic reports (printouts) maintained by the division of the Data Analyst. The records generally include grading statistics gathered from every academic department in the University and retained for analysis/reference use.</p> <p>Recommendation: Retain data for forty (40) years (agency to produce hard copy printout of each semester's statistics and transfer printouts to the University Library for the forty (40) year retention), then dispose of.</p>	<p align="center">Disposition Approved</p>
23M.	<p>Retired Student Listings and Name Change Rosters (Originals)</p> <p>Dates: 1960 - 1974 Volume: 2 Cu. Ft. Annual Accumulation: N/A Arrangement: Chronological</p> <p>This record series consists of the Retired Student Listings and Name Change Rosters maintained by the division of the Data Analyst. The records generally include (microfiche/printout) listings of former students (graduates and nongraduates); then address, and the dates of attendance at the university. The records further include rosters indicating any change in name for former students.</p> <p>Recommendation: Retain in the office permanently.</p> <p align="center"><u>ADMISSIONS & RECORDS/RECORDS OFFICE</u></p>	
24.	<p>Northeastern University Catalogs</p> <p>Dates: 1961 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the University's master copies of catalogs.</p> <p>Recommendation: Retain one complete set of catalogs in the office permanently. Dispose of all other copies.</p>	<p align="center">Disposition Approved</p>
25M.	<p>Student Permanent Record Files (Originals)</p> <p>Dates: 1961 - Volume: 49½ Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical/Chronological</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
26.	<p>This record series consists of the original student master files for all undergraduate and graduate students. Some examples of documents contained in these files are: examination scores (i.e. ACT, CLEP); applications for admission/readmission/graduation; transcripts (i.e. high school, college, degree); transfer credit evaluations; requests for change of grades; letters of recommendation and correspondence relevant to enrollment, withdrawals, etc. This record series is presently being maintained on microfilm.</p> <p>Recommendation: Retain following documents for five (5) years after graduation or date of last attendance, then dispose of.</p> <ul style="list-style-type: none"> Applications for Graduation Admission Applications Relevant Correspondence Degree Audit Records Transfer Credit Evaluations Transcripts from other Institutions <p>Microfilm remaining records following discretionary retention periods for processing and reference, then dispose of hard copy. Retain <u>all</u> record series microforms in the University storage facilities on a permanent basis.</p> <p>Student Data Base Record (COM)</p> <p>Dates: 1976 - Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of a summary of each students' academic performance. These records, contained on computer output or microfiche, include a chronology of enrollment in courses and grades awarded.</p> <p>Recommendation: Retain permanently in either the office or the University Archives.</p>	<p><i>Disposition Approved</i></p> <p><i>Disposition Approved</i></p>
27.	<p>Grade Reports (Originals)</p> <p>Dates: 1961 - Volume: 51 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological by term</p> <p>This record series consists of original grade reports for each student reported at the end of every semester. Recommended retention is based upon approved Application 85:149, Item 147.</p> <p>Recommendation: Retain in the office for ten (10) years, then transfer to the University Archives for permanent retention. If microfilmed, retain microfilm in the office permanently with a security copy to be transferred to the University Archives for permanent retention.</p>	<p><i>Disposition Approved</i></p>

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28.	<p>Petitions for Readmission Processing File</p> <p>Dates: 1984 - Volume: 2 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of a pending file for processing petitions for readmission to the University. Included in this file are transcripts and letters of recommendation and appeals for readmission.</p> <p>Recommendation: Retain two years in office after the date documents become inactive from the approval, denial, or withdrawal of the respective petitions for readmission, then dispose of.</p>	<p>Disposition Approved</p>
29.	<p>Cancelled or "No-Show" Application Files</p> <p>Dates: 1985 - Volume: 30 Cu. Ft. Annual Accumulation: 30 Cu. Ft. Arrangement: Alphabetical/Chronological</p> <p>This record series consists of applications for admission by prospective students who registered but did not validate their bill and were subsequently cancelled. Included in these files are copies of transcripts, letters of recommendation and examination scores (i.e. GRE, ACT, etc.).</p> <p>Recommendation: Retain one year in office, then dispose of.</p>	<p>Disposition Approved</p>
30.	<p>Registration Forms</p> <p>Dates: 1976 - Volume: 384 Cu. Ft. Annual Accumulation: 38 Cu. Ft. Arrangement: Chronological/Alphabetical</p> <p>Recommendation: Retain five years after the latest or final period of enrollment, then dispose of (without microfilming), providing no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
<p><u>ADMISSIONS & RECORDS/REGISTRATION</u></p>		
31.	<p>Pending Applications for Graduation Files (Originals)</p> <p>Dates: 1970 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	

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	<p>This record series consists of the pending applications for graduation files maintained by the office of Registration. The records generally include hard copy applications that are retained for those students who applied for but did not graduate from the University.</p> <p>Recommendation: Retain in the office for one (1) academic year, then dispose of providing all administrative value has expired.</p>	<p>Disposition Approved</p>
32M.	<p>Enrollment Reports (Originals)</p> <p>Dates: 1978- Volume: 5 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the enrollment reports maintained by the office of Registration. The reports serves as a compilation of information from: control report ; change registers; and student data base listings (archived). It is primarily used as a means of assessing/analyzing past and present term enrollments.</p> <p>Recommendation: Microfilm as generated, then retain in office until all administrative value has expired. Retain hard copy documentation in office for one (1) year, then dispose of.</p>	<p>Disposition Approved</p>
33.	<p>Billing Committee Correspondence Files (Originals)</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the billing committee correspondence files maintained by the office of Registration. The records generally include correspondence from students petitioning for billing adjustments (e.g. refunds).</p> <p>Recommendation: Retain in the office for three (3) years then dispose of providing all administrative value has expired.</p>	<p>Disposition Approved</p>
34.	<p>Class Schedules (Master Copies)</p> <p>Dates: 1961- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	

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35.	<p>This record series consists of the University's master copies of class schedules.</p> <p>Recommendation: Retain ten years in office, then transfer to the University Archives for permanent retention.</p> <p>Pass/Fail Status Reports (Originals)</p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the pass/fail status reports maintained by the office of Registration. The records generally include reports indicating those students who have selected the pass/fail option for a particular course.</p>	<p>Disposition Approved</p>
36.	<p>Recommendation: Retain in the office for two (2) years then dispose of, provided all administrative value has expired.</p> <p>Administrative Correspondence and Reference Files (Originals & Duplicates)</p> <p>Dates: 1969- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the administrative correspondence and reference files maintained by the office of Registration. The records generally include committee minutes/reports and related memoranda/correspondence (e.g. letters from students).</p>	<p>Disposition Approved</p>
37.	<p>Recommendation: Retain in the office for three (3) years then review files and weed out any documents possessing long term administrative/historical value (e.g. original minutes, committee reports) for permanent retention in office and/or transferral to the University Archives. All routine duplicate items may be disposed of at the discretion of the agency.</p> <p>Contract Course Reports (Originals)</p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	<p>Disposition Approved</p>

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38M.	<p>This record series consists of the contract course reports maintained by the office of Registration. The records generally include reports indicating all information relevant to contracts entered into between the University and outside agencies. These contracts are established for the purpose of assisting agency sponsored students by having them enrolled in specific courses and paying the cost of the course.</p> <p>Recommendation: Retain in the office for six 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.</p> <p>Student Billing Analysis Fiche Files (Originals)</p> <p>Dates: 1977- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	Disposition Approved
39.	<p>This record series consists of the student billing analysis fiche files maintained by the office of Registration. The records generally include microfiche copies of student billings, which indicate the specific classes that students registered for, and any changes made. This information is analyzed for the purpose of determining/adjusting student billing rates and fees. Actual student registration hardcopy is maintained in office for ten (10) years.</p> <p>Recommendation: Retain in the office until all administrative value has expired, then dispose of.</p> <p>Tenth Day Reports (Printouts) (Originals)</p> <p>Dates: 1976- Volume: 5 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the official tenth day (student enrollment-printouts) reports for the office of Admissions and Records.</p> <p>Recommendation: Retain in the office until all administrative value has expired, then dispose of.</p>	Disposition Approved
40.	<p align="center"><u>ATHLETICS, INTRAMURALS, AND RECREATION</u></p> <p>Budget and Fiscal Administration Records (Originals or Record Copies)</p> <p>Dates: 1978- Volume: 6 Cu. Ft. Annual Accumulation: ¾ Cu. Ft. Arrangement: By Budget line item</p>	Disposition Approved

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41.	<p>These are budget and fiscal administration documents in the form of written authorizations to hold events/fund raisers, waivers, written notifications of times/places of athletic and intra-mural events/fund-raisers, estimates of costs and profits for staging events/fund raisers, fund vouchers, bank deposit tickets, receipts (including concession sales receipts), copies of letters sent to advertisers, and summary of proceeds raised from an event or fundraiser. Although portions of the record series may be summarized or abstracted by the Business Office of the University, much of the data are generated and/or used as original or record copy materials for the University's Athletics, Intramurals, and Recreation Program.</p> <p>Recommendation: Retain six (6) years in office, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>Personnel Files (Duplicates)</p> <p>Dates: 1981- Volume: 1½ Cu. Ft. Annual Accumulation: Less than ½ Cu. Ft. Arrangement: Alphabetical</p> <p>This file series includes the record copy personnel administration documents for the Athletics, Intramurals and Recreation Program. Types of employees covered by these files include civil service, part-time coaches, and student aid workers. Types of documents include resumes, hiring forms, copies of contracts, time sheets, rehiring forms for contractals, hiring authorization forms and any related correspondence regarding salary, classification, and general personnel administration matters. Original personnel files are maintained by the University's Personnel Office or Financial Aids Office, whichever is applicable, and are to be scheduled for appropriate disposition from those offices.</p> <p>Recommendation: Retain in office until the lapse of five (5) years from employment termination or from the close of the final period of a student worker's academic enrollment within the University-whichever is applicable- then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p>	<p>Disposition Approved</p>
42.	<p>Student Eligibility Files for Athletics (Originals or Record Copies)</p> <p>Dates: 1980- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by Student</p>	<p>Disposition Approved</p>

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	<p>This record series comprised of individual files on athletes containing the following forms, letters and supporting documentation showing NCAA and/or conference eligibility status: <u>National Letter of Intent; Mid-Continent Tender of Financial Assistance and Declaration of Intent</u>; copies of letters notifying students of financial aid awards produced by the Financial Aid Office; summary information on financial aid history; if applicable, Talent Grant and Tuition Waiver recommendation forms; eligibility physical examination results and equipment issue forms; NCAA Student Athletic Statement; summary sheets containing personal information; copies of semester grade slips; and related correspondence. The proposed disposition recommendation for this record series is based on the identical manner of disposition approved for the athletic eligibility files of Western Illinois Univeristy under Application 85-146, item no. 27.</p> <p>Recommendation: Retain in office for ten (10) years, then transfer to the University Archives for a minimum retention period of an additional ten (10) years and subsequent disposal or continuous Archival preservation of any files deemed to possess sufficient Archival value from University Archives staff review(s). (No disposals are to proceed if any litigation is pending or anticipated.)</p>	<p align="center">Disposition Approved</p>
43.	<p>General Correspondence File (Originals & Duplicates)</p> <p>Dates: 1980- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical by Subject</p> <p>This is a subject file or routine operational correspondence and related documents and memoranda, which include program level copies of annual reports of operational statistics. These reports are incorporated or summarized within annual reports of a wider scope, particularly Vice Presidents' Reports or RAMP documents.</p> <p>Recommendation: Retain three (3) years in office, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
44.	<p>Event and/or Athletic Competition Program Planning and Implementation Files (Originals or Record Copies)</p> <p>Dates: 1961- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>This record series contains the documents generated or received from the planning, establishment, and implementation of the various activities or events staged under the auspices of the Athletic, Intramurals, and Recreation Program. Record series documents consist of recreation schedules, athletic coordinators' schedules, copies of game or competition contracts and narratives and/or scorings of competition results.</p>	
45.	<p><u>SCHOOL FOR INNER CITY STUDIES/ADMINISTRATION</u></p> <p>Personnel Files (Duplicates)</p> <p>Dates: 1967- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by Name</p> <p>This record series consists of the School for Inner City Studies' copies of personnel files for faculty and staff. Included would be: hiring forms; insurance information; record of any grievance actions; payroll transactions (upgrades, reclassifications, etc.); evaluations; and any correspondence. Original personnel files are maintained by the University's Personnel Office as per Application 87-26, #46.</p> <p>Recommendation: Retain five (5) years in office following termination of employment, then dispose of providing no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
46.	<p>Fiscal Transaction Files (Duplicates)</p> <p>Dates: 1967- Volume: 5 Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: Chronological by year</p>	<p align="center">Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
47.	<p>This record series consists of: requisitions; purchase orders; invoice vouchers; cancelled checks; and other purchasing and accounting forms used to acquire goods and services necessary for the operation of the office.</p> <p>Recommendation: Retain three (3) years in office, then dispose of providing no litigation is pending or anticipated.</p> <p>Administrative Correspondence and Reference File</p> <p>Dates: 1966- Volume: 30 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Alphabetical by Subject</p> <p>The Center for Inner City Studies, operated as an academic, research and public service center by Northeastern Illinois University, concentrates on urban studies-specifically inner city, ethnic, and racial issues. This record series consists of the administrative correspondence and reference file of the Director's Office which documents the operation and development of the academic program of the CICS. Included in this file are: correspondence to/from the main campus of Northeastern; academic plans; course proposals; minutes with agendas of faculty and staff meetings; resumes submitted by individuals interested in positions with the CICS; and planning material on Center renovation and expansion.</p> <p>Recommendation: Retain three (3) years in office then review files and weed out any material which no longer possesses any administrative value and dispose of. Any records which document the planning, operation, and program formulation of the CICS is to be retained permanently-either in the office or the University Archives.</p>	<p align="center">Disposition Approved</p>
48.	<p>Budget File (Duplicates)</p> <p>Dates: 1967- Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by Fiscal Year</p> <p>This record series consists of budget workpapers, requests, and copies of appropriated budgets.</p> <p>Recommendation: Retain three (3) years in office, then dispose of.</p>	<p align="center">Disposition Approved</p>

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49.	<p>Administrative Archival Files for Externally Funded Programs (Originals)</p> <p>Dates: 1968- Volume: 15 Cu. Ft. Annual Accumulation: 2½ Cu. Ft. Arrangement: Chronological by Fiscal Year/Alphabetical by Program</p> <p>This record series consists of the grant administration files for all programs funded externally by the Center for Inner City Studies. Current programs funded in this manner are: Women's Educational Resources; Community Outreach Program; "Still Doing Time" (ex-offendor program); Playcare; Program For Long Term Unemployed; and Cultural Linquistical Approach. Specific documents found in each program file include: grant proposals; correspondence between external funding agency and grantee; progress reports; budgeting material; and time sheets for program participants.</p> <p>Recommendation: Retain six (6) years in office, then review files and weed out any program materials no longer active and/or funded and transfer to University Archives for appraisal and possible long-term retention.</p> <p align="center"><u>CENTER FOR INNER CITY STUDIES/LIBRARY</u></p>	<p>Disposition Approved</p>
50.	<p>Administrative Correspondence and Reference Files (Originals & Duplicates)</p> <p>Dates: 1967- Volume: 6 Cu. Ft. Annual Accumulation: 1/3 Cu. Ft. Arrangement: Alphabetical by Subject</p> <p>This record series consists of the correspondence and reference files for the CICS Library. Included would be: correspondence/memorandum to individuals and library resource service agencies; reference material on maintenance of equipment; project files for displays, CICS special events, community work projects; statistical reports on number of physical units (books) in library, number of serials available, circulation information, etc.; Minutes of Library Committees such as the Library Faculty Committee, the Bibliography Committee, the Academic Advisory Committee, the Library Council, and full CICS faculty meetings; reference files on the on Line Circulation System; copies of the Disaster Action Plan; budget and fund reports; and expenditures for Supplies.</p> <p>Recommendation: Retain three (3) years in office, then review file and weed out any material no longer possessing any administrative value and dispose of. Records which document the planning and development of the Library program (minutes of meetings, statistical reports, records of major acquisitions, etc.) are to be retained permanently-either in the Library or in the University Archives.</p>	<p>Disposition Approved</p>

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51.	<p>Shelf List Card Files</p> <p>Dates: 1967- Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by Subject Classification</p> <p>Recommendation: Retain at discretion of agency</p> <p align="center"><u>CENTER FOR INNER CITY STUDIES/FACULTY OFFICE</u></p>	Disposition Approved
52.	<p>Trimester Files</p> <p>Dates: 1979- Volume: 12 Cu. Ft. Annual Accumulation: 2½ Cu. Ft. Arrangement: Alphabetical by Academic Subject</p> <p>This record series consists of class lists, grade lists by class, lists of instructors, classes assigned, and hours assigned for each term, and material used to schedule classes at the Center.</p> <p>Recommendation: Retain five (5) years in office, then review file and dispose of any materials no longer possessing any administrative value.</p>	Disposition Approved
53.	<p>Graduate Files (Duplicates)</p> <p>Dates: 1966- Volume: 24 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Alphabetical by Student's Name</p> <p>This record series consists of individual files created for each student who has (or is) working towards a graduate degree in Urban Studies at the CICS. Included would be: student application for acceptance into graduate program; acceptance letters; copies of grades/transcripts from other schools, and copies of papers or special projects completed while a student in the program. Original Graduate Degree Files are maintained by the Dean of the Graduate College under the terms set forth by item # 510 of this Application.</p> <p>Recommendation: Retain ten (10) years in office after completion of degree or last day of attendance, then dispose of.</p>	Disposition Approved
54.	<p>Administrative Correspondence and Reference Files (General Files)</p> <p>Dates: 1967- Volume: 12 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical by Subject</p>	

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55.	<p>Recommendation: Retain three (3) years in office, then dispose of.</p> <p>Budget Files (Duplicate)</p> <p>Dates: 1970- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by Fiscal Year</p>	Disposition Approved
56.	<p>Record series consists of memoranda, workpapers, and other material prepared or received in the budgetary process.</p> <p>Recommendation: Retain three (3) years in office, then dispose of.</p> <p>Personnel Files (Duplications)</p> <p>Dates: 1966- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by Name</p>	Disposition Approved
57.	<p>This record series consists of the School for Inner City Studies' copies of personnel files for faculty and staff. Included would be: hiring forms; insurance information; record of any grievance actions; payroll transactions (upgrades, reclassifications, etc.); evaluations; and any correspondence. Original personnel files are maintained by the University's Personnel Office as per Application 87-26, #46.</p> <p>Recommendation: Retain five (5) years in office following termination of employment, then dispose of providing no litigation is pending or anticipated.</p> <p align="center"><u>CENTER FOR INNER CITY STUDIES/ENGINEERING OFFICE</u></p> <p>Administrative Reference Files</p> <p>Dates: 1967- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by building name</p> <p>This record series consists of copies of building plans for the Center, floor plans, invoices for equipment and/or services, and miscellaneous correspondence.</p> <p>Recommendation: Retain at discretion of agency.</p>	Disposition Approved
		Disposition Approved

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	<u>CENTER FOR INNER CITY STUDIES/ADMISSIONS</u>	
58.	<p>Administrative Correspondence and Reference File</p> <p>Dates: 1979- Volume: 10 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Alphabetical by subject</p> <p>These files contain original and duplicate correspondence and reference material generated or utilized by the Recruitment Unit of the Center for Inner-City Studies. Examples predominant types of documents maintained in this file include: original and duplicate University memoranda; duplicate meeting minutes of campus-wide committees; recruitment letters; correspondence with CICS alumni; tutoring manuals; job opportunity pamphlets and other handouts; counseling program time sheets; and duplicate student and faculty surveys.</p> <p>Recommendation: Retain three 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.</p>	<p>Disposition Approved</p>
59.	<p>Admission Files (Duplicatés)</p> <p>Dates: 1966- Volume: 20 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of files created for each student who applies for admission to the Center for Inner-City Studies. Included in a typical file would be: admission applications; high school and/or college transcripts; ACT scores; registration forms; duplicate copies of grades; various form letters; and Certificates of Admission. The originals of all these documents are maintained in the Admissions Office on the University's main campus.</p> <p>Recommendation: Retain in the office for five years after graduation or date of last attendance, then dispose of provided no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
60.	<p>Cancelled or "No-Show" Application Files</p> <p>Dates: 1985- Volume: 9 Cu. Ft. Annual Accumulation: 5 Cu. Ft. Arrangement: Alphabetical</p>	

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61.	<p>This record series consists of individual files on prospective students (who sent in an admission application, often incomplete) who <u>did not</u> subsequently register for classes. Included in these files would be the actual application and occasionally copies of form letters requesting additional information. Applicants are required to reapply for each new term.</p> <p>Recommendation: Retain one year in office, then dispose of.</p> <p>Competency Test Results (Computer print-outs) (duplicates)</p> <p>Dates: 1979- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	Disposition Approved
62.	<p>This record series consists of duplicate copies of students' Competency Test results received from the Testing Unit on the University's main campus.</p> <p>Recommendation: Retain three years in the office, then dispose of.</p> <p>Financial Aid Files (duplicates)</p> <p>Dates: 1966- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p>	Disposition Approved
63.	<p>This record series consists of files created for each student enrolled at the Center who applies for financial aid. Included in a typical file would be: copies of W-2's; copies of 1040 tax forms; financial aid applications; financial aid transcripts; Verification Worksheets; Pell Grant documents; and various other forms required by the University. The originals of all these documents are maintained in the Financial Aid Office on the University's main campus.</p> <p>Recommendation: Retain in the office for five years after graduation or date of last attendance, then dispose of provided no litigation is pending or anticipated.</p> <p>Recruitment Files</p> <p>Dates: 1978- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by high school or community college</p>	Disposition Approved

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	<p>These files contain forms and documents utilized in the recruitment process of the Center for Inner-City Studies. Included would be: Guidance Counselor Questionnaires; Daily Appointment Charts (utilized to set up the recruitment officers' work schedules); field contact reports; telephone logs; and various correspondence.</p> <p>Recommendation: Retain five years in the office or until expiration of all administrative value, whichever is longer, then dispose of.</p>	<p>Disposition Approved</p>
<p>64.</p>	<p align="center"><u>CENTER FOR INNER CITY STUDIES/LIBRARY ACQUISITION</u></p> <p>Book Order and Receiving Slips (duplicates)</p> <p>Dates: 1980- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of order and receiving slips documenting all books ordered and received by the Center's library. Information contained on each slip includes the call number, date ordered and date received, vendor, price, and department funding the purchase. The originals of these forms are maintained in the Library Acquisition Office on the University's main campus.</p> <p>Recommendation: Retain in the office for three years or until expiration of all administrative/reference value, 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.</p>	<p>Disposition Approved</p>
<p>65.</p>	<p>Book Request Slips (Computer Printouts)</p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of computer printout slips received by this office whenever another University (which has a reciprocal book loan agreement with Northeastern) requests a book which is held by the Center's Library. These slips are maintained as records of those inter-University book loans.</p> <p>Recommendation: Retain in the office until the book is returned, then dispose of provided no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>

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66.	<p>University Memoranda File</p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of routine University memoranda received by this office.</p> <p>Recommendation: Retain three years in the office, then dispose of provided no litigation is pending or anticipated.</p>	<p align="right">Disp. Approved</p>
<u>CENTER FOR INNER CITY STUDIES/SECURITY</u>		
67.	<p>Administrative Correspondence Reference Files</p> <p>Dates: 1981- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: By subject</p> <p>These files contain original and duplicate correspondence and reference material generated or utilized by the Security Unit of the Center for Inner-City Studies. Examples of predominant types of documents maintained in this file include: original and duplicate University memoranda; monthly work schedules; holiday sign-in sheets; personnel directories; equipment checkout sheets; and other letters and interdepartmental memoranda.</p> <p>Recommendation: Retain three years in the office, then dispose of provided no litigation is pending or anticipated.</p>	<p align="right">Disp. Approved</p>
68.	<p>Daily Log (Original)</p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of a daily log completed by the security guards noting any unusual activities or disturbances for the day.</p> <p>Recommendation: Retain five years in the office, then dispose of provided no litigation is pending or anticipated.</p>	<p align="right">Disposition Approved</p>

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69.	<p>Daily Shift Reports (Originals)</p> <p>Dates: 1982- Volume: 6 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of reports completed by the guard on duty at the end of each shift describing any activities or disturbances which have occurred.</p> <p>Recommendation: Retain three years in the office, then dispose of provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
70.	<p>Employee Daily Sign in/out Sheets (Originals)</p> <p>Dates: 1982- Volume: 2 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain two years in the office, then dispose of provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
71.	<p>Incident Reports</p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of reports on any security problems on disturbances which occur at the Center. These reports would give a complete description of the incident including the names and/or physical descriptions of any persons involved and any witnesses to the incident.</p> <p>Recommendation: Retain five years in the office, then dispose of provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
72.	<p>Parking Receipts (Duplicates)</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerically</p> <p>This record series consists of the CICS Security Units' copies of receipts issued for the purchase of parking permits. Originals of these receipts are maintained in the Public Safety Office on the University's main campus.</p>	

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73.	<p>Recommendation: Retain three years in the office, 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.</p> <p>Personnel Files (duplicates)</p> <p>Dates: 1976- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of personnel files for the civil service employees of the Security Unit of the Center for Inner-City Studies. Included are: employment applications; job descriptions; disciplinary reports; and performance evaluations. Original personnel files are maintained in the Personnel Office on the University's main campus.</p> <p>Recommendation: Retain in the office for five years after the date of separation of employment, then dispose of.</p>	<p><i>Disposition Approved</i></p>
74.	<p align="center"><u>CENTER FOR PROGRAM DEVELOPMENT</u></p> <p>Administrative Correspondence and Program Files</p> <p>Dates: 1970- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical and Chronological by fiscal year</p> <p>This record series contains the administrative correspondence and program files of the Center for Program Development which fosters and coordinates innovative, experimental programs at Northeastern. The files contain documents related to policy and program development as well as communication with the Provost who must endorse the non-traditional programs. In addition, individual program files are maintained for seven programs which are of three basic types. Under the heading of Alternative Baccalaureate Degree Programs are three programs: The Board of Governors Bachelor of Arts Degree for adults whose family and work responsibilities prevent full-time enrollment in a traditional program; the Kaskashia Plan which is a student-designed interdisciplinary program; and the University Without Walls program which is an interdisciplinary degree incorporating on-campus, off-campus and work-related learning experiences. Under the Interdisciplinary and Thematic Programs section, two programs are included: the Program for Interdisciplinary Education and Professional Development (PIE) which sponsors team-taught seminars each semester, supports the interdisciplinary projects of students and fosters faculty and professional staff development through institutional released-time projects and the Kellogg Fellows Program; and the Women's Studies Program (WSP) which offers an interdisciplinary Women's Studies Minor and other women's studies courses as well as operating a Resource Center</p>	<p><i>Disposition Approved</i></p>

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	<p>and publishing a newsletter. Under the Outreach Program are El Centro de Recursos Educativos (Educational Resource Center) located off-campus to serve the Hispanic-American community and the Office of Field and Continuing Education which maintains a clearinghouse on experiential learning, off-campus extension courses, non-credit courses and a "community listeners" program through which people from the community can sit in on regular college classes at no cost and for no credit. This record series also contains the evaluation files for the coordinators of each of the above-listed programs.</p> <p>Recommendation: Retain five (5) years in the office, then weed, transferring material of archival value to the University Archives and disposing of any other material that no longer has administrative value, provided that all audits have been completed under the supervision of the Auditor General, if required, and no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
75.	<p>Administrative Reference Files (Original & Duplicate)</p> <p>Dates: 1980- Volume: 2½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Random</p> <p>This record series consists of the administrative reference files for the office of the Center for Program Development. The records generally include: sick/accrued time; honor society reports; copies of bargaining unit files; university policy files (e.g. sexual harassment); job descriptions; and course information/forms (print-outs).</p> <p>Recommendation: Retain in the office for three (3) years, then review files, and weed out any materials possessing long term administrative/historical value (e.g. original reports) for permanent retention. All routine/duplicate information/reports may be disposed of, provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
76.	<p>Advisory Committee on Program Development Minutes (Originals)</p> <p>Dates: 1978- Volume: ¾ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the advisory committee on program development minutes for the Center of Program Development.</p>	

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77.	<p>Recommendation: Retain in the office permanently.</p> <p>Conference and Projects Files (Originals & Duplicates)</p> <p>Dates: 1970- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the conference and projects files for the office of the Center for Program Development. The records generally include information and correspondence for Project GEM (General Education Model), English Language Program, and Remedial Reading.</p>	Disposition Approved
78.	<p>Recommendation: Retain in the office until all administrative value has expired, then dispose of.</p> <p>General Administrative/Correspondence Files (Originals and Duplicates)</p> <p>Dates: 1970- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject</p> <p>This record series consists of the general administrative/correspondence files for the office of the Center for Program Development. The records generally include: copies of annual reports (e.g. IBHE, BOG); coordinator evaluations; accountability statements (e.g. administrative supports); complaint procedures; bargaining inventories; long range academic plans, and general correspondence.</p>	Disposition Approved
79.	<p>Recommendation: Retain in the office for three (3) years, then review files and weed out any materials possessing long term administrative/historical value (e.g. original evaluations, original committee reports) for permanent retention. All routine/duplicate correspondence/reports may be disposed of, provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>Honor Society Files</p> <p>Dates: 1981- Volume: 2½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: by subject</p>	Disposition Approved

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80.	<p>This record series consists of the administrative and business records of the Illinois Zeta Chapter of Alpha Chi at Northeastern. Alpha Chi is the national honor scholarship society for student of all academic disciplines who are outstanding upperclass students. Types of records included are the letters of acceptance from students and letters of recommendation; local account funds, showing dues from members and donations; files on each induction; lists of potential members which are supplied by Institutional Studies based on grade point average; newsletters and information about national and regional Alpha Chi conventions.</p> <p>Recommendation: Retain five (5) years in the office, then transfer to the University Archives for permanent retention.</p> <p>Personnel Files (Duplicates)</p> <p>Dates: 1970- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the departmental personnel files, active and inactive, for both faculty and civil service employees of the Center for Program Development at Northeastern. A typical faculty file would contain documents showing salary increases, merit recommendations and letters of commendation. The originals are kept in the Provost's Office. See item #46 of Application 87-26. A typical civil service file contains job descriptions, salary up dates, disability leaves, sick leave and job performance evaluations. The originals of civil service file documents are kept in the Personnel Office.</p> <p>Recommendation: Retain five (5) years in the office after termination of 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.</p>	<p>Disposition Approved</p>
81.	<p>Fiscal and Budget Files (Duplicates)</p> <p>Dates: 1971- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by fiscal year</p> <p>This record series contains the fiscal and budget files of the Center for Program Development, including correspondence with the Business Office, the Budget Director and the Comptroller; computer printouts of the budget; line item budget expenditures of the department, vouchers and purchase orders. The originals of these documents are retained in the Business Office.</p>	<p>Disposition Approved</p>

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82.	<p>Recommendation: Retain in the 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.</p> <p align="center"><u>COLLEGE OF ARTS & SCIENCES/ANTHROPOLOGY</u></p> <p>Annual Faculty Evaluation File</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of a one-page summary of the student evaluations for each class taught by the professors in the Anthropology Department as a part of the university-wide evaluation process.</p> <p>Recommendation: Retain for five (5) years in the office after separation of employment, then dispose of provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
83.	<p>Annual Performance Evaluations Faculty Only (Duplicates)</p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain in the office for three (3) years, then dispose of.</p>	<p align="center">Disposition Approved</p>
84.	<p>Budget and Fiscal Administration Files (Duplicates)</p> <p>Dates: 1982- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the student ledger book (shows the number of hours a student worked), copies of direct pay orders, purchase orders, vouchers (invoice, contractual and travel), travel authorizations and budget printouts of appropriations and expenditures.</p> <p>Recommendation: Retain in the office for three (3) years then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>

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85.	<p>Budget and Fiscal File (Duplicates)</p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series contains budget records for the Anthropology Department including the budget ledger, purchase orders, requisitions, travel vouchers and contractual vouchers. The agency record copies of this record series are maintained by the Business Office.</p> <p>Recommendation: Retain in the office for three (3) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p>	Disposition Approved
86.	<p>Course Syllabi Files (Originals)</p> <p>Dates: 1976- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical/Chronological</p> <p>This record series contains the outlines of approved courses. A typical course outline will contain course format; course description, textbooks to be used and examinations. This record series is organized alphabetically by course with cross-referencing to a chronological file by term.</p> <p>Recommendation: Retain in the office for three (3) years, then dispose of any course syllabi that have been replaced by a new version.</p>	Disposition Approved
87.	<p>Equipment Maintenance File</p> <p>Dates: 1969- Volume: Negligible Annual Accumulation: Negligible Arrangement: None</p> <p>This record series contains purchase orders and warranty/repair information on equipment purchased for the Anthropology Department.</p> <p>Recommendation: Retain in the office until the piece of equipment is sold, replaced or otherwise disposed of.</p>	Disposition Approved

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88.	<p>Faculty Workload Reports File (Duplicates)</p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Class number/chronological/alphabetical</p> <p>This record series contains the faculty workload reports for each instructor, showing the number of students and the number of classes taught.</p> <p>Recommendation: Retain in the office for five (5) years, then dispose of provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
89.	<p>Job Search Records (Duplicates)</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of various records generated or received to fill a vacancy. Included are copies of vitas, applicant worksheets, job description sheet, a copy of the advertisement placed in newspaper and/or professional publication, report(s) to the Affirmative Action Officer, draft of worksheet to evaluate the candidates for the position, letters of recommendation to the Dean to hire a particular candidate, etc.</p> <p>Recommendation: Retain for three (3) years following expiration of vacancy then dispose of provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
90.	<p>Majors in Anthropology File</p> <p>Dates: 1970- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by five-year periods, then alphabetical</p> <p>This record series contains the working file of under-graduate majors in anthropology. A typical file will contain transcripts, transfer equivalencies and form listing courses taken to complete the requirements for graduation. Upon graduation, the department retains only essential documents: the last (degree) transcript issued and any award documentation or letters of recommendation.</p> <p>Recommendation: Weed files upon graduation, retaining only essential documents. Then retain all files remaining for five (5) years following the date of graduation or date of last attendance at the university, then dispose of, providing no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>

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91.	<p>Minutes File</p> <p>Dates: 1969- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series contains departmental minutes and program planning documents.</p> <p>Recommendation: Retain in the office for five (5) years, then weed, disposing of any documents that no longer have administrative value and transferring any documents that have research/historical/archival value to the University Archives.</p>	<p align="center"><i>Disposition Approved</i></p>
92.	<p>Resume File</p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: None</p> <p>This record series contains unsolicited resumes from individuals seeking faculty positions in the Anthropology Department.</p> <p>Recommendation: Retain in the office one (1) year, then dispose of.</p>	<p align="center"><i>Disposition Approved</i></p>
93.	<p>Search and Screen File</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series contains the documents related to the search for new faculty for the Anthropology Department. This file contains the advertisement for the opening, vitae of applicants, the report to the Affirmative Action Office, the worksheets of the evaluation of applicants and the final recommendation to the Dean of the College of Arts and Sciences.</p> <p>Recommendation: Retain in office for three (3) years after the completion of the search, then dispose of, provided that no litigation is pending or anticipated.</p>	<p align="center"><i>Disposition Approved</i></p>
94.	<p>Student Employment Records</p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	

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95.	<p>This record series consists of a ledger book, showing the number of hours worked and the amount of earnings of student employees of the department. Original records are maintained by the Student Employment Office.</p> <p>Recommendation: Retain in the office five (5) years after graduation or last date of attendance, then dispose of provided all audits have been completed under the supervision of the Auditor General, if required, and no litigation is pending or anticipated.</p> <p>Student Records (Duplicates)</p> <p>Dates: 1970- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological/Alphabetical</p> <p>This record series consists of individual folders created on each student majoring in Anthropology. Included in the files are copies of transcripts, declaration of major forms, graduation checklists, records of transfer equivalency, letters of recommendation from faculty, notification of awards, etc.</p> <p>Recommendation: Retain in the office for five (5) years after graduation date or date of last attendance, then dispose of.</p> <p align="center"><u>COLLEGE OF ARTS & SCIENCES/ART</u></p>	<p align="center">Disposition Approved</p> <p align="center">Dispositi: Approved</p>
96.	<p>Student Files (graduate, active, and inactive) (Duplicates)</p> <p>Dates: 1966- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the student files (graduate, active, and inactive) maintained by the office of the Art Department. The records generally include: copies of transcripts; study plans; letters of recommendation; class schedules; applications for graduation; major specification (e.g. art education); and graduation ckecklist. Original student records are maintained with the office Admissions and Records.</p> <p>Recommendation: Retain in the office for five (5) years after graduation or date of last attendance, then dispose of providing no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
97.	<p>Administrative Correspondence Files (Duplicates)</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the administrative correspondence files maintained by the office of the Art Department. The records generally include correspondence with other departments and outside vendors (e.g. requests for supplies).</p> <p>Recommendation: Retain in the office for three (3) years, then dispose of providing all administrative value has expired.</p>	<p><i>Disposition Approved</i></p>
98.	<p>General Administrative Files (Originals & Duplicates)</p> <p>Dates: 1981- Volume: 9 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of the general administrative files maintained by the office of the Art Department. The records generally include: student major lists; alumni information; articulation requests; clubs and organizations (i.e. College Art Association of America); mail service information; phone logs; general inventories; insurance reports; G.P.A. listings; and grievance information.</p> <p>Recommendation: Retain in the office for three (3) years, then review files and weed out any documents possessing long term administrative/historical value (e.g. original reports, minutes) for permanent retention. All routine, duplicate items may be disposed of at the discretion of the agency.</p>	<p><i>Disposition Approved</i></p>
99.	<p>Personnel Committee Files (Agency Record Copies)</p> <p>Dates: 1966- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the minutes of the Personnel Committee, agendas, special reports and any sub-committee records (if applicable).</p> <p>Recommendation: Retain in the office for three (3) years, then transfer to the University Archives for permanent retention.</p>	<p><i>Disposition Approved</i></p>

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100.	<p>Departmental Correspondence Files and Department Meeting Minutes (Agency Record Copies & Duplicates)</p> <p>Dates: 1969- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of correspondence received and generated by the Art Department with other university departments, staff, professional organizations, etc., and minutes of the Art Department's staff meetings.</p> <p>Recommendation: Retain in the office for three (3) years, then weed files of records no longer having any administrative or historical value. Transfer to the University Archives or retain in the office permanently records possessing archival value (i.e. department meeting minutes).</p>	<p align="center">Disposition Approved</p>
101.	<p>Budget and Fiscal Administration Records (Duplicates)</p> <p>Dates: 1979- Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of invoice, contractual and travel vouchers, direct pay orders, requisitions, purchase orders, receipts, postage charge slips, duplicating charge slips, budget printouts on allocations and disbursements, and department budget requests.</p> <p>Recommendation: Retain in the office for three (3) fiscal years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
102.	<p>Faculty Personnel Files (Duplicates)</p> <p>Dates: 1966- Volume: 4½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of duplicate personnel records of the faculty of the Art Department. Included are letters of recommendation, vitae, notification of honors bestowed on the employee, student evaluations of faculty, notification of salary adjustments, and related correspondence (i.e. requests for sabbatical, letter of resignation or termination, requests for leave of absence, etc.).</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
103.	<p>Recommendation: Retain in the office for five (5) years after separation of employment, then dispose of provided no litigation is pending or anticipated.</p> <p>Course Syllabi (Originals)</p> <p>Dates: 1966- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the course syllabi maintained by the office of the Art Department.</p> <p>Recommendation: Retain until superseded or obsoleted, then dispose of.</p>	<p>Disposition Approved</p> <p>Disposition Approved</p>
104.	<p>Applicants Files (Originals)</p> <p>Dates: 1983- Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the applicants files maintained by the office of the Art Department. The records generally contain inquiries from interested persons as to the availability of positions within the Department. Specific examples would include: vitae; resumes; and letters of recommendation.</p> <p>Recommendation: Retain in the office for three (3) years then dispose of.</p>	<p>Disposition Approved</p>
105.	<p>Non-Faculty Time Sheets (Duplicates)</p> <p>Dates: 1966- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists fo the non-faculty (office personnel) time sheets maintained by the office of the Art Department.</p> <p>Recommendation: Retain in the office for three (3) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if necessary, and provided no litigation is pending or anticipated.</p>	<p>Disposition Approved</p> <p>Disposition Approved</p>

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106.	<p>Annual Reports (Originals & Duplicates)</p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the annual reports maintained by the office of the Art Department. The records generally include originals of the departmental contribution to the report as submitted to the Dean by the department-chairperson and copies of the overall annual report.</p> <p>Recommendation: Retain in the office for five (5) years, then dispose of, provided all administrative value has expired.</p>	<p align="center">Disposition Approved</p>
107.	<p>Program Change Records (Duplicates)</p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the program change records maintained by the office of the Art Department. The records generally include the Catalog Master Courses Verification Report (printout-produced biannually) which indicates any changes (e.g. additions/deletions) in art department programs and courses.</p> <p>Recommendation: Retain in the office for five (5) years then dispose of provided all administrative value has expired.</p>	<p align="center">Disposition Approved</p>
<u>CENTER OF ARTS & SCIENCES/BIOLOGY</u>		
108.	<p>Fiscal Administrative and Budget File (Duplicates)</p> <p>Dates: 1970- Volume: 7½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of duplicate copies of budget print-outs, requisitions, purchase orders, accounts payable vouchers, travel authorizations and vouchers for the procurement of commodities, services and equipment for the Department of Biology, including materials given through contract courses.</p>	

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109.	<p>Recommendation: Retain in the office 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.</p> <p>Student Advisement Files (Originals and Duplicates)</p> <p>Dates: 1980- Volume: 21 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name</p> <p>This record series consists of individual student advisement folders for both undergraduate and graduate biology majors and minors, including the Medical Technology Program. An individual student advisement file may include copies of transcripts, evaluation of credits, correspondence and other advisory information, including hospital affiliation agreements for graduate students in the Medical Technology Program.</p> <p>Recommendation: Retain five (5) years in office following graduation or last date of attendance, then dispose of providing no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
110.	<p>Personnel Files (Duplicates)</p> <p>Dates: 1970- Volume: 4 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of personnel files for faculty, civil service employees and graduate tutorial assistants. A typical faculty file includes annual workload contracts, vitae, salary data and copies of research proposals. The civil service and graduate tutorial assistants files include forms listing general information about the employee, evaluations, vitae, and salary data. Departmental guidelines relative to faculty evaluations, advisement, scholarly activities and hiring full-time faculty are also included as separate reference folders.</p> <p>Recommendation: Retain in the office for five (5) years following date of graduation, last attendance at University or separation of employment, then dispose of.</p>	<p align="center">Disposition Approved</p>
111.	<p>Student Employment Files (Duplicates)</p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	<p align="center">Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
112.	<p>This record series includes information about student-aides and work-study students by academic term, including time sheets and computer printouts that show the amount of financial assistance that the student-aides and work-study students in the Department of Biology have received. Original copies of these records are maintained by the Center for Student Development, Student Employment Office.</p> <p>Recommendation: Retain in the office for three (3) years after the last date of attendance at the University, then dispose of.</p> <p>Lab Equipment Inventory</p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological in each lab</p> <p>This inventory lists each piece of equipment that is located in each lab with a separate inventory for each lab. These records are maintained by the Natural Science Technical Assistants.</p> <p>Recommendation: Retain in the office for three (3) years, then review and dispose of those records which have been updated or the equipment is no longer owned by the department.</p>	<p>Disposition Approved</p> <p>Disposition Approved</p>
113.	<p>Alcohol Records (Agency Record Copies)</p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the Department of Biology's permit from the U.S. Treasury Department, Bureau of Alcohol, Tobacco and Firearms, for the right to process alcohol free of federal tax as well as the "Reports of Tax Free Alcohol User" submitted to this agency. These records are maintained by the Natural Science Technical Assistants who run the labs.</p> <p>Recommendation: Retain in the office for three (3) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
114.	<p>Departmental Meeting Minutes (Originals)</p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
115.	<p>This record series consists of minutes of the meetings of the Department of Biology.</p> <p>Recommendation: Retain in the office five (5) years, then transfer to the University Archives for permanent retention.</p> <p>Student Questionnaires (Originals)</p> <p>Dates: 1981- Volume: 5 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological by term</p> <p>This record series includes both documents relating to the university-wide faculty evaluation process as well as the Department of Biology's self-study evaluations. This file includes the course and instructor evaluations completed by students as part of the faculty evaluation process as well as completed questionnaires submitted by biology undergraduate and graduate students and alumni/ae in the periodic surveys that are part of the Department of Biology's self-study and long-range planning reports.</p> <p>Recommendation: Retain three (3) years, then dispose of, provided no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
116.	<p>Student Affairs File</p> <p>Dates: 1980- Volume: 6 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: by program, then alphabetical by subject within each program</p> <p>This record series includes general information pertaining to the Biology Department's undergraduate and graduate programs, including student grievance procedures, course scheduling and matters relating to the General Education program. In addition, this record series includes the Biology Department's graduate comprehensive examination, graduate merit tuition waivers, reports about the graduate program and correspondence with the Graduate College.</p> <p>Recommendation: Retain three (3) years in the office, then review files, disposing of any material that no longer has administrative value provided that all audits have been completed, if necessary, and no litigation is pending or anticipated. At the same time, any material having archival value should be transferred to the University Archives for permanent retention.</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
117.	<p>Administrative Correspondence and Reference File (Originals and Duplicates)</p> <p>Dates: 1980- Volume: 10 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of reference files for the Department of Biology, including the following materials: policies and procedures relative to administrative, fiscal, academic and personnel matters for the Board of Governors, Northeastern Illinois University, and the College of Arts and Sciences; copies of minutes of the College of Arts and Sciences committees; departmental by-laws; long-range planning materials; self-study reports; departmental program reviews; and correspondence with university administrative officers as well as other departments, organizations and agencies.</p> <p>Recommendation: Retain three (3) years in the office, then review files, disposing of any material that no longer has administrative value provided that all audits have been completed, if necessary, and no litigation is pending or anticipated. At the same time, any material having archival value should be transferred to the University Archives for permanent retention.</p> <p align="center"><u>COLLEGE OF ARTS & SCIENCES/CHEMISTRY</u></p>	<p align="right">Disposition Approved</p>
118.	<p>Administrative Correspondence Reference File</p> <p>Dates: 1979- Volume: 5 Cu. Ft. Annual Accumulation: ¾ Cu. Ft. Arrangement: Alphabetical by subject or correspondent</p> <p>This record series consists of the routine administrative correspondence of the Chemistry Department, as well as copies of Departmental by-laws and University policies and procedures.</p> <p>Recommendation: Retain three years in the office, then dispose of provided no litigation is pending or anticipated.</p>	<p align="right">Disposition Approved</p>
119.	<p>Budget and Fiscal Administration File (duplicates)</p> <p>Dates: 1976- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
120.	<p>This record series consists of copies of purchase orders, requisitions, travel authorizations, travel and invoice vouchers, and budget printouts. Original fiscal records are maintained by the University's Business Service Office and original budget records are maintained by the University's Budget Office.</p> <p>Recommendation: Retain three years in the office, 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.</p> <p>Departmental Meeting Minutes (Originals)</p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently in the office or the University Archives.</p>	<p>Disposition Approved</p> <p>Disposition Approved</p>
121.	<p>Faculty Workload Reports (Duplicates)</p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These forms, officially known as "Assignments of Duties for Academic Year", contain information which enable the courses each instructor has agreed to teach to be evaluated in such a manner as to evenly distribute the teaching workload for the Department among the entire faculty. Official Faculty Workload Reports are maintained by the Provost's Office.</p> <p>Recommendation: Retain in the office for five years, then dispose of provided no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
122.	<p>Personnel Files (Duplicates)</p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of personnel files for the faculty and civil service employees of the Chemistry Department. Included are copies of resumes, letters of recommendation, performance evaluations, and salary data. Original personnel files are maintained by the University's Personnel Office.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
123.	<p>Recommendation: Retain in the office for five years following the date of separation of employment, then dispose of.</p> <p>Student Aid Time Sheets (Duplicates)</p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p align="center">Disposition Approved</p>
124.	<p>Recommendation: Retain two years in the office, then dispose of provided no litigation is pending or anticipated.</p> <p>Student Files</p> <p>Dates: 1974- Volume: 8 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of individual files created for each student who chooses a major in Chemistry. Forms/documents which are found in a typical student file would be: high school and college transcripts; letters of admission into the program; letters of evaluation; advisor's notes; and other advisory placement information. Original records of students' courses taken, grades received, and degree earned are maintained by the University's Records Office on a permanent basis, as per item # 25 of Application # 87-27.</p>	<p align="center">Disposition Approved</p>
125.	<p>Recommendation: Retain in the office for five years after graduation or date of last attendance, then dispose of.</p> <p>Student's Evaluations of Faculty (Originals)</p> <p>Dates: 1979- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name</p> <p>This record consists of forms completed by students evaluating instructor's performances in several areas and categories. These forms are reviewed each term by the corresponding instructors. Summarizations of these evaluations are placed in each respective faculty member's personnel file in the Provost's Office.</p>	<p align="center">Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
126.	<p align="center"><u>COLLEGE OF ARTS & SCIENCES/COMMUNITY COLLEGE LIASON</u></p> <p>Community College Articulation and Recruitment Files</p> <p>Dates: 1985- Volume: 3 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Alphabetical by college</p> <p>This record series documents the articulation agreements with and recruiting efforts regarding various local and area community colleges. Included would be: articulation agreements; copies of college catalogs; program brochures; transfer guides and related material; and correspondence with the various colleges.</p> <p>Recommendation: Retain in the office three years or until updated, whichever is longer, then dispose of provided no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
127.	<p align="center"><u>COLLEGE OF ARTS & SCIENCES/CRIMINAL JUSTICE</u></p> <p>Course Files (Originals)</p> <p>Dates: 1981- Volume: 2 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical by Course Title</p> <p>This record series includes syllabi for classes taught by the faculty of the Criminal Justice Department, copies of test and hand-outs distributed in class to students.</p> <p>Recommendation: Retain in the office until updated or superseded then dispose of.</p>	<p>Disposition Approved</p>
128.	<p>Minutes of Departmental Meetings and Related Documents (Agency Record Copies)</p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of minutes of department's staff meetings, copies of the agenda, and any special reports prepared for the meetings.</p> <p>Recommendation: Retain in the office for three (3) years, then transfer to the University Archives for permanent retention.</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
129.	<p>General Correspondence Files</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological/Alphabetical</p> <p>This record series consists of general correspondence between the department and other university departments and correspondence with the faculty.</p> <p>Recommendation: Retain in the office for three (3) years then dispose of provided no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
130.	<p>Budget and Fiscal Administration Files (Duplicates)</p> <p>Dates: 1979- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series includes budget printouts, purchase orders, direct pay orders, travel, contractual and invoice vouchers utilized by the department for the procurement of goods and services.</p> <p>Recommendation: Retain in the office for three (3) fiscal years then dispose of provided no litigation is pending or anticipated and provided all audits have been completed under the authority of the Auditor General, if required.</p>	<p>Disposition Approved</p>
131.	<p>Student Advisement Records (Agency Record Copies)</p> <p>Dates: 1984- Volume: 2 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series includes graduation checklists, showing which courses have been completed as a condition of graduation, advisors notes, copies of letter of recommendations, copies of evaluations of transfer credits, acceptance forms (for student to be accepted to work on a degree in Criminal Justice), copies of transcripts, etc.</p> <p>Recommendation: Retain in the office for two (2) years after last date the student registered at the university, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
132.	<p>Degreed Student Files (Agency Record Copies)</p> <p>Dates: 1979- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of files on students who have received a degree in Criminal Justice. Included are such records as letters of recommendation, questionnaires completed by graduates, graduation checklists, copies to transcripts, etc.</p> <p>Recommendation: Retain in the office for five (5) years after graduation, then dispose of provided no litigation is pending or anticipated.</p>	<p align="right">Disposition Approved</p>
133.	<p>Faculty Personnel Files (Duplicates)</p> <p>Dates: 1978- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of duplicate personnel records for the faculty of the Criminal Justice Department. Included are faculty workload reports, vitas, letters of recommendation for appointment, tenure and/or retention, copies of contracts, salary change data, records of vacation and sick leave time, requests for sabbaticals, letters of resignation or termination and evaluations by students (each term/all classes taught by the faculty member).</p> <p>Recommendation: Retain in the office for five (5) years after termination of employment then dispose of provided no litigation is pending or anticipated.</p>	<p align="right">Disposition Approved</p>
134.	<p>Part-Time Faculty Personnel Files (Duplicates)</p> <p>Dates: 1981- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of resumes of part-time faculty members, evaluations submitted by students, transcripts, and personal data forms.</p> <p>Recommendation: Retain in the office for five years after termination of employment, then dispose of provided no litigation is pending or anticipated.</p>	<p align="right">Disposition Approved</p>

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135.	<p>Course Assignment and Scheduling Records (Agency Record Copies)</p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These forms show the classes assigned to each faculty member, the time the class is to meet, the days of the week the class is scheduled and the location of the classroom.</p> <p>Recommendation: Retain in the office for three (3) years, then review file and dispose of any records which no longer have an administrative value. Retain remaining records until all administrative value has expired then dispose of.</p>	<p>Disposition Approved</p>
136.	<p>Academic Affairs Files</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by Course Name</p> <p>This record series serves as a history of the curriculum change in the department (i.e. changes to core requirements for a major, number of hours required for a major, pro-seminars changed to classes, etc.)</p> <p>Recommendation: Retain three years in office until records possess no further administrative value then transfer to the University Archives for permanent retention.</p>	<p>Disposition Approved</p>
<p><u>COLLEGE OF ARTS & SCIENCES/DEAN'S OFFICE</u></p>		
137.	<p>Budget File (Duplicates)</p> <p>Dates: 1978- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: By fiscal year</p> <p>This record series consists of budget printouts and various budget work papers created and utilized by the Dean's Office of the College of Arts and Sciences in the preparation and administration of their budget. Final, official budget materials are maintained for six years by the Budget Office.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
138.	<p>Recommendation: Retain three years in the office, 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.</p> <p>College Committee Meeting Minutes (Originals)</p> <p>Dates: 1975- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: By Committee, then Chronological</p> <p>This record series consists of original meeting minutes of the four College Committees: the Fiscal Affairs Committee; the Academic Affairs Committee; the Council of Chairpersons; and the Building Users Committee.</p> <p>Recommendation: Retain permanently in the office or the University Archives.</p>	<p align="center">Disposition Approved</p>
139.	<p>Contract Files (Originals)</p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>The staff of the College of Arts and Sciences occasionally contract out their services for various projects and programs. These files are maintained to document those service contracts. Included would be the original contract and related correspondence.</p> <p>Recommendation: Retain in the office for six years after the termination of all obligations, 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.</p>	<p align="center">Disposition Approved</p>
140.	<p>Faculty Workloads (Record Copies)</p> <p>Dates: 1982- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: By Academic year</p> <p>These forms, officially known as "C-U's" or "Form D's", contain information which enable the courses each instructor has agreed to teach to be evaluated in such a manner as to evenly distribute the teaching workload for the Department among the entire faculty. Duplicates of these forms are maintained by the Provost's Office as per item # 3 of this application.</p>	<p align="center">Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
141.	<p>Recommendation: Retain five years in the office, then dispose of provided no litigation is pending or anticipated.</p> <p>Student Grievance Files</p> <p>Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of student letters and petitions (regarding grade changes and other grievances) and the final decision of the Grievance Committee on those petitions which reached it.</p>	Disposition Approved
142.	<p>Recommendation: Retain in the office for ten years after settlement, then dispose of provided no litigation is pending or anticipated.</p> <p>Student Petitions For Extra Hours</p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of petitions received from students wishing to enroll in more credit hours than what is considered a full load for the term. Also indicated would be whether the petition was accepted or not, and an explanation of the decision.</p>	Disposition Approved
143.	<p>Recommendation: Retain three years in the office, then dispose of provided no litigation is pending or anticipated.</p> <p>General Correspondence (Originals and Duplicates)</p> <p>Dates: 1977- Volume: 4 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>This record series is comprised of the general correspondence files documenting the routine day-to-day transactions and administration of the Dean's Office of the College of Arts and Science.</p>	Disposition Approved
	<p>Recommendation: Retain in office for three years or until all administrative value has expired, whichever is longer, then transfer to the University Archives custody. Archives staff will review files and dispose of all materials possessing no administrative, organizational, legal and/or historical significance and retain permanently documents possessing archival value.</p>	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
144.	<p>Faculty Personnel Files (Duplicates)</p> <p>Dates: 1975- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of personnel files for the faculty of the College of Arts and Sciences. Included are resumes, vitae, sabbatical leave requests, evaluations, letters indicating any honors or awards received, records of any disciplinary action taken, and correspondence. Originals of these records are maintained in the Personnel Office and the Provost's Office.</p> <p>Recommendation: Retain in the office for five years following the date of separation of employment, then dispose of provided no litigation is pending or anticipated.</p>	Disposition Approved
145.	<p>Class Enrollment Statistics (Duplicates)</p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: By term</p> <p>This record series consists of enrollment statistics for various classes offered by the College of Arts and Sciences. These statistics are maintained solely for the purpose of planning future classes.</p> <p>Recommendation: Retain in the office for one year or until expiration of all administrative value, then dispose of.</p>	Disposition Approved
146.	<p>New Course Challenges</p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of New Course Challenges which occur when one academic department believes, because of the subject matter, it should be teaching a new course which has been proposed by another academic department.</p> <p>Recommendation: Retain in the office three years after settlement of challenge, then dispose of provided no litigation is pending or anticipated.</p>	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
147.	<p>New Course Proposals (Duplicates)</p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Original new course proposals are maintained by the Provost's Office.</p> <p>Recommendation: Retain in the office for three years, then dispose of provided course proposal has been revised or superseded by new version.</p> <p align="center"><u>COLLEGE OF ARTS & SCIENCES/EARTH SCIENCE DEPARTMENT</u></p>	<p align="center">Disposition Approved</p>
148.	<p>Administrative Correspondence and Reference File</p> <p>Dates: 1965- Volume: 9 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of correspondence detailing the policy and procedural development of the Department program, annual reports, original minutes of departmental faculty meetings and memoranda and letters between the Dean and various faculty members in the Department.</p> <p>Recommendation: Retain in office three years, then review files and retain permanently in either the Department's Office or the University Archives all original minutes of meetings and materials possessing archival/research value. Dispose of any correspondence/reference material that is routine or informational.</p>	<p align="center">Disposition Approved</p>
149.	<p>Curriculum Development Files (Originals)</p> <p>Dates: 1968- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of course descriptions and format, course outline/content and course syllabi.</p> <p>Recommendation: Retain in office until revised or superseded by new version, then dispose of.</p>	<p align="center">Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
150.	<p>Personnel Files (Duplicates)</p> <p>Dates: 1965- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of duplicate active and inactive faculty, student employee and civil service personnel files for the Earth Science Department. Included in these files are copies of resumes, letters of recommendation/commendation, requests for leave (sick, personal, sabbatical), evaluations and time sheets for civil service and student employees. Original faculty files are maintained in the Provost's Office. Original civil service personnel files are maintained in the Personnel Office and original student employee time and attendance records are maintained in the Business Office.</p> <p>Recommendation: Retain five years in office after separation/termination of employment, then dispose of providing no litigation is pending or anticipated.</p>	<p align="right">Disposition Approved</p>
151.	<p>Student Files (Undergraduate and Graduate) (Duplicates)</p> <p>Dates: 1970- Volume: 9 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of active and inactive undergraduate and graduate student files. Included in these files are copies of transcripts, evaluations, advisor's notes, admission documents to Northeastern Illinois University, examination scores (GRE, CLEP), applications to Graduate School and Correspondence. Original undergraduate and graduate student files are maintained in the Records Office.</p> <p>Recommendation: Retain in the office five years after graduation or last date of attendance, then dispose of, providing no litigation is pending or anticipated.</p>	<p align="right">Disposition Approved</p>
152.	<p>Budget and Fiscal Transaction Files</p> <p>Dates: 1966- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
153.	<p>This record series consists of duplicate requisitions, purchase orders, invoices and computer print-outs of line-item budget expenditures maintained by the Earth Science Department for ordering all laboratory supplies and equipment. Original budget and fiscal files are maintained in the Business Office and the Budget Office.</p> <p>Recommendation: Retain three years in office, then dispose of, providing all audits have been completed under the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>X-Ray Machine Usage and Exposure Level Data</p> <p>Dates: 1972- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	<p>Disposition Approved</p>
154.	<p>This record series consists of x-ray machine usage and exposure level data. Included in these files are Radiation Exposure Reports and log books utilized to identify the x-ray machine operator and any malfunctions (improper settings) of the machine. Log books and Radiation Exposure Reports are inspected by the Illinois Department of Nuclear Safety. Recommended retention is based on approved Application 85-149, item #327.</p> <p>Recommendation: Retain in office for thirty years, then dispose of providing no litigation is pending or anticipated.</p> <p>Property Control Files (Duplicates)</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: by tag number</p>	<p>Dispo: " " Approved</p>
155.	<p>This record series consists of property change notices utilized for the disposal/removal of laboratory equipment from the campus. Also included in these files are computer print-out listings of all physical equipment in the Department.</p> <p>Recommendation: Retain three years in office, then dispose of providing no litigation is pending or anticipated.</p> <p>General Correspondence Files</p> <p>Dates: 1976- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
156.	<p>This record series consists of correspondence with various companies concerning the purchase of supplies/equipment for the Department. Also included in these files is inter-departmental memoranda.</p> <p>Recommendation: Retain three years in office, then dispose of, providing no litigation is pending or anticipated.</p> <p align="center"><u>COLLEGE OF ARTS & SCIENCES/ECONOMICS</u></p> <p>Administrative Correspondence and Reference File (Agency Record Copies and Duplicates)</p> <p>Dates: 1973- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: By Subject</p> <p>This record series consists of administrative and reference file which consists of records such as:</p> <ol style="list-style-type: none"> 1) Affirmative Action Guidelines 2) Department by-laws 3) Department policies 4) Alumni surveys (1982-) 5) Alumni fund drive records (1986-) 6) Minutes of the Department Personnel Committee (1978-) 7) General guidelines on advisement, assignments, etc. 8) Correspondence (to and from the chain, inner school correspondence, memos and information (1973-), etc. 9) Minutes of the departmental meetings (1974-) 10) Department evaluation criteria file (procedures on promotions, tenure and retention) 11) General Education Program file (consisting of correspondence information on general education courses, correspondence with the committee which decides whether or not a course qualifies as a general education course, etc. 1982-) 12) Program review file (Nine self-evaluation questionnaire, sent to students currently majoring or minoring in Economics and alumni 1980-) <p>Recommendation: Retain in the office for three (3) years, then weed out files which no longer have any administrative value, retain permanently (either in the office or transfer to University Archives) records possessing an archival value (i.e. original/agency record copies of minutes of the departmental meetings, self-studies, etc.).</p>	<p>Disposition Approved</p>
157.	<p>Exams (Stencils of), Hand-outs for Classes and Syllabi (Agency Record Copies)</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
158.	<p>Dates: 1983- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by Name of the Instructor</p> <p>Recommendation: Retain until superseded or obsoleted then dispose of.</p> <p>Schedules (Duplicates)</p> <p>Dates: 1971- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological then Numerical by course number</p> <p>This record series is used for scheduling appropriate classroom accommodations for each class.</p> <p>Recommendation: Retain in the office for three (3) years, then review file and dispose of any records which no longer have an administrative value. Retain remaining record until all administrative value has expired then dispose of.</p>	<p>Disposition Approved</p>
159.	<p>Civil Service Personnel and Part-time Teachers Records (Duplicates)</p> <p>Dates: 1978- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by Instructor's Name</p> <p>This record series consists of copies of letters of recommendation and applications for part-time faculty members and records of employment for civil service positions in the department.</p> <p>Recommendation: Retain in the office for five (5) years after termination of employment then dispose of provided no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
160.	<p>Syllabi (Agency Record Copies)</p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by Name of Instructor</p> <p>Recommendation: Retain in the office until superseded or obsoleted, then dispose of.</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
161.	<p>Student Files Lists of Graduates (Duplicates) and Evaluations of Prior Credits (Duplicates)</p> <p>Dates: 1972- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain in the office for five (5) years after graduation, then dispose of provided no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
162.	<p>Graduation Checklists (Major-Minor Course Records) (Agency Record Copies)</p> <p>Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological/Alphabetical</p> <p>Recommendation: Retain in the office for five (5) years after graduation then dispose of provided no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
163.	<p>Credit Units Files (Duplicates)</p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This report, commonly referred to as a "Faculty Workload Report" contains information which enables the courses the instructor has agreed to teach to be evaluated in such a manner as to determine if the teaching workload for the Department has been distributed equally among all faculty members of the Department.</p> <p>The agency record copy is retained for five (5) years by the Provost, as per item # 3 of this application.</p> <p>Recommendation: Retain in the office for three (3) years then dispose of provided all credits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
164.	<p>Textbook Orders (Duplicates)</p> <p>Dates: 1973- Volume: Negligible Annual Accumualtion: Negligible Arrangement: Chronological</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>Textbook orders are used by the chair to reference which textbooks have been used for each course and when the textbooks were used.</p> <p>Recommendation: Retain in the office for three (3) years, or until all administrative value has expired (whichever is longer) then dispose of.</p>	<p align="center">Disposition Approved</p>
165.	<p>Budget and Fiscal Administration Files (Duplicates)</p> <p>Dates: 1980- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of budget printouts (appropriations and expenditures); invoice, contractual, and travel vouchers; direct pay orders; purchase orders; cancellations and amendments to purchase orders; bills and receipts generated for the procurement of goods and services for the Office of Sponsored Programs.</p> <p>Recommendation: Retain in the office for three (3) years, then dispose of.</p> <p align="center"><u>COLLEGE OF ARTS & SCIENCES/ENGLISH DEPARTMENT</u></p>	<p align="center">Disposition Approved</p>
166.	<p>General Administrative/Correspondence Files (Originals & Duplicates)</p> <p>Dates: 1968- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: subject</p> <p>This record series consists of the general administrative/correspondence files for the office of the Department of English. The records generally include: appointment committee (freshman committee meeting-ad hoc); ballots and elections report, building users report; by-laws; graduate advisory information; search and screen (ad hoc committee); department memos from chairperson to department members; department minutes; copies of past master's exams; long range academic plan; graduate executive committee (advisory/policy formulation documents for the grad school); faculty advisory committee policy; and related correspondence.</p> <p>Recommendation: Retain in the office for three (3) years, then review files and weed out any documents possessing long term administrative/historical value (e.g. original minutes of meetings, original policy formulation plans) for permanent retention in the office and/or transfer to the University Archives all routine, duplicate items that do not possess long term administrative/historical value may be disposed of at the discretion of the agency.</p>	<p align="center">Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
167.	<p>Employee Files (Duplicates and Originals)</p> <p>Dates: 1980- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the employee files for the office of the Department of English. The files generally includes the records for graduate assistants, part-time instructors, work study and student aides by: applications; contracts; referral/recommendations; and related correspondence.</p> <p>Recommendation: Retain in the office for five (5) years after separation/termination of 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.</p>	<p>Disposition Approved</p>
168.	<p>Student Files (English Majors & Advisors) (Duplicates)</p> <p>Dates: 1982- Volume: 1 Cu. Ft. Annual Accumualtion: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the student files for the office of the Department of English. The records generally contain student files (English Majors) including: copies of transcripts; evaluations/recommendations; grade reports; graduation checklists; and related correspondence. Official student files are maintained with the office of Admissions and Records.</p> <p>Recommendation: Retain in the office for five (5) years after graduation or date of last attendance, then dispose of.</p>	<p>Disposition Approved</p>
169.	<p>Job Applicants Files (Originals)</p> <p>Dates: 1978- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the job applicants files for the office of the Department of English. The records generally include applicants letters for positions and inquires for the Poet-in-residence title.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
170.	<p>Recommendation: Retain for three (3) years following expiration of the vacancy, then dispose of provided no litigation is pending or anticipated.</p> <p>MA/MAT Comprehensive Exam Files (Originals)</p> <p>Dates: 1970- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	Disposition Approved
171.	<p>This record series consists of the MA/MAT Comprehensive Exam Files for the office of the Department of English. The MA (Master of Arts) and MAT (Miller Analogy Test-discontinued) examinations are administered twice yearly. The records generally include: copies of the examinations; lists of students taking the exams; exam results; and students applications.</p> <p>Recommendation: Retain in the office for ten (10) years, then dispose of providing all administrative value has expired.</p> <p>Fiscal Administration Files (Duplicates)</p> <p>Dates: 1974- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: by fiscal year</p>	Disposition Approved
172.	<p>This record series consists of the fiscal administration files for the office of the Department of English. The records generally include: commodities; contractuals (vouchers); travel vouchers; mail and xerox expenses; equipment expenses; transfer of funds; and scheduling expenses. Originals (e.g. vouchers) are maintained with the University's Business Office.</p> <p>Recommendation: Retain in the 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.</p> <p align="center"><u>COLLEGE OF ARTS & SCIENCES/ENGLISH LANGUAGE PROGRAM</u></p> <p>Administrative Correspondence and Reference File</p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: by person's name and chronological in each file</p>	Disposition Approved

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	<p>This record series consists of memos produced by the past coordinator and the current coordinator of the English Language Program and the director of the Writing Lab.</p> <p>Recommendation: Retain three (3) years in the office, then review file and weed out any material which no longer has any administrative value, then dispose of. Any significant material which documents the history/development of the English Language Program is to be transferred to the University Archives for permanent retention.</p>	<p>Disposition: Approved</p>
173.	<p>Budget and Fiscal Administration Records (Duplicates)</p> <p>Dates: 1978- Volume: 7 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of duplicate copies of budget printouts (appropriations and expenditures) vouchers (invoice, contractual and travel), ledgers and direct pay orders used by the department for the procurement of goods and services.</p> <p>Recommendation: Retain in the office for three (3) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
174.	<p>Course Permits (Duplicates)</p> <p>Dates: Winter Terms 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of permits granted to students to enter the English Language Program or to take various courses (i.e "Developmental Writing", "English Sentence Skills", "English Language Workshops", "Language Competence Skills", "Academic Skills", or "Library Research Methods").</p> <p>Recommendation: Retain in the office for one (1) year, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>

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175.	<p>English Language Competence Exam-Printouts of Results (Duplicates)</p> <p>Dates: July 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Results of the English Language Competence Exam results are recorded as passed or failed only on this printout. The Testing Office retains the results of all competency exams permanently on computer. (See item 324E of this application)</p> <p>Recommendation: Retain in the office for ten (10) years then dispose of, provided all administrative use of the record has been exhausted.</p>	Disposition Approved
176.	<p>English Language Competence Exams (Agency Record Copies)</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of English Language Competence Exams which are given to all students at the university.</p> <p>Recommendation: Retain in the office for ten (10) years or until all administrative use has expired (whichever is longer) then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p>	Disposition Approved
177.	<p>English Language Competence Exams Results-Failed Exams (Duplicates)</p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological By Test Date</p> <p>This record series consists of printouts listing the names of students who have failed the English Language Competence Exam. The agency record copy of this record series is maintained by Testing (see item 324E of this application).</p> <p>Recommendation: Retain in the office for one (1) year after the date of the exam, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p>	Disposition Approved

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178.	English Language Competence Exam Listing of Student Who Met Competence Requirement (Duplicates)	
	<p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	
	<p>This report shows which students have met the competency requirements in English.</p>	
	<p>Recommendation: Retain in the office for three (3) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p>	Disposition Approved
179.	Faculty Evaluations File	
	<p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by term</p>	
	<p>This record series consists of the summary sheets detailing the students' evaluations of the faculty of the English Language Program, which is done as a part of the university-wide evaluation process.</p>	
	<p>Recommendation: Retain in the office for five (5) years after separation of employment, then dispose of, provided that no litigation is pending or anticipated.</p>	Disposition Approved
180.	Lab Instructor Conference Records (Originals)	
	<p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	
	<p>This record series consists of records of conferences conducted with students, who have failed the English Language Competence Exam.</p>	
	<p>Recommendation: Retain in the office for three (3) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p>	Disposition Approved

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181.	<p>Personnel Files (Duplicates)</p> <p>Dates: 1978- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the personnel files for full-time faculty, part-time faculty and civil service employees of the English Language Program. A faculty file might include, but is not limited to cover letters, resumes, the annual workload (Form D), letters of commendation and letters showing release time to work under a grant, such as Title III. A civil service employee's file includes reports of sick leave and annual leaves as well as letters of commendation. Evaluations and time sheets, however, are not maintained in these files but are retained in the Personnel Office. See Application 87-26, item #46.</p> <p>Recommendation: Retain in the office for five (5) years after termination of employment, providing no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
182.	<p>Placement Exam Records</p> <p>Dates: 1976- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the summary results of the placement examinations that all students must take upon admission to Northeastern Illinois University. The placement exams are graded in the Writing Lab, and the results are forwarded to Testing, which issues the official certification of pass/fail. See this application, item number 324E . From the results of these placement exams, a list is drawn up of students who will need remedial work at the Writing Lab of the English Language Program before they take regular college-level English courses. This record series also contains mini-placement exam records which includes the actual exam paper and the listing of test results for students who take a mini-placement exam in English only.</p> <p>Recommendation: Retain three (3) years in the office after the student graduates or the last date of attendance, then dispose of, provided that no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
183.	<p>Property Control File (Duplicate)</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
184.	<p>Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the computer print-out from Physical Services showing the inventory of departmental equipment such as typewriters, computers, etc.</p> <p>Recommendation: Retain in the office until the administrative value is exhausted and/or the record is replaced by the next up-dated printout out of information.</p> <p>Referrals Forms To Take The English Competence Exams (Original)</p>	<p><i>Disposition Approved</i></p>
185.	<p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of referrals submitted by instructors for students the instructor believes require individualized instruction, which would focus on the specific language skill areas in which the student is deficient.</p> <p>Recommendation: Retain in the office for three (3) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p> <p>Tutor Records (Agency Record Copies)</p>	<p><i>Disposition Approved</i></p>
185.	<p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological/Alphabetical</p> <p>This record series consists of records of tutoring sessions offered to students for whom English is a second language and who need work in both spoken and written English, students who are native speakers of English or fluent bilingual speakers of English who need assistance in written language skills and for those students who need to improve their academic (study) skills.</p> <p>Recommendation: Retain in the office for five (5) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>

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186.	<p>Tutoring Lab Reports File (Original)</p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the computer printout of the students who use the services of the Writing Lab of the English Language Program. The information for this record is obtained from the sign-in sheets at the Writing Lab which is entered into the personal computer in the Writing Lab. This weekly computer print-out shows who referred the student to the Lab, who the tutor was and the number of times a week a student came to the Lab.</p> <p>Recommendation: Retain for three (3) years, then dispose of providing all administrative value has expired.</p>	<p align="center">Disposition Approved</p>
<p><u>COLLEGE OF ARTS & SCIENCES/FOREIGN LANGUAGES AND LITERATURES</u></p>		
187.	<p>Budget and Fiscal File (Duplicates)</p> <p>Dates: 1967- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the budget and fiscal records of the Department of Foreign Languages and Literatures, including monthly expenditure reports by line item; purchase orders; invoice vouchers; the total budget for the department, including faculty salaries; budget procedures; and any related correspondence or memos.</p> <p>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.</p>	<p align="center">Disposition Approved</p>
188.	<p>Personnel Files (Duplicates and Originals)</p> <p>Dates: 1961- Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
189.	<p>This record series consists of the personnel files of all faculty and civil service employees, both active and inactive. The faculty files would typically include appointment forms, promotion or tenure report forms, vitae, salary increment forms, sick leave forms, announcements, of sabbaticals, letters of recommendation and/or commendation, proof of additional coursework, documentation of speaking engagements and documentation of service on committees. A civil service employee file might typically include employee time-and-wages status form, job descriptions, accrued leave and sick leave forms, work schedules, documentation of employee job training, performance evaluations and job audit results.</p> <p>Recommendation: Retain five (5) years in the office after separation of employment, then dispose of providing no litigation is pending or anticipated.</p> <p>Faculty Workload Assignments (Duplicates)</p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name</p> <p>This record series consists of the faculty workload assignments which enables the department chairperson to distribute the teaching workload evenly.</p> <p>Recommendation: Retain in the office for five (5) years, then dispose of provided no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
190.	<p>Search and Screen File</p> <p>Dates: 1985- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: None</p> <p>This record series consists of vitae, letters of recommendation and other supporting documents of applicants for faculty positions in the Department of Foreign Languages and Literatures.</p> <p>Recommendation: Retain for three (3) years in the office after the search is completed, then dispose of provided no litigation is pending or anticipated.</p>	<p>Disp. Approved</p>
191.	<p>Course Syllabi (Record Copy)</p> <p>Dates: 1966- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by course name</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
192.	<p>This record series consists of the individual files were course offered which include the purpose of the course, the material to be covered in the course, the list of texts to be used and the manner in which the professor will teach the course.</p> <p>Recommendation: Retain in office three (3) years, then review and weed out syllabi that have been revised.</p> <p>Statistical Information File</p> <p>Dates: 1973- Volume: Negligible Annual Accumulation: Negligible Arrangement: None</p> <p>This record series consists of departmental statistics on the number of students enrolled, which courses they took, and the number of credit hours the students earned. This is a working file used by the department to prepare reports or to plan for the budget.</p> <p>Recommendation: Retain three (3) years in the office, then dispose of, providing all audits have been completed under the supervision of the Auditor General, if required, and no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
193.	<p>Independent Study-Tutored Study Course Schedule Maintenance</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by term</p> <p>This record series consists of the number of hours each faculty member has spent in supervising independent study students and/or tutoring students in a foreign language taught at the university. The collective bargaining agreement requires that any faculty who work over thirty (30) hours per term should be paid more; therefore, this file is used to monitor the number of accumulated hours.</p> <p>Recommendation: Retain in the office for five (5) years after separation of employment, then dispose of provided no litigation is pending or anticipated.</p>	<p>Disp Approved</p>
194.	<p>Faculty Evaluation Summary Forms (Originals)</p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
195.	<p>This record series consists of the one-page summary of the results of the student questionnaires for each faculty member of the Department of Foreign Languages and Literatures which is part of the university-wide faculty evaluation process.</p> <p>Recommendation: Retain at the discretion of the agency.</p>	<p>Disposition Approved</p>
	<p>Committee Minutes (Originals and Duplicates)</p> <p>Dates: 1969- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by committee name</p>	<p>Disposition Approved</p>
196.	<p>This record series consists of departmental minutes, Council of Chairpersons minutes and minutes of the Italian Club for which Dr. Galassi is the advisor.</p> <p>Recommendation: Retain permanently in the office.</p>	<p>Disposition Approved</p>
	<p>Administrative Correspondence and Reference File (Originals and Duplicates)</p> <p>Dates: 1970- Volume: 3 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p>	<p>Disposition Approved</p>
	<p>This record series consists of the correspondence and reference materials for the Department of Foreign Languages and Literatures, including copies of policy and procedures as well as departmental correspondence with faculty, other departments, the College of Arts and Sciences and professional organizations.</p> <p>Recommendation: Retain in the office for three (3) years, then review and weed out any materials that do not have any further administrative value and can be disposed. Any materials possessing archival/historical value should be transferred to the University for permanent retention.</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
197.	<p align="center"><u>COLLEGE OF ARTS & SCIENCES/GENERAL EDUCATION PROGRAM</u></p> <p>Coordinator's Files</p> <p>Dates: 1982- Volume: 2½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of files maintained by the coordinator, or director, of the General Education Program. Included would be: listings of Limited List Courses; letters from students requesting adjustments; and various memos and other correspondence relating to the General Education Program.</p> <p>Recommendation: Retain three years in office or until expiration of all administrative value, whichever is longer, then offer to University Archives for accessioning. If University Archives rejects such offer, dispose of record series provided no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
198.	<p>General Education Committee Administrative Files (Originals and Duplicates)</p> <p>Dates: 1980- Volume: 6½ Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Varied</p> <p>These files contain original and duplicate correspondence and reference material documenting matters of the function, organization, and policy decision-making within the General Education Committee. Examples of predominant types of documents maintained in this file include: discussion notes and drafts; communications and program descriptions from other schools; procedure and criteria for submission of Limited List Courses; newsletters; Committee By-laws; Recommendations by the Ad-Hoc Committee on Testing; Committee member lists; and original meeting minutes and agenda.</p> <p>Recommendation: Retain three years in the office, then review file and take the following steps for disposition:</p> <p>(1) Retain all original minutes of meetings, special surveys and reports and any material documenting the planning and policy formulation of the General Education Program permanently-either in the office or the University Archives.</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
199.	<p align="center">(2) Dispose of materials lacking further administrative value due to supersedure by more current information, or due to materials having no ongoing reference value.</p> <p>Limited List Course Descriptions</p> <p>Dates: 1982- Volume: 3 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: By dept., then by course number</p> <p>This record series consists of files maintained for each Limited List Course (i.e. courses which are applicable towards the general education requirements). These files are maintained for informational usage and to periodically review courses to make certain they are suitable for general education purposes. Included would be: course syllabi; course description; textbooks to be used; evaluating (or testing) methods used; and other course information.</p> <p>Recommendation: Retain in the office until revised or superseded, then dispose of.</p>	<p align="center">Disposition Approved</p>
<p><u>COLLEGE OF ARTS & SCIENCES/GEOGRAPHY AND ENVIRONMENTAL STUDIES</u></p>		
200.	<p>Student Files</p> <p>Dates: 1972- Volume: 7½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of individual files created for each student (graduate and under-graduate) who chooses a major in Geography and Environmental Studies. Forms/documents which are found in a typical student file would be: college and high school transcripts; copies of grade reports; letters of admission into the program; term papers and reports on special projects; letter of evaluation; grade change requests; and correspondence. Original records of students' courses taken, grades received, and degree earned are maintained permanently by the University's Records Office.</p>	<p align="center">Disposition Approved</p>
<p>Recommendation: Retain in office for five years after graduation or date of last attendance, then dispose of.</p>		
201.	<p>Personnel Files</p> <p>Dates: 1969- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
202.	<p>This record series consists of personnel files for the full-time and part-time faculty of the Department of Geography and Environmental Studies. Included are copies of resumes, vitae, leave requests, evaluations, records of any disciplinary action taken, and correspondence. Original personnel files are maintained by the University's Personnel Office.</p> <p>Recommendation: Retain in the office for five years following the date of separation of employment, then dispose of provided no litigation is pending or anticipated.</p> <p>Departmental Meeting Minutes (Originals)</p> <p>Dates: 1968- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently in the office or the University Archives.</p>	Disposition Approved
203.	<p>New and Expanded Program Requests (NEPR's)</p> <p>Dates: 1970- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: By course number</p> <p>This record series consists of requests to either expand a program (or course), drop a portion of a program, or to initiate a new program. Each request contains an identification of the program, the content and objectives of the program, and the relationship to existing programs.</p> <p>Requests to add or change programs are submitted annually to the Board of Governors where they are maintained permanently as per item #1 of Application #84-5.</p> <p>Recommendation: Retain six years in the office, then dispose of.</p>	Disposition Approved
204.	<p>Budget and Fiscal Administration File (Duplicates)</p> <p>Dates: 1978- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: By fiscal year</p> <p>This record series consists of direct payment vouchers, invoice vouchers, accounts payable vouchers, requisitions, purchase orders, and budget printouts. Original fiscal records are maintained by the University's Office of Business Services and original budget records are maintained by the University's Budget Office.</p>	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
208.	<p>Program Review Files (MA) (Originals)</p> <p>Dates: 1981- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject</p> <p>This record series consists of the M.A. Program Review files maintained by the office of the History Department. The records generally include original program reviews and supporting documentation (e.g. original questionnaires).</p>	<p><i>Disposition Approved</i></p>
	<p>Recommendation: Retain in the office permanently and/or transfer to the University Archives for permanent retention.</p>	
209.	<p>Curriculum Development Files (Originals)</p> <p>Dates: 1980- Volume: 7½ Cu. Ft. Annual Accumulation: 1 3/4 Cu. Ft. Arrangement: By instructor/course</p> <p>This record series consists of the curriculum development files maintained by the office of the History Department. The records generally include: course descriptions and formats; course syllabi; schedule development/materials; copies of hand outs; and copies of exams.</p>	<p><i>Disposition Approved</i></p>
	<p>Recommendation: Retain in the office until revised or superseded, then dispose of. (One copy of all course syllabi material is to be filed with the University Library).</p>	
210.	<p>Faculty Files (Duplicates)</p> <p>Dates: 1962- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the faculty files maintained by the office of the History Department. The records generally include: faculty vitae; copies of faculty reviews; and copies of Form D (workload assignment contracts - originals with Provost's Office). Original faculty information is retained with the University's Personnel Office.</p>	<p><i>Disposi- tion</i></p>
	<p>Recommendation: Retain in the office for five (5) years after separation/termination of employment, 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.</p>	

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211.	<p>Administrative Correspondence and Reference File</p> <p>Dates: 1981- Volume: 6 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical by subject</p> <p>These files contain original and duplicate correspondence and reference material generated or received by the History Department. Examples of predominant types of documents maintained in this file include: original and duplicate University memoranda; duplicate meeting minutes of campus-wide committees; employee applicant files; History Club information; and grade appeals case files.</p> <p>Recommendation: Retain three 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.</p>	<p>Disposition Approved</p>
212.	<p>Departmental Meeting Minutes (Originals)</p> <p>Dates: 1973- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently in the office or the University Archives.</p>	<p>Disposition Approved</p>
213.	<p>Budget and Fiscal Administration File (Duplicates)</p> <p>Dates: 1980- Volume: 2½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: By fiscal year</p> <p>This record series consists of copies of direct payment vouchers, travel vouchers, invoice vouchers, requisitions, purchase orders, budget printouts and budget papers. Original fiscal records are maintained by the University's Office of Business Services and original budget records are maintained by the University's Budget Office.</p> <p>Recommendation: Retain three years in the office, 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.</p>	<p>Disposition Approved</p>

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214.	<p>Student Files (undergraduate and graduate)</p> <p>Dates: 1966- Volume: 12 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of individual files created for each student who chooses a major in History. Form/documents which are found in a typical student file would be: college and high school transcripts; grade reports; major declarations; students' petitions to waive certain courses in the program; grade change requests; and correspondence. Original records of students' courses taken, grades received, and degree earned are maintained by the University's Records Office.</p> <p>Recommendation: Retain in the office for five years after graduation or date of last attendance, then dispose of.</p>	<p>Disposition Approved</p>
<p align="center"><u>COLLEGE OF ARTS & SCIENCES/UNIVERSITY HONORS PROGRAM</u></p>		
215.	<p>Curriculum Development Files</p> <p>Dates: 1985- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Varied</p> <p>This record series consists of course/program descriptions; course syllabi; course outlines; and new course proposals (with related working papers).</p> <p>Recommendation: Retain in the office until revised or superseded, then dispose of.</p>	<p>Disposition Approved</p>
216.	<p>Faculty Advisory Committee Files (Originals and Duplicates)</p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of files created in connection with the Honor Program's Faculty Advisory Committee. Included would be: program proposals and related material; various documents of interest to the committee (e.g. brochures and information from similar programs); correspondence; and original meeting minutes and agenda.</p>	

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217.	<p>Recommendation: Retain five years in the office, then review file and take the following steps for disposition:</p> <ol style="list-style-type: none"> (1) Retain all original minutes of meetings, special surveys and reports, and any material documenting the planning and policy formulation of the University Honors Program permanently—either in the office or the University Archives. (2) Dispose of materials lacking further administrative value due to supersedure by more current information or due to materials having no ongoing reference value. <p>General Administrative Correspondence</p> <p>Dates: 1985- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of correspondence to and from other schools and colleges, national and regional organizations, and other departments within the University.</p> <p>Recommendation: Retain three years in the office, then dispose of provided no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
218.	<p>Student Files (duplicates)</p> <p>Dates: 1986- Volume: 1 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of applications, ACT test scores, class rank in high school, grade point averages, letters of recommendation, and correspondence with students enrolled in the Honors Program. Originals of these documents are maintained by the Admissions and Records Office.</p> <p>Recommendation: Retain for five years in office after graduation or last date of attendance, then dispose of provided no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
219.	<p>Student Recruitment and Admission Files</p> <p>Dates: 1986- Volume: Negligible Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical</p>	<p>Disposition Approved</p>

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220.	<p>This record series consists of information on students interested in the University Honors Program. Included would be: inquiries from students enrolled in other schools and colleges, as well as this University; letters of reference received from faculty members, high school administrators and teachers, etc.; and information received from the Admissions and Records Office.</p> <p>Recommendation: Retain five years in the office after final admission decision, then dispose of provided no litigation is pending or anticipated.</p> <p align="center"><u>COLLEGE OF ARTS & SCIENCES/INFORMATION SCIENCE</u></p> <p>Budget and Fiscal Administration File (Duplicates)</p> <p>Dates: 1978- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: By fiscal year</p> <p>This record series consists of direct payment vouchers, travel vouchers, invoice vouchers, purchase orders, requisitions, and budget printouts. Original fiscal records are maintained by the University's Business Services Office and original budget records are maintained by the University's Budget Office.</p> <p>Recommendation: Retain three years in the office, 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.</p>	<p>Disposition Approved</p>
221.	<p>Curriculum Development Files</p> <p>Dates: 1981- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: By course number</p> <p>This record series consists of course descriptions and formats, course syllabi, textbooks to be used, course maintenance forms, and new course proposals.</p> <p>Recommendation: Retain in the office until revised or superseded, then dispose of.</p>	<p>Disposition Approved</p>
222.	<p>Departmental Meeting Minutes (Originals)</p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	<p>Disposition Approved</p>

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223.	<p>Recommendation: Retain permanently in the office or the University Archives.</p> <p>General Administrative Correspondence and Reference File</p> <p>Dates: 1979- Volume: 3 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical by subject</p> <p>This record series consists of the general administrative correspondence and reference materials of the Information Science Department. Examples of predominant types of documents maintained in this file include: Search and Screen Committee files; copies of departmental reviews; copies of student handouts; registration information; duplicate minutes of campus-wide committees; and original and duplicate correspondence.</p>	<p>Disposition Approved</p>
	<p>Recommendation: Retain three 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.</p>	
224.	<p>Non-major Student Files</p> <p>Dates: 1985- Volume: 1½ Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of individual files created for each student who enrolls in Information Science Courses. Forms/documents which are found in a typical student file would be: college and high school transcripts; grade reports; and correspondence. Original records of students' courses taken, grades received and degree earned are maintained by the University's Records Office.</p>	<p>Dispositio Approved</p>
	<p>Recommendation: Retain two years in the office, then dispose of provided student has not declared a major in Information Science.</p>	
225.	<p>Personnel Files (Duplicates)</p> <p>Dates: 1981- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
226.	<p>This record series consists of personnel files for the faculty, civil service employees, and student aides of the Information Science Department. Included are copies of faculty contracts, annual evaluations, resumes, leave requests, record of any disciplinary action taken, time sheets, and correspondence. Original personnel files are maintained by the University's Personnel Office.</p> <p>Recommendation: Retain in the office for five years following the date of separation of employment, then dispose of provided no litigation is pending or anticipated.</p> <p>Qualifying Exams (Originals)</p> <p>Dates: 1982-1984 Volume: ½ Cu. Ft. Annual Accumulation: N/A Arrangement: Chronological</p> <p>This record series consists of qualifying exams and recorded exam grades, which have been utilized by the Department in the past to weed out students wishing to enter the Department's program. These exams have since been dispensed with.</p> <p>Recommendation: Dispose of accumulation after the completion of an approved State Records Disposal Certificate, provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
227.	<p>Student Files</p> <p>Dates: 1975- Volume: 10 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of individual files created for each student who chooses a major in Information Science. Forms/documents which are found in a typical student file would be: college and high school transcripts; grade reports; major declarations; graduation applications; and correspondence. Original records of student's courses taken, grades received, and degree earned are maintained by the University's Records Office.</p> <p>Recommendation: Retain in the office for five years, after graduation or date of last attendance, then dispose of.</p>	<p align="center">Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
228.	<p align="center"><u>COLLEGE OF ARTS & SCIENCES</u> <u>INTERNATIONAL PROGRAM/INTERCULTURAL STUDIES</u></p> <p>Grant Administration Files (Program Record Copies)</p> <p>Dates: 1980- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This records series consists of documents of grants obtained to help fund the International/Intercultural Studies Program, a minor degree interdisciplinary academic program. This file series contains program copies of grant fund proposals, award notices, agreements, and fund expenditure/administration records and reports. Central University grant information is maintained by the Sponsored Programs Office of the Vice President for Public Affairs & Development.</p> <p>Recommendation: Retain in office for five (5) years following the expiration period of the corresponding grant(s) then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
229.	<p>Student Files</p> <p>Dates: 1982- Volume: 2½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of individual files created for each student who chooses a minor in International/Intercultural Studies. Forms/documents which are found in a typical student file would be: high school and college transcripts; letters of admission into the program; letters of evaluation; student's petitions to waive certain courses in the program internship documentation; grade change requests; and correspondence. Original records of student's courses taken, grades received, and degree earned are maintained by the University's Records Office.</p> <p>Recommendation: Retain in the office for five years after graduation or date of last attendance, then dispose of.</p>	
230.	<p>General Correspondence and Memoranda With Internship Program Information (Originals & Duplicates)</p> <p>Dates: 1980- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	

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	<p>In addition to routine correspondence and memoranda, this file series contains descriptions of internship programs and may contain student applications for eligibility (duplicates) and participation information in such programs.</p>	
231.	<p>Class Scheduling Records (Duplicates)</p> <p>Dates: 1980- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	<p>Disposition Approved</p>
	<p>This record series contains copies of class enrollment reports (including 10th day enrollment reports), copies of class schedules, and original draft papers and memoranda of their revisions.</p>	
232.	<p>International/Intercultural Studies Program Advisory Committee Correspondence, Minutes and Agenda (Originals)</p> <p>Dates: 1980- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	<p>Disposition Approved</p>
	<p>Recommendation: Retain in office until expiration of administrative value, then dispose of.</p>	
233.	<p align="center"><u>COLLEGE OF ARTS & SCIENCES/LINGUISTICS DEPARTMENT</u></p> <p>Student Files (Departmental Copies)</p> <p>Dates: 1974- Volume: 8 Cu. Ft. Annual Accumulation: 2/3 Cu. Ft. Arrangement: Alphabetical</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
234.	<p>These are the Department's copy(s) of student files (i.e., academic historical files of students majoring in the Department's Curricular or academic field). This series includes files on graduate students only. Files contents include: copies of transcripts or excerpts of transcripts; copies of grade slips; and copies of advisement forms and original notes, memoranda and working papers of intra-Departmental advisement. Also included are applications for candidacy and graduation.</p> <p>Recommendation: Retain in office for five (5) years following the date of graduation or of last attendance of each corresponding student, then dispose of, provided all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>Personnel Files (Duplicates)</p> <p>Dates: 1960- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p>Disposition Approved</p>
	<p>These personnel files contain copies of employment contracts, employment/academic background materials, such as resumes, Work-Study job descriptions, Student Authorization Sheets, time and attendance records, documentation of salary/classification changes, and (when applicable) documentation of employment or enrollment termination or separation. These personnel files have been established by faculty, civil service/administrative personnel, Graduate Assistant, student workers/Work Study Employee, and Teaching Assistants. Original personnel files of Work Study Employees and Graduate Assistants are maintained by the Office of Financial Aids. Original faculty personnel files are maintained by the Provost. The University's Civil Service Personnel Office is the custodian of the original personnel files for civil service employees. With few or no exceptions, all such original personnel files will be scheduled for longer retention periods (65 years) than the five (5) year period uniform by recommended for this Department.</p> <p>Recommendation: Retain in office for five (5) years after termination of employment, graduation, or date of last attendance, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
235.	<p>Duplicate Book Orders</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These book orders are retained for internal curriculum development reference purposes. Original orders are transmitted to the corresponding vendors or providers.</p> <p>Recommendation: Retain until expiration of administrative value, then dispose of.</p>	Disposition Approved
236.	<p>Staff Meeting Minutes (Originals)</p> <p>Dates: 1969- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain five (5) years in office, then transfer to the University Archives for permanent retention.</p>	Disposition Approved
237.	<p>Administrative Correspondence File (Originals & Duplicates)</p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical and Chronological</p> <p>Although small amount of this correspondence file may contain information on the policy and procedural development of the Department, the bulk of this administrative correspondence is composed of letters exchanged with the Dean's Office documenting routine transactions of immediate operational significance.</p> <p>Recommendation: Retain three (3) years in office, then with the assistance of the University Archives staff, review files and retain permanently in either the Department's Office or the University Archives materials possessing archival/research value and dispose of the balance of materials after completion of the foregoing review(s), providing no litigation is pending nor anticipated.</p>	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
238.	<p>Budget and Fiscal Records (Duplicates)</p> <p>Dates: 1969- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of DPA's, vouchers, requisitions, purchase orders, invoices, billings, budget forms, monthly/annual computer print-out expenditure reports, property control files, and travel and budget work files with line item projections. Originals or record copies of these files are maintained by the Business Services Office and the Budget Office.</p> <p>Recommendation: Retain three (3) years in the office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	Disposition Approved
239.	<p>Credit Unit Equivalency Reports (Originals)</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and by faculty member</p> <p>This report is generated to track faculty teaching loads for the administration of the Department.</p> <p>Recommendation: Retain five (5) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	Disposition Approved
240.	<p>Curriculum Development Files (Originals)</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series includes original course outlines, course proposals, syllabi, course descriptions, copies of class enrollment reports (including 10th day enrollment reports), copies of University Catalogues or excerpts of catalogues, class schedules, and original draft papers and memoranda of their revisions.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>Recommendation: Retain in office until revised or superseded, then dispose of, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p>	<p>Disposition Approved</p>
<p align="center"><u>COLLEGE OF ARTS & SCIENCES/MATH DEPARTMENT</u></p>		
241.	<p>Faculty Files (Active and Inactive) (Duplicates)</p> <p>Dates: 1961- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of active and inactive faculty files for the Mathematics Department. Included in these files are copies of Vitae, notifications of tenure/retention/promotion, evaluations, requests for leave (i.e., sick, personal) and letters of commendation /recommendation. Original faculty files are maintained in the Provost's Office.</p> <p>Recommendation: Retain five years in office after separation/ termination of employment, then dispose of, providing no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
242.	<p>Student Files (Active & Inactive) (Duplicates)</p> <p>Dates: 1970- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of under-graduate and graduate student files of the Mathematics Department. Included in these files are copies of transcripts, evaluations, examination scores (GRE), applications to Graduate School and correspondence. Original student files are maintained in the Records Office.</p> <p>Recommendation: Retain five years in office after separation/ termination of employment, then dispose of, providing no litigation is pending or anticipated.</p>	
243.	<p>Course Syllabi (Originals)</p> <p>Dates: 1965- Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by course number</p>	

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244.	<p>This record series consists of original course syllabi for all approved courses offered within the Mathematics Department. Included in the course syllabi are new course proposals, lists of textbooks to be used, evaluations procedures and course format, content and description.</p> <p>Recommendation: Retain three years in office, then dispose of, providing course syllabi have been revised or superseded by new version.</p> <p>Student Employment Files (Duplicates)</p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p align="center">Disposition Approved</p>
245.	<p>This record series consists of duplicate student worker personnel files for students in the Federal Work Study and student Aide Programs. These files include copies of time sheets, hiring and assignment forms and termination notices. Original student worker files are maintained in the Student Employment Office. Original student aide time sheets are maintained in the Payroll Office.</p> <p>Recommendation: Retain five years in office after separation/termination of employment, then dispose of, providing no litigation is pending or anticipated.</p> <p>Accreditation Reports (Record Copies)</p> <p>Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	<p align="center">Disposition Approved</p>
246.	<p>This record series consists of reports prepared by the Mathematics Department and submitted to the Board of Governors and the Illinois Board of Higher Education in order to maintain accreditation. Included in these reports are program descriptions and objectives, enrollment statistics, total credit hour production and cost per credit hour.</p> <p>Recommendation: Retain five years in office, then dispose of.</p> <p>Budget and Fiscal Administration Files (Duplicates)</p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	<p align="center">Disposition Approved</p>

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247.	<p>This record series consists of duplicate vouchers and line-item budget expenditure reports received from the Budget Office. Original fiscal files are maintained in the Business Office.</p> <p>Recommendation: Retain three years in office, 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.</p> <p>Recruitment File for Faculty Positions (Duplicates)</p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: by job position</p>	<p><i>Disposition Approved</i></p>
248.	<p>This record series consists of copies of advertisements for a vacancy, applications, vitae, letters of reference, resumes and correspondence for successful/unsuccessful job applicants.</p> <p>Recommendation: Retain five years in office, then dispose of, providing no litigation is pending or anticipated.</p> <p>Class Lists</p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological/Alphabetical</p>	<p><i>Disposition Approved</i></p>
249.	<p>This record series consists of a listing of all students enrolled in Mathematics classes for a given semester.</p> <p>Recommendation: Retain three years in office, then dispose of, providing no litigation is pending or anticipated.</p> <p align="center"><u>COLLEGE OF ARTS & SCIENCES/MUSIC DEPARTMENT</u></p> <p>Student Files (Undergraduate & Graduate) (Duplicates)</p> <p>Dates: 1982- Volume: 8 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical</p>	<p><i>Disposition Approved</i></p>

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	<p>This record series consists of active and inactive undergraduate and graduate student files of the music department. Some examples of documents in these files are: copies of transcripts; evaluations, examination scores (G.R.E., etc) applications to Graduate School and correspondence. Also included in these files are graduate assistant applications. Original student files for undergraduate and graduate students are maintained in the Records Office for sixty-five years.</p> <p>Recommendation: Retain five years in office after graduation or last date of attendance, then dispose of, providing no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
250.	<p>Faculty and Civil Service Personnel Files (Duplicates) (Active & Inactive)</p> <p>Dates: 1961- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of duplicate personnel files for civil service employees and faculty (i.e., full-time and part-time) members of the Music Department. Included in these files are copies of salary change forms, time and attendance records, performance evaluations, news articles, vitae, correspondence and letters of commendation. Original faculty files are maintained in the Provost's Office and original civil service files are maintained in the Personnel Office.</p> <p>Recommendation: Retain five years in office after separation/termination of employment, 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.</p>	<p align="center">Disposition Approved</p>
251.	<p>Fiscal and Budget Transaction Files (Duplicates)</p> <p>Dates: 1980- Volume: 4½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of copies of vouchers (i.e., invoice, travel), time sheets for students in the Student Aide and Work Study Programs and line-item budget expenditure reports indicating the movies available for contractual, commodities, etc. Original records are maintained in the following offices: Business; Student Employment and Budget.</p>	

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252.	<p>Recommendation: Retain three years in office, 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.</p> <p>Administrative Correspondence and Reference File</p> <p>Dates: 1967- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical/Chronological</p> <p>This record series consists of inter-departmental memoranda, original minutes of departmental faculty meetings, faculty activity analyses submitted to the Illinois Board of Higher Education, New and Expanded Program Requests and Five Year Academic Program Reviews. Also included in these files are copies of applications for those students applying for the Talented Student Award. Original applications are maintained in the Financial Aids Office. Original New and Expanded Program Requests and Five Year Academic Program Reviews are maintained in the Provost's Office.</p>	<p>Disposition Approved</p>
253.	<p>Recommendation: Retain all original minutes of meeting, permanently in the office. Review files and after three years, dispose of materials having no further administrative/reference value.</p> <p>Class Schedules (Record Copies)</p> <p>Dates: 1985- Volume: 1½ Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of class schedules listing all courses taught by the faculty of the Music Department. Included in the class schedule are the time and day(s) the course is taught, room number, name of instructor and amount of credit.</p>	<p>Disposition Approved</p>
254.	<p>Recommendation: Retain three years in office, then dispose of.</p> <p align="center"><u>COLLEGE OF ARTS & SCIENCES/PHILOSOPHY</u></p> <p>Budget Administration Files (Duplicates)</p> <p>Dates: 1968- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p>Disposition Approved</p>

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255.	<p>This record series consists of the budget administration files for the office of the Department of Philosophy. The records generally include: payroll information (e.g. payment for part-time instructors); copies of the budget, and various fiscal reports. Originals are maintained with the Business/Budget Office.</p> <p>Recommendation: Retain in the 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.</p> <p>Curriculum Development Files (Originals)</p> <p>Dates: 1968- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p><i>Disposition Approved</i></p>
256.	<p>This record series consists of the curriculum development files for the office of the Department of Philosophy. The records generally include: course description/format and new course proposals.</p> <p>Recommendation: Retain in the office until revised or superseded, then dispose of.</p> <p>Administrative Correspondence/Reference Files (Originals & Duplicates)</p> <p>Dates: 1968- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the administrative correspondence and reference files for the Department of Philosophy. The records generally include: majors address lists; basic program information; alumni lists; permits for closed classes; faculty activity analysis; master course lists; copies of exams; student evaluations; and related correspondence.</p> <p>Recommendation: Retain in the office for three (3) years, then review files and weed out any materials possessing long term administrative/historical value (e.g. original departmental reports) for permanent retention. All routine, duplicate materials not possessing long term administrative/historical value may be disposed of.</p>	<p><i>Disposition Approved</i></p>

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257.	<p>Faculty Workloads (Agency Record Copy)</p> <p>Dates: 1968- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the faculty workloads for the office of the Dept of Philosophy. The records generally include: the number of classes taught per instructor; the hours taught; and the amount of CU's (Credit Units) earned.</p> <p>Recommendation: Retain five (5) years in office, then dispose of providing no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
258.	<p>Departmental Minutes of Meetings (Originals)</p> <p>Dates: 1968- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the original departmental meeting minutes for the office of the Department of Philosophy.</p> <p>Recommendation: Retain in office permanently and/or transfer to the Univeristy Archives for permanent retention.</p>	
259.	<p>Personnel Files (Duplicates)</p> <p>Dates: 1968- Volume: Negligible Annual Accumulation: Negligible Arrangement: alphabetical</p> <p>This record series consists of the personnel files for the office of the Department of Philosophy. The records generally include: promotion/tenure information; certification of appointments; sabbatical leave; accrued leave; and recommendations/referrals. Originals are maintained with the Office of Personnel.</p> <p>Recommendation: Retain in the office for five (5) years after separation/termination of employment, then dispose of provided no litigation is pending or anticipated.</p>	

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260.	<p>Course Syllabi</p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by trimester</p> <p>Recommendation: Retain in the office until revised or superseded, then dispose of provided no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
261.	<p>Faculty Correspondence File</p> <p>Dates: 1976- Volume: 4 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical by faculty name</p> <p>This record series consists of correspondence received by the Department from faculty members, as well as letters of recommendation and copies of articles written by the various faculty members.</p> <p>Recommendation: Retain three years in the office, then dispose of all informational or routine items. Transfer remaining accumulation to the University Archives for evaluation and potential accessioning of records possessing archival value.</p>	<p>Disposition Approved</p>
262.	<p>Fiscal Administration File (Duplicates)</p> <p>Dates: 1970- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: By fiscal year</p> <p>This record series consists of copies of paid bills, direct payment vouchers, travel vouchers, invoice vouchers, purchase orders and requisitions. Original fiscal records are maintained for six years by the University's Business Services Office.</p> <p>Recommendation: Retain three years in the office, 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.</p>	<p>Disposition Approved</p>
263.	<p>General Administrative Correspondence</p> <p>Dates: 1976- Volume: 6 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical</p>	

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264.	<p>This record series consists of the routine day-to-day correspondence generated and received by the Physics Department.</p> <p>Recommendation: Retain three years in the office, then dispose of provided no litigation is pending or anticipated.</p> <p>Student Files</p> <p>Dates: 1965- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p>	Disposition Approved
265.	<p>This record series consists of individual files created for each student who chooses a major in Physics. Forms/documents which would be found in a typical student file include: college and high school transcripts; letters of recommendation; grade information; grade change requests; letters of evaluation; and correspondence.</p> <p>Recommendation: Retain in office for five years after graduation or date of last attendance, then dispose of.</p> <p><u>COLLEGE OF ARTS & SCIENCES/POLITICAL SCIENCE DEPARTMENT</u></p> <p>Student Files (Departmental Copies)</p> <p>Dates: 1965- Volume: 8 Cu. Ft. Annual Accumulation: Less than 1/2 Cu. Ft. Arrangement: Alphabetical</p> <p>These are the Department's copies of student files (i.e. academic historical files of student's majoring in the Department's Curricula or Academic field). This series includes files on both undergraduate and graduate students. File contents include copies of transcripts or excerpts of transcripts, copies of grade slips, copies of advisement forms and original notes, memoranda, and working papers of intra-departmental advisement, for graduate students, copies of applications for candidacy, and applications for graduation.</p> <p>Recommendation: Retain in office for five (5) years following the date of graduation or of last attendance of each corresponding student, 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.</p>	Disposition Approved

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266.	<p>Personnel Files (Duplicates)</p> <p>Dates: 1963- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>These personnel files contain copies of employment contracts, employment/academic background materials, such as resumes, Work-Study job descriptions, Student Authorization Sheets, time and attendance records, documentation of salary/ classification changes, and (when applicable) documentation of employment or enrollment termination or separation. These personnel files have been established for part-time faculty and civil service / administrative personnel. Original faculty personnel files are maintained by the Provost. The University's Civil Service Personnel Office is the custodian of the original personnel files for civil service employees. With few or no exceptions, all such <u>original</u> personnel files will be scheduled for longer retention periods (65 years) than the five (5) years period uniformly recommended for this Department.</p> <p>Recommendation: Retain in the office for five (5) years after termination of employment, graduation, or date of last attendance, 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.</p>	<p>Disposition Approved</p>
267.	<p>Duplicate Book Orders</p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These book orders are retained for internal curriculum development reference purposes. Original orders are transmitted to the corresponding vendors or providers.</p> <p>Recommendation: Retain until expiration of administrative value, then dispose of.</p>	<p>Disposition Approved</p>
268.	<p>Staff Meeting Minutes (Originals)</p> <p>Dates: 1979- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	

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269.	<p>Recommendation: Retain five (5) years in office, then transfer to the University Archives for permanent retention.</p> <p>Associated Society Files (Originals or Record Copies)</p> <p>Dates: 1976- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	Disposition Approved
	<p>This file series consists of the formation documents and related administrative records of the Academic and Professional Society of the Political Science Department. Types of records include membership lists, copies of the charter, by-laws, meeting speakers lists, and meeting minutes.</p>	
	<p>Recommendation: Retain in the office permanently or transfer to the University Archives.</p>	Disposition Approved
270.	<p>Job Description Files (Duplicates)</p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: NA</p>	
	<p>These are intra-departmental position descriptions for various civil service/administrative/clerical positions employed within the Department's Office. Originals are maintained by classification within the University's Personnel Office.</p>	
	<p>Recommendation: Retain in office until obsolete or superseded, then dispose of.</p>	Disposition Approved
271.	<p>Administrative Correspondence File (Originals & Duplicates)</p> <p>Dates: 1983- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical and Chronological</p>	

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	<p>Although small amount of this correspondence file may contain information on the policy and procedural development of the Department, the bulk of this administrative correspondence is composed of letters exchanged with the Dean's Office documenting routine transactions of immediate operational significance.</p> <p>Recommendation: Retain three (3) years in office, then with the assistance of the University Archives staff, review files and retain permanently in either the Department's Office or the University Archives materials possessing archival/research value and dispose of the balance of materials after completion of the foregoing review(s), providing no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
272.	<p>Budget and Fiscal Records (Duplicates)</p> <p>Dates: 1984- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of DPA's vouchers, requisitions, purchase orders, invoices, billings, budget forms, monthly/annual computer print-out expenditure reports, and travel and budget work files with line item projections. Originals or record copies of these files are maintained by the Business Services Office and the Budget Office.</p> <p>Recommendation: Retain three (3) years in office, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
273.	<p>Faculty Administration Files (Originals)</p> <p>Dates: 1984- Volume: 3 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>This record series contains student evaluations of faculty, personnel evaluations, Credit Unit Equivalency Reports, faculty retraining request/approval forms, research request forms, leave/request forms (etc.) generated and maintained for general faculty training, retention and workload distribution purposes. A five (5) year retention period has been recommended for similar files maintained by Eastern Illinois University (under App. #84-64, Item no. 94).</p>	

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274.	<p>Recommendation: Retain five (5) years in office, 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.</p> <p>Curriculum Development Files (Originals and Duplicates)</p> <p>Dates: 1983- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series includes original course outlines, course proposals, syllabi, course descriptions, copies of class enrollment reports (including 10th day enrollment reports), copies of University schedules, and original draft papers and memoranda of their revisions.</p>	Disposition Approved
275.	<p>Recommendation: Retain in office until revised or superseded, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>Job Search File (Duplicates)</p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: by position</p> <p>This job search file is comprised primarily of narratives of the job duties and progress reports to the Affirmative Action Office regarding the filling of the vacancy. The essential Affirmative Action data for the position as occupied is maintained by the Affirmative Action Office.</p>	Disposition Approved
276.	<p>Recommendation: Retain in office for one (1) year after the filling or abolishment of the vacancy, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>Student Aid Workers and Work Study Personnel Files (Duplicates)</p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical and Chronological</p>	Disposition Approved

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	<p>This series is comprised of hiring authorization forms, time and attendance records, and performance evaluations of Student Aid workers and Work Study personnel employed by the Department. Record copies or originals of these documents are maintained by the Financial Aids Office and the Student Employment Office.</p> <p>Recommendation: Retain two (2) years in office, 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.</p>	<p align="center">Disposition Approved</p>
277.	<p align="center"><u>COLLEGE OF ARTS & SCIENCES/PSYCHOLOGY</u></p> <p>Administrative Correspondence File</p> <p>Dates: 1978- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of routine memos generated or received by the Department.</p> <p>Recommendation: Retain three years in the office, then dispose of provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
278.	<p>Faculty Meeting Minutes (Originals)</p> <p>Dates: 1967- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently in the office or the University Archives.</p>	<p align="center">Disposition Approved</p>
279.	<p>Fiscal Administration Files (Duplicates)</p> <p>Dates: 1983- Volume: 2 Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: By fiscal year</p> <p>This record series consists of copies of requisitions, purchase orders, vouchers and property control records. Original fiscal records are maintained for six years by the University's Office of Business Services under authority of approved State Records Application #85-78.</p>	

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280.	<p>Recommendation: Retain three years in the office, 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.</p> <p>"Incomplete" Contracts</p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of copies of contracts between instructors and students who have received "Incomplete" grades. These contracts typically state that if the student completes certain assignments, then the "Incomplete" will be replaced with a letter grade. All "Incomplete"'s automatically turn into "F"'s after one year.</p>	<p align="center">Disposition Approved</p>
281.	<p>Recommendation: Retain two years in the office, then dispose of provided no litigation is pending or anticipated.</p> <p>Major Letters (Originals)</p> <p>Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by trimester</p> <p>This record series consists of "Major Letters" printed by the Psychology Department each trimester. These "Major Letters" would give information on registration procedures, office hours for faculty advisors, testing dates and filing deadlines, admission application deadlines for graduate schools, schedules of Departmental Courses, and official election ballots for Student Representatives to the Department.</p>	<p align="center">Disposition Approved</p>
282.	<p>Recommendation: Retain permanently in the office or the University Archives.</p> <p>Personnel Files (Duplicates)</p> <p>Dates: 1968- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p align="center">Disposition Approved</p>

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	<p>This record series consists of personnel files for the faculty, civil service employees, and graduate assistants of the Psychology Department. Included are: copies of faculty contracts; annual evaluations; faculty workloads (CUE's); salary statements; leave requests; change of status forms; tenure announcements; annual statements of accrued leave; and correspondence. Original personnel files are maintained by the University's Personnel Office as per item #46 of Application 87-26.</p> <p>Recommendation: Retain in the office for five years following the date of termination of employment, then dispose of.</p>	<p>Disposition Approved</p>
283.	<p>Student Aide Timesheets (Duplicates)</p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain two years in the office, then dispose of.</p>	<p>Disposition Approved</p>
284.	<p>Student Files</p> <p>Dates: 1975- Volume: 10 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of individual files created for each student who chooses a major in Psychology. Forms/documents which are found in a typical student file would be: college and high school transcripts; letters of admission into the program; letters of evaluation; petitions to waive certain courses in the program; grade change requests; and correspondence. Original records of student's courses taken, grades received and degree earned are maintained permanently by the University's Records Office.</p> <p>Recommendation: Retain in office for five years after graduation or date of last attendance, then dispose of.</p>	<p>Disposition Approved</p>
285.	<p>Student's Evaluations of Faculty (originals)</p> <p>Dates: 1979- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by faculty name</p>	

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286.	<p>This record series consists of forms completed by students evaluating instructors' performances in several areas and categories. These forms are reviewed each term by the corresponding instructors. Summarizations of these evaluations are placed in each respective faculty member's personnel file in the Provost's Office.</p> <p>Recommendation: Retain five years in the office, then dispose of provided no litigation is pending or anticipated.</p> <p>Tenth Day Enrollment Reports (Duplicates)</p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	<p>Disposition Approved</p>
	<p>This record series consists of Tenth day reports lists of students enrolled in each class offered by the Psychology Department at the beginning (tenth day) of each semester.</p> <p>Recommendation: Retain three years in the office, then dispose of.</p>	
287.	<p align="center"><u>COLLEGE OF ARTS AND SCIENCES/SOCIAL SCIENCE</u></p> <p>Administrative Correspondence and Reference Files</p> <p>Dates: 1976- Volume: 5 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical by subject</p> <p>These files contain original and duplicate correspondence and reference material generated or received by the Social Science Department. Examples of predominant types of documents maintained in this file include: original and duplicate University memoranda; minutes of campus-wide committees; program reviews and survey data; class schedules; registration information, schedules, and enrollment data; copies of 10th day Enrollment Reports; copies of Departmental announcements; and miscellaneous newsletters, circulars and information sheets.</p> <p>Recommendation: Dispose of after three months all informational or routine items. Retain all other materials for three years in office, then review file and take the following steps for disposition:</p> <p>(1) Retain all original minutes of meetings, special surveys and reports and any material documenting the planning and policy formulation of the Social Science Program permanently—either in the office or the University Archives.</p>	<p>Disposition Approved</p>

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288.	<p>(2) Dispose of materials lacking further administrative value due to supersedure by more current information, or due to materials having no ongoing reference value.</p> <p>Advisory Committee Meeting Minutes (Originals)</p> <p>Dates: 1976- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	<p><i>Disposition Approved</i></p>
	<p>Recommendation: Retain permanently in the office or the University Archives.</p>	
289.	<p>Budget Files (Duplicates)</p> <p>Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: By fiscal year</p> <p>This record series contains the Department's copy of their operating budget. Also included would be budget proposals, requests, working papers, and related correspondence. Original budget records are maintained by the University's Budget Office.</p>	<p><i>Disposition Approved</i></p>
	<p>Recommendation: Retain three years in the office, 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.</p>	
290.	<p>Curriculum Development Files</p> <p>Dates: 1976- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of course descriptions, evaluations, syllabi, new course proposals, and related course materials and correspondence. New course proposals are submitted to the Provost's Office where they are retained for five years then transferred to the University Archives for permanent retention.</p>	<p><i>Disposition Approved</i></p>
	<p>Recommendation: Retain in office until revised or superseded, then transfer to the University Archives for appraisal and possible further retention.</p>	

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291.	<p>Faculty Workload Reports (Duplicates)</p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These forms officially known as "Assignments of Duties for Academic Year", contain information which enable the courses each instructor has agreed to teach to be evaluated in such a manner as to evenly distribute the teaching workload for the Department among the entire faculty. Official Faculty Workload Reports are maintained by the Provost's Office.</p> <p>Recommendation: Retain in the office for five years, then dispose of provided no litigation is pending or anticipated.</p>	<p align="right">Disposition Approved</p>
292.	<p>Student Files</p> <p>Dates: 1976- Volume: 5 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of individual files created for each student who chooses a major in Social Science. Forms/documents which are found in a typical student file would be: high school and college transcripts; letters of admission into the program; letters of evaluation; student's petitions to waive certain courses in the program; grade change requests; and correspondence. Original records of student's courses taken, grades received, and degree earned are maintained by the University's Records Office.</p> <p>Recommendation: Retain in the office for five years after graduation or date of last attendance, then dispose of.</p>	<p align="right">Disposition Approved</p>
293.	<p align="center"><u>COLLEGE OF ARTS & SCIENCES</u> <u>SOCIAL SCIENCE-EDUCATION SEQUENCE</u></p> <p>Administrative Correspondence File</p> <p>Dates: 1982- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the day-to-day routine correspondence of the Department.</p> <p>Recommendation: Retain three years in the office, then dispose of.</p>	<p align="right">Disposition Approved</p>

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294.	<p>Program Review and Survey Reports (Duplicates)</p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of copies of academic program reviews and surveys conducted for and submitted to the Board of Governors and the Board of Higher Education. Information included in these reports would be: number of courses offered by the department; number of degrees awarded; projected enrollment; and program costs.</p> <p>Recommendation: Retain five years in the office, then dispose of.</p>	<p>Disposition Approved</p>
295.	<p>Student Files</p> <p>Dates: 1982- Volume: 2 Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of individual files created for students who choose a Social Science major with an education emphasis. Forms/documents which are found in a typical file would be: high school and college transcripts; letters of admission into the program; letters of evaluation; "Academic Course Record Forms"; and correspondence. Original records of students' courses taken, grades received, and degree earned are maintained by the University's Records Office.</p> <p>Recommendation: Retain in the office for five years after graduation or date of last attendance, then dispose of.</p>	<p>Disposition Approved</p>
<p><u>COLLEGE OF ARTS & SCIENCES</u> <u>DEPARTMENT OF SOCIAL WORK</u></p>		
296.	<p>General Correspondence and Memoranda (Originals & Duplicates)</p> <p>Dates: 1976- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This is the Department's correspondence and related memoranda addressing routine administration matters and procedural transactions.</p> <p>Recommendation: Retain three (3) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>

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297.	<p>Minutes & Agenda File (Originals & Duplicates)</p> <p>Dates: 1976- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of original or Departmental copies of minutes and agenda of Departmental meetings, the Chairperson's Council, the Committee for Fiscal Affairs, and the Committee for Academic Affairs. Departmental meeting minutes and agenda are originals while the minutes and agenda from the Chairperson's Council, the Committee for Fiscal Affairs and the Committee for Academic Affairs are copies.</p> <p>Recommendation: Retain original Departmental meeting minutes and agenda in office for three (3) years, then transfer to University Archives for permanent retention. Retain the minutes and agenda from the Committees for Fiscal Affairs and Academic Affairs and the Chairperson's Council in office for three (3) years, then offer to University Archives for accessing. If offer is rejected by University Archives, retain in office and dispose of upon discretion of the Department.</p>	<p>Disposition Approved</p>
298.	<p>Academic Review Reports for the Board of Governors (Duplicates)</p> <p>Dates: 1976- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These reports are forwarded to the Vice-President for Academic Affairs for final incorporation in reports submitted to the Board of Governors of State Colleges and Universities. The reports are submitted for five (5) year academic planning periods. The proposed records disposition for this series is based on a similar disposition approved for academic program review files for Western Illinois University per Application 85-149, Item no. 222.</p> <p>Recommendation: Retain in office for ten (10) years or until all administrative use has expired, whichever is longer, then transfer to the University Archives for appraisal and possible further retention or disposal upon discretion of University Archives.</p>	<p>Disposition Approved</p>
299.	<p>Grade Appeal Case Files (Originals & Duplicates)</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and by student</p>	

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	<p>This record series includes the Department's case files of grade appeals consisting of Grade Appeals Petition Sheets, supporting documentation submitted by students, relevant narrative information from the faculty involved, related correspondence, and copies of letters of decision of the Appeal Committee.</p> <p>The proposed retention period for this record series is based on the retention period approved for a like record series for Western Illinois University per Application 85-149, Item no. 451.</p> <p>Recommendation: Retain in office for one (1) academic year after the student has left the University, then dispose of.</p>	<p>Disposition Approved</p>
300.	<p>Student Files (Departmental Copies)</p> <p>Dates: 1976- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by student</p> <p>This record series consists of the Department's student files containing folders for intended majors (primarily consisting of transfer evaluations and forms from advisement sessions) and folders for graduate and undergraduate students containing applications to declare major, transcripts, grade reports, advisement notes and forms, and copies of reference letters for graduate school or employment.</p> <p>Recommendation: Retain in office for five (5) years following the date of graduation or last attendance of each corresponding student, 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.</p>	<p>Disposition Approved</p>
301.	<p>Field Student Evaluations (Duplicates)</p> <p>Dates: 1977- Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological and by student</p> <p>These are copies of various evaluations made by Social Worker employing agencies of field student progress while working in the profession.</p> <p>Recommendation: Retain in office for ten (10) years, then offer to the University Archives for accessioning. If accession is rejected by the University Archives, dispose of upon discretion of the Department.</p>	<p>Disposition Approved</p>

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302.	<p>Student Evaluations of Courses Taught, Syllabi, Examination Masters and Related Handouts (Originals)</p> <p>Dates: 1976- Volume: 9 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain in office for the duration of administrative value, then dispose of all ephemeral materials and transfer to University Archives custody any documents possessing archival value with appraisal assistance from University Archives.</p>	Disposition Approved
303.	<p>Personnel Files (Duplicates)</p> <p>Dates: 1974- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>These personnel files maintained by the Department cover employees of both civil service and teaching faculty status. Evaluations, copies of hiring forms, and time and attendance records are the file series components. University Central copies of those personnel files are maintained by the Personnel Office and/or the Office of the Dean or Provost and will be scheduled for appropriate retention periods from those administrative levels.</p> <p>Recommendation: Retain in office for five (5) years, after separation/termination of employment, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p>	Disposition Approved
304.	<p>Budget and Fiscal Records (Duplicates)</p> <p>Dates: 1976- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of Direct Payment Authorizations, vouchers, requisitions, property control records, purchase orders, invoices, billings, budget forms, monthly/annual computer print-out expenditure reports and travel and budget work files with line item projections. Originals or record copies of these files are maintained by the Business Office and the Budget office.</p>	

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305.	<p>Recommendation: Retain three (3) years in office, 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.</p> <p>Duplicate Book Orders</p> <p>Dates: 1974- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	<p align="center">Disposition Approved</p>
	<p>Recommendation: Retain until expiration of administrative value, then dispose of.</p> <p align="center"><u>COLLEGE OF ARTS & SCIENCES/SOCIOLOGY</u></p>	<p align="center">Disposition Approved</p>
306.	<p>Student Grievances File</p> <p>Dates: 1974- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of grievance guidelines, minutes of meetings regarding the grievance, documentation (including copies of the research or term papers in question) and outcomes of grievance hearings.</p>	<p align="center">Disposition Approved</p>
307.	<p>Majors and Minors in Sociology File (active and inactive)</p> <p>Dates: 1972- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name</p> <p>This record series consists of individual student files for majors and minors in Sociology. A typical file includes transcripts, transfer credit forms, grade reports, assignment to major or minor form, applications to graduate, and evaluations.</p>	<p align="center">Disposition Approved</p>
	<p>Recommendation: Retain five (5) years in office after the date of graduation or the last date of attendance, then dispose of.</p>	<p align="center">Disposition Approved</p>

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308.	<p>Faculty Records</p> <p>Dates: 1972- Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series includes the faculty evaluations by course and term which are completed by students; faculty rotation lists in order to share equitably the eleventh and twelfth months of employment, since only ten months are guaranteed in the contract; statistical reports on faculty workload by term; annual workload assignment and adjustment records (Forms D, E, and F); and departmental and university evaluation criteria for retention, promotion and tenure.</p> <p>Recommendation: Retain five (5) years in office then dispose of providing no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
309.	<p>Student Employees File</p> <p>Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the student employees in the Sociology Department, including applications and payroll/time records.</p> <p>Recommendation: Retain five (5) years after graduation or last date of attendance, then dispose of.</p>	<p>Disposition Approved</p>
310.	<p>Search and Screen File</p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of vitae and other supporting documentation for applicants with and without Ph-Ds who are applying for both full and part-time faculty positions in the Sociology Department.</p>	

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311.	<p>Recommendation: Retain for three (3) years after the completion of the search, then dispose of provided no litigation is pending or anticipated.</p> <p>Personnel File for Faculty/Staff</p> <p>Dates: 1979- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name</p> <p>This record series consists of personnel files for both faculty and civil service employees, active and inactive. A typical faculty file may include the "Faculty Information Sheet," listing name, address and who to contact in case of emergency; documentation to support the employment application; letters of recommendation and/or commendation; letters sent by the department on behalf of a faculty member speaking at a conference; newspaper clippings and transcripts. The civil service employee's file may include applications, information sheets, letters of recommendation and time sheets.</p>	<p>Disposition Approved</p>
312.	<p>Recommendation: Retain in the office for five (5) years following the date of separation of employment, then dispose of, provided no litigation is pending or anticipated.</p> <p>Administrative Correspondence and Reference File</p> <p>Dates: 1976- Volume: 6 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical and chronological</p> <p>This record series consists of the correspondence and reference file of the Sociology Department, including departmental by-laws, class enrollment lists, course schedules master course list, civil service personnel guidelines and union contract information, B.A. Social Science program, General Education program, long-range planning materials, requirements for majors and minors, the Women's Studies Program and correspondence with university officers.</p>	<p>Disposition Approved</p>
	<p>Recommendation: Retain in the office for three (3) years, then review and weed disposing of materials that no longer have administrative value, providing no litigation is pending or anticipated, and transferring any material with archival value to the University Archives.</p>	<p>Disposition Approved</p>

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313.	<p>Budget and Fiscal Administration File</p> <p>Dates: 1975- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series contains correspondence to and from the Budget Office regarding the Sociology Department's budget, monthly ledger reports of the department's expenditures, departmental budget requests, requisitions and vouchers as well as agendas, minutes and correspondence related to the Fiscal Affairs Committee.</p> <p>Recommendation: Retain in the office 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.</p>	<p>Disposition Approved</p>
314.	<p>Committee Minutes File (Originals and Duplicates)</p> <p>Dates: 1969- Volume: 4½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p>This record series consists of agendas, minutes and correspondence for the Academic Affairs Committee, the Council of Chairpersons, the Curriculum Committee and departmental meetings.</p> <p>Recommendation: Retain in the office five (5) years, then dispose of those records that no longer have administrative value and transfer any records having archival value to the University Archives for permanent retention.</p>	<p>Disposition Approved</p>
<p><u>COLLEGE OF ARTS & SCIENCES/SPEECH AND PERFORMING ARTS</u></p>		
315.	<p>Administrative Reference and Correspondence Files (Originals & Duplicates)</p> <p>Dates: 1978- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Subject</p> <p>This record series consists of the administrative reference and correspondence files for the office of the Department of Speech and Performing Arts. The records generally include policy and development information and correspondence/memoranda from the Dean's Office.</p>	

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	<p>Recommendation: Retain in the office for three (3) years, then re-view files and weed out any materials possessing long term administrative/historical value (e.g. original policy formulation reports) for permanent retention. All other materials that do not possess long term administrative/historical value may be disposed of.</p>	<p><i>Disposition Approved</i></p>
316.	<p>Curriculum Development Files (Originals)</p> <p>Dates: 1981- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the curriculum development files for the office of the Department of Speech and Performing Arts. The records generally include: new course proposals; course changes; lists of materials to be used; and information on general education courses.</p> <p>Recommendation: Retain in office until revised or superseded, then dispose of.</p>	<p><i>Disposition Approved</i></p>
317.	<p>Budget Files (Duplicates)</p> <p>Dates: 1983- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: fiscal year</p> <p>This record series consists of the budget files for the office of the Department of Speech and Performing Arts. The records generally include departmental budget requests, summaries, etc. Originals are maintained with the University Budget Office.</p> <p>Recommendation: Retain in the 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.</p>	<p><i>Disposition Approved</i></p>
318.	<p>Personnel Files (Active & Inactive) (Duplicates)</p> <p>Dates: 1967- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p>	

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	<p>This record series consists of the personnel files (active and inactive) for all faculty and civil service employees under the Department of Speech and Performing Arts. The records generally include: copies of faculty contracts; resumes/vitae; sick leave requests; performance evaluations; letters of recommendation; and related correspondence/memoranda. Official records are maintained with the University's Personnel Office.</p> <p>Recommendation: Retain in the office for five (5) years following the date of termination of employment, then dispose of.</p>	<p align="right"><i>Disposition Approved</i></p>
319.	<p>Student Files (Graduate/Undergraduate)</p> <p>Dates: 1979- Volume: 2½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the active and inactive student files (graduate/undergraduate) for the office of the Department of Speech and Performing Arts. The records generally include: grade reports; graduation requirement checklists; entrance exam scores; copies of transcripts from other universities/colleges; copies of class schedules; applications (accepted/rejected) for graduate school; and related correspondence. Student's official/permanent file is maintained with the University's Records Office.</p> <p>Recommendation: Retain in the office for five (5) years after graduation or date of last attendance, then dispose of.</p>	<p align="right"><i>Disposition Approved</i></p>
320.	<p>Course Syllabi (Agency Record Copy)</p> <p>Dates: 1961- Volume: 6½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the course syllabi files for the office of the Department of Speech and Performing Arts.</p> <p>Recommendation: Retain in the office until superseded and/or transferal to computer is complete, then dispose of.</p>	<p align="right"><i>Disposition Approved</i></p>
321.	<p>Tenth Day Student Enrollment Reports (Duplicates)</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	

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322.	<p>This record series consists of the tenth day student enrollment reports for the office of the Department of Speech and Performing Arts. The records generally include enrollment reports taken on the tenth day of the semester for use in determining class size/course feasibility. Originals are maintained with the office of Admissions & Records.</p> <p>Recommendation: Retain five (5) years in office, then dispose of.</p> <p>Lists of Majors Files</p> <p>Dates: 1970- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the lists of majors files (print-outs) maintained by the office of the Department of Speech and Performing Arts. This information is presently being retained on computer since 1984.</p> <p>Recommendation: Retain in the office until superseded and/or all administrative value has expired.</p>	<p align="center">Disposition Approved</p>
323.	<p align="center"><u>COLLEGE OF ARTS & SCIENCES/TESTING</u></p> <p>Budget Files (Duplicates)</p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: By fiscal year</p> <p>This record series consists of budget printouts and related budget work papers. Original budget material is maintained by the Budget Office.</p> <p>Recommendation: Retain three years in the office 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.</p>	<p align="center">Disposition Approved</p>
324E.	<p>Competency Test Results</p> <p>Dates: 1978- Volume: Annual Accumulation: Arrangement: By test type, then chronological</p>	

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325.	<p>This record series consists of the results of the entrance and graduation competency tests required by the University. This information is maintained on computer.</p> <p>Recommendation: Retain permanently on computer or computer printout.</p> <p>Completed Competency Tests (Originals)</p> <p>Dates: 1978- Volume: 35 Cu. Ft. Annual Accumulation: 8 Cu. Ft. Arrangement: By test type, then chronological</p>	<p>Disposition Approved</p>
326.	<p>This record series consists of various completed competency tests which must be passed by students in order to enter or graduate from the University. Results of these tests are maintained permanently on computer as per item 324E of this application.</p> <p>Recommendation: (1) Retain passed tests for three years, then dispose of provided no litigation is pending or anticipated. (2) Retain all failed tests in the office for twenty years, then dispose of.</p> <p>General Correspondence (Originals and Duplicates)</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	<p>Disposition Approved</p>
327.	<p>This record series is comprised of the general correspondence files documenting the routine day-to-day transactions and administration of the Testing Unit.</p> <p>Recommendation: Retain in the office for three years, then dispose of, provided no litigation is pending or anticipated.</p> <p>Personnel Files (Duplicates)</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p>Disposition Approved</p>
	<p>This record series consists of personnel files for the employees of the Testing Unit. Included are copies of resumes, leave requests, evaluations, records of any disciplinary action taken, and correspondence. Original personnel files are maintained by the Personnel Office as per item # 46 of Application #87-26.</p>	

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328.	<p>Recommendation: Retain in the office for five years following the date of termination of employment, then dispose of provided no litigation is pending or anticipated.</p> <p>Program Development Files</p> <p>Dates: 1983- Volume: 3 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Varied</p> <p>This record series consists of materials used in developing and revising the Competency Testing Program at the University. Included would be: program proposals and evaluations; notes; memos; and records from pilot testings of courses.</p>	<p>Disposition Approved</p>
329.	<p>Recommendation: Retain in the office until expiration of all administrative value, then offer to the University Archives for possible accessioning. If University Archives rejects such offer, dispose of provided no litigation is pending or anticipated.</p> <p>Temporary Test Waiver File</p> <p>Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: By term</p> <p>This record series consists of temporary test waivers issued to entering students who have yet to take the required competency tests. These waivers are issued in order to allow such students to register.</p>	<p>Disposition Approved</p>
330.	<p align="center"><u>COLLEGE OF ARTS & SCIENCES/UNIVERSITY ADVISING PROGRAM</u></p> <p>Budget Files (Duplicates)</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: By fiscal year</p> <p>This record series is comprised of budget printouts and various budget work papers created and utilized by the University Advising Program in the preparation and administration of their budget. Final, official budget materials are maintained for six years by the Budget Office.</p>	<p>Disposition Approved</p>

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331.	<p>Recommendation: Retain in the office for three 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.</p> <p>Committee Reference File (Duplicates)</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: By committee</p>	Disposition Approved
332.	<p>This record series consists of notes, duplicate meeting minutes and agenda for several committees the University Advising Program is directly involved with (i.e. the Academic Advisory Council, the University Admissions Committee, the University Registration Committee, and the Orientation Committee).</p> <p>Recommendation: Retain until expiration of all administrative value, then dispose of.</p> <p>Competency Test Scores (Duplicates)</p> <p>Dates: 1983- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: By term, then alphabetical</p>	Disposition Approved
333.	<p>This record series consists of duplicate copies of Competency Test Results for students who have been referred to the University Advising Program. These test results are maintained permanently on computer by the Testing Unit as per item #324E of this application.</p> <p>Recommendation: Retain in the office until the student has left the program, then dispose of.</p> <p>Grant Administration File (Record Copies)</p> <p>Dates: 1983- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	Disposition Approved
	<p>This record series consists of documents generated or received in connection with various grant programs (chiefly Title III) administered by the University Advising Program. Included would be: grant proposals; budgets; reports; and correspondence.</p>	

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334.	<p>Recommendation: Retain six years in the office, 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.</p> <p>Personnel Files (Duplicates)</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p>	Disposition Approved
335.	<p>This record series consists of personnel files for the employees of the University Advising Program. Included are copies of resumes, leave requests, records of any disciplinary action taken, and correspondence. Original personnel files are maintained by the Personnel Office as per item # 46 of Application #87-26.</p> <p>Recommendation: Retain in the office for five years following the date of termination of employment, then dispose of provided no litigation is pending or anticipated.</p> <p>Program Evaluations (Originals or Record Copies)</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	Disposition Approved
336.	<p>This record series consists of evaluations conducted by students and the Institutional Studies Office in order to assess the operations of the University Advising Program.</p> <p>Recommendation: Retain in the office for five years, then dispose of, provided no litigation is pending or anticipated.</p> <p>Space Allocation Planning Files</p> <p>Dates: 1983- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: By term</p> <p>This record series is utilized to plan the number of sections needed for each course offered by the University each term. Included are pre-registration figures and past enrollment and dropout statistics.</p> <p>Recommendation: Retain until expiration of all administrative value, then dispose of.</p>	Disposition Approved

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337.	<p>Student-Advisor Listings</p> <p>Dates: 1983- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: By term, then alphabetical</p> <p>The University Advising Program provides academic and development advising for all undergraduate students who have not yet declared majors. This record series consists of alphabetical listings of all students referred to the program and which advisor was assigned to them. This information is also maintained on computer.</p> <p>Recommendation: Retain five years on hardcopy or computer, then dispose of provided no litigation is pending or anticipated.</p>	Disposition Approved
338.	<p>Student Data Sheets</p> <p>Dates: 1986- Volume: ½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: By term, then alphabetical</p> <p>This record series consists of student data sheets, listing brief biographical personal history information, for each student referred to the University Advising Program.</p> <p>Recommendation: Retain in the office until the student has left the program, then either transfer to student's new advisor or dispose of, provided no litigation is pending or anticipated.</p>	Disposition Approved
339.	<p><u>COLLEGE OF BUSINESS & MANAGEMENT</u> <u>ACCOUNTING, BUSINESS LAW & FINANCE</u></p> <p>Course Syllabi (Originals)</p> <p>Dates: 1982- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain syllabi for five (5) years, then dispose of.</p>	Disposition Approved
340.	<p>Textbook Orders (Duplicates)</p> <p>Dates: 1980- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	

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	<p>Recommendation: Retain for three (3) years or until all administrative use has expired (whichever is longer), then dispose of.</p>	<p>Disposition Approved</p>
341.	<p>Departmental Meeting Minutes (Originals)</p> <p>Dates: Oct. 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the minutes of the Accounting, Business and Finance's departmental meetings, the agendas, special reports, and sub-committee records.</p>	
	<p>Recommendation: Retain Departmental Meetings, agenda, reports, sub-committee reports for five (5) years, then transfer to the University Archives.</p>	<p>Disposition Approved</p>
342.	<p>Budget and Fiscal Administration Files (Duplicates)</p> <p>Dates: 1984 - Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of budget reports, vouchers, direct pay orders, purchase orders, budget ledgers, textbook orders, etc., used for the procurement of goods and services for the Accounting, Business Law and Finance Department.</p>	
	<p>Recommendation: Retain in the office for three (3) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
343.	<p>Exams (Duplicates)</p> <p>Dates: 1982 - Volume: 5 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical (Full-time) and by Department (Part-time)</p> <p>This record series consists of copies of exams prepared by full- and part-time faculty members.</p> <p>Recommendation: Retain exams of full-time ^{faculty} students for five (5) years, then dispose of.</p>	<p>Disposition Approved</p>

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344.	<p>Syllabi for Part-Time Faculty (Agency Record Copies)</p> <p>Dates: 1987- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: By Department Name</p> <p>Recommendation: Retain until superseded or obsoleted, then dispose of.</p>	<p align="center">Disposition Approved</p>
345.	<p>Department Files (Duplicates and Agency Record Copies)</p> <p>Dates: 1979- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series includes time and attendance records of faculty members, salary change data, letters prepared for the faculty, new releases about the department or a faculty member, letters of special recognition given to faculty, etc.</p> <p>Recommendation: Retain in the office for five (5) years, then dispose of provided all administrative use of the record has expired.</p>	<p align="center">Disposition Approved</p>
346.	<p>Part-time Faculty Files (Agency Record Copies and Duplicates)</p> <p>Dates: 1975- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of copies of the appointment (hiring) form for part-time faculty members, letters of confirmation of teaching assignments, copies of grade sheets, letters of recommendation, resumes, personal data sheets, and copies of transcripts.</p> <p>Recommendation: Retain in the office for five (5) years, after separation of employment then dispose of provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
<p align="center"><u>COLLEGE OF BUSINESS & MANAGEMENT</u> <u>DEAN'S OFFICE</u></p>		
347.	<p>Academic Affairs Council Files (Duplicates)</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	

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348.	<p>This record series consists of notes, agendum, and meeting minutes of the Academic Affairs Council. Originals of these records are maintained permanently by the Provost's Office as per item # 6 of this application.</p> <p>Recommendation: Retain at the discretion of the agency.</p> <p>Administrative Correspondence & Reference File (Originals & Duplicates)</p> <p>Dates: 1978- Volume: 17 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Alphabetical by subject</p> <p>This file, arranged and used on a "subject file" basis, contains the Dean of the College of Business and Management's correspondence, minutes, agendum, and various types of reports.</p> <p>Samples of records contained in this record series are: Rotation Plans; Faculty Vacation Scheduling Forms; copies of NEPR's; Course Schedules; Tenure Files; BOG Reports; Faculty Profiles; DCCA State Advisory Board Files; Honors Convocation material; and various other statistical reports and related correspondence.</p> <p>Recommendation: Retain three years in the office, then weed files and, after the completion of an approved State Records Disposal Certificate, dispose of, all records possessing insufficient legal, fiscal, administrative or historical use for further retention. All accumulations which remain after such review and disposals are to be retained permanently in the agency or the University Archives.</p>	<p align="center">Disposition Approved</p>
349.	<p>Budget and Fiscal Administration File (Duplicates)</p> <p>Dates: 1978- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: By fiscal year</p> <p>This record series consists of copies of contracts, direct payment vouchers, travel vouchers, invoice vouchers, purchase orders, requisitions, receipts, fund transfer forms, accounting ledgers, budget summaries, and budget requests. Original fiscal records are maintained for six years by the University's Business Office under the authority of approved State Records Application #85-78.</p> <p>Recommendation: Retain in the office for three 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.</p>	<p align="center">Disposition Approved</p>

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350.	<p>Civil Service Personnel Files (Duplicates)</p> <p>Dates: 1974- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of personnel files for the civil service employees of the Dean's Office of the College of Business and Management. Included are personal information and data sheets, copies of resumes, promotions and annual evaluations, raise notifications, the results of job audits, and various correspondence. Original civil service personnel files are maintained in the Personnel Office as per item # 46 of Application #87-26.</p> <p>Recommendation: Retain five years in the office after date of termination of employment, then dispose of provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
351.	<p>Civil Service Personnel Time Sheets (Duplicates)</p> <p>Dates: 1983- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Original time sheets are maintained by the Personnel Office.</p> <p>Recommendation: Retain two years in the office, 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.</p>	<p align="center">Disposition Approved</p>
352.	<p>College Faculty Meeting Minutes</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently in the office or the University Archives.</p>	<p align="center">Disposition Approved</p>
353.	<p>Course Syllabi (Originals)</p> <p>Dates: 1982- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: By course number</p>	

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354.	<p>Recommendation: Retain until updated or superseded, then dispose of provided no litigation is pending or anticipated.</p> <p>Faculty Personnel Files (Duplicates)</p> <p>Dates: 1974- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of personnel files for the faculty of the College of Business and Management. Included are copies of resumes, promotions and annual evaluations, letters of recommendation, committee appointment papers, and departmental memoranda. Original faculty personnel files are maintained by the Provost's Office as per item #46 of Application 87-26.</p>	<p align="center">Disposition Approved</p>
355.	<p>Recommendation: Retain in the office for five years following the date of termination of employment, then dispose of provided no litigation is pending or anticipated.</p> <p>New Course Proposals (Originals)</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of proposals to change the curriculum (i.e. add new courses, revise existing courses) within the College of Business and Management. Course proposals are submitted to the Provost's Office where they are retained for five years then transferred to the University Archives for permanent retention.</p>	<p align="center">Disposition Approved</p>
356.	<p>Recommendation: Retain three years in the office, then dispose of provided course proposal has been revised, superseded, or denied approval and not currently part of the College's curricula.</p> <p>RAMP Reports (Duplicates)</p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of duplicate copies of <u>Resource Allocation Management Plans</u> which contain documentation of annexations, physical facility plans, site developments, instructional and public service plans, enrollment projections, budget projections, and discussions of the mission and scope of operations of the University. The University record copies of these reports are maintained by the</p>	<p align="center">Disposition Approved</p>

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357.	<p>Provost's Office and copies of RAMP's are sent to the Board of Governors where they are maintained permanently as per item #40 of Application #84-5.</p> <p>Recommendation: Retain five years in the office then dispose of provided no litigation is pending or anticipated.</p> <p>Search and Screen Committee Files (Originals)</p> <p>Dates: 1980- Volume: 9 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological by open position</p> <p>This record series consists of files resulting from faculty/administrator searchers. Included would be: requests for approval to hire faculty; recruitment plan forms; copies of ads; hiring rules and procedures; candidate lists; resumes; and interview results.</p>	<p align="center">Disposition Approved</p>
358.	<p>Recommendation: Retain in the office for five years following the termination of the position vacancy, 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.</p> <p>Student Aide Time Sheets (Duplicates)</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Original Student Aide Time Sheets are maintained by the Business Services Office as per item #38 of approved Application #85-78.</p> <p>Recommendation: Retain two years in the office, 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.</p>	
359.	<p>Student's Evaluations of Faculty (Originals)</p> <p>Dates: 1979- Volume: 6½ Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical by name</p>	<p align="center">Disposition Approved</p>

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360.	<p>This record series consists of forms completed by students evaluating instructors' performances in several areas and categories. These forms are reviewed each term by the corresponding instructors. Summarizations of these evaluations are placed in each respective faculty member's personnel file in the Provost's Office.</p> <p>Recommendation: Retain five years in the office, then dispose of provided no litigation is pending or anticipated.</p> <p>Student Files</p> <p>Dates: 1975- Volume: 60 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Alphabetical</p>	<p align="center">Disposition Approved</p>
361.	<p>This record series consists of individual files created for each student who chooses a major in the College of Business and Management. Forms/documents which are found in a typical student file would be: high school and college transcripts; transfer evaluations; major declaration forms; graduation forms; registration forms; grade change requests; and other correspondence with the student. Original records of student's courses taken, grades received, and degree earned are maintained by the University's Records Office.</p> <p>Recommendation: Retain in the office for five years after graduation or date of last attendance, then dispose of.</p> <p>Credit Unit Reports for Faculty and Annual Workload Assignment Reports (Record Copies)</p> <p>Dates: 1981- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	<p align="center">Disposition Approved</p>
362.	<p>These forms are used for planning faculty instructional workloads and related scheduling activities. Originals are provided the University's Provost or Vice-President for Academic Affairs. A five (5) year retention period has been approved for this type of file series for Eastern Illinois University per Application 84-64, Item no. 94.</p> <p>Recommendation: Retain five (5) years in office, 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.</p> <p>Part-time Faculty Evaluations (Duplicates)</p>	<p align="center">Disposition Approved</p>

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	<p>Dates: 1978- Volume: 6 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Chronological/Alphabetical</p> <p>Originals are provided the University Vice-President for Academic Affairs.</p> <p>Recommendation: Retain in office for five (5) years from the date of termination of the respective contracts' term, then dispose of.</p> <p align="center"><u>COLLEGE OF BUSINESS & MANAGEMENT</u> <u>MANAGEMENT</u></p>	<p align="center">Disposition Approved</p>
363.	<p>Course Syllabi (Originals)</p> <p>Dates: 1983- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain course syllabi for five (5) years, then dispose of.</p>	<p align="center">Disposition Approved</p>
364.	<p>Budget and Fiscal Administration Files (Duplicates)</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of budget ledgers, budget printouts, purchase orders, textbook orders, direct pay orders, contractual, travel and invoice vouchers used for the procurement of goods and services for the Management Department.</p> <p>Recommendation: Retain in the office for three (3) fiscal years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
365.	<p>Administrative Correspondence and Reference Files (Originals and Duplicates)</p> <p>Dates: 1977- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	

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366.	<p>Included in this record series is correspondence with students on such matters as grade appeals and student discipline, advertisements for job searches, travel policies, letters of recommendation (professional staff), general program requirements, past adoption of textbooks (1983-), correspondence with staff and other departments, minutes of staff departmental meetings.</p> <p>Recommendation: Retain in the office for three (3) years then weed files and dispose of records which no longer possess any administrative value. Retain records possessing an archival value (i.e. agency record copies of departmental meetings) permanently—either in the office or University Archives.</p> <p>Department Files (Duplicates)</p> <p>Dates: 1978- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p>Disposition Approved</p>
367.	<p>This record series consists of correspondence with the faculty, copies of newsreleases about the department or staff, copies of vitae of staff members, and master copies of handouts given out in classes.</p> <p>Recommendation: Retain in the office for three (3) years, then dispose of provided all administrative use of the record has expired.</p> <p>Exams (Duplicates)</p> <p>Dates: 1983- Volume: 2½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical/Chronological</p> <p>This record series consists of copies of exams and hand-outs for part-time faculty members and copies of exams given by full-time staff members.</p> <p>Recommendation: Retain in the office until superseded or updated then dispose of.</p>	<p>Disposition Approved</p>
368.	<p style="text-align: center;"><u>COLLEGE OF BUSINESS AND MANAGEMENT</u> <u>MARKETING</u></p> <p>Budget and Fiscal Administration File (Duplicates)</p> <p>Dates: 1984- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: By fiscal year</p>	<p>Disposition Approved</p>

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	<p>This record series consists of direct payment vouchers, travel vouchers, mail vouchers, invoice vouchers, purchase orders, requisitions, budget requests, and budget reports. Original fiscal records are maintained by the University's Office of Business Services and original budget records are maintained by the University's Budget Office.</p> <p>Recommendation: Retain three years in the office, 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.</p>	<p align="center">Disposition Approved</p>
369.	<p>Course Syllabi</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by term</p> <p>Recommendation: Retain in the office until revised or superseded, then dispose of provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
370.	<p>Departmental Meeting Minutes (Originals)</p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently in the office or the University Archives.</p>	<p align="center">Disposition Approved</p>
371.	<p>General Administrative Correspondence Reference File</p> <p>Dates: 1986- Volume: Negligible Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the general administrative correspondence and reference materials of the Marketing Department. Included would be: duplicate meeting minutes; informal notes regarding Search and Screen Committees; duplicate Tenth Day Enrollment Reports; and any correspondence generated or received by the Department Chair.</p> <p>Recommendation: Retain three years in the office, then dispose of provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>

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372.	<p>Personnel Files-Faculty (Duplicates)</p> <p>Dates: 1981- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of personnel files for the faculty of the Marketing Department. Included are copies of resumes, vitae, sick leave requests, faculty analysis forms, employment applications, copies of W-4 forms, transcripts, and correspondence. Original personnel files are maintained by the Personnel Office as per item #46 of Application #87-26.</p> <p>Recommendation: Retain in the office for five years after date of termination of employment, then dispose of.</p>	<p>Disposition Approved</p>
373.	<p>Textbook Order Forms</p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the Department's copies of forms utilized to order textbooks (via the bookstore). They are maintained in order to aid in the ordering of textbooks for the following year.</p> <p>Recommendation: Retain one year in the office, then dispose of.</p> <p align="center"><u>CURRICULUM AND INSTRUCTION</u></p>	<p>Disposition Approved</p>
374.	<p>Faculty/Civil Service Personnel Files (Duplicates)</p> <p>Dates: 1960- Volume: 4½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of duplicate faculty and civil service personnel files. Included in these files are copies of Vitae, hiring forms, salary notices, letters of recommendation and commendation, correspondence concerning any special recognition/awards, notifications of tenure/promotion/retention, course evaluation of instruction by students, performance evaluations and time sheets. Original faculty files are maintained in the Provost's Office and original civil service files are maintained in the Personnel Office.</p>	

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375.	<p>Recommendation: Retain five years in office after separation/ termination of employment, then dispose of, providing no litigation is pending or anticipated.</p> <p>Student Worker Personnel Files (Duplicates)</p> <p>Dates: 1960- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of duplicate student worker personnel files for students in the Federal Work Study and Student Aide Programs. Included in these files are copies of time sheets, hiring and assignment forms and termination notices. Original student worker files are maintained in the Student Employment Office. Original student aide time sheets are maintained in the Payroll Office.</p>	<p>Disposition Approved</p>
376.	<p>Recommendation: Retain five years in office after separation/ termination of employment, 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.</p> <p>Rejected Applicants File</p> <p>Dates: 1980- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of a rejected applicants file for faculty positions in the Department of Curriculum and Instruction. Included in these files are applications, letters of reference and rejection and correspondence with applicants.</p>	<p>Disposition Approved</p>
377.	<p>Recommendation: Retain in office for one year, then dispose of, providing no litigation is pending or anticipated.</p> <p>Undergraduate and Graduate Student Files (Duplicates) (Active & Inactive)</p> <p>Dates: 1974- Volume: 22½ Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical</p>	<p>Disposition Approved</p>

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378.	<p>This record series consists of duplicate active and inactive student files for the Department of Curriculum and Instruction. Included in these files are copies of transcripts, evaluations, admission documents, examination scores (G.R.E.), applications to Graduate School, letters of recommendation and correspondence. Original graduate and undergraduate student files are maintained in the Records Office.</p> <p>Recommendation: Retain in office five years after graduation or last date of attendance, then dispose of, providing no litigation is pending or anticipated.</p> <p>Student Teaching Assignment Files (Originals)</p> <p>Dates: 1974- Volume: 2½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p>	Disposition Approved
379.	<p>This record series consists of student teaching assignment records. Included in these files is the following information: name of school; name of supervising teacher and the total number of hours completed in student teaching by each student teacher. Retention is based on approved Application 84:64A, item #402A.</p> <p>Recommendation: Retain at discretion of agency.</p> <p>Faculty Workload Reports (Record Copies)</p> <p>Dates: 1980- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by dept. and program</p>	Disposition Approved
380.	<p>This record series consists of Faculty Workload Reports containing the number of courses each faculty member will be teaching for a given academic year, the course number and section, department and program, course credit and the number of students and classes per instructor. Faculty Workload Reports are co-initialed by the Dean of the Department and each faculty member. Original Faculty Workload Reports are maintained in the Office of the Vice President for Academic Affairs.</p> <p>Recommendation: Retain five years in office, then dispose of, providing no litigation is pending or anticipated.</p> <p>Class Schedules (Duplicates)</p> <p>Dates: 1966- Volume: 4½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical/Chronological</p>	Disposition Approved

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381.	<p>This record series consists of duplicate class schedules listing all courses taught by faculty members of the Curriculum and Instruction Department. Included on the class schedules are room numbers, names of instructors, amount of credit awarded and the time and day(s) courses are taught. Original class schedules are maintained in Computer Services.</p> <p>Recommendation: Retain in the office for five years, then dispose of.</p> <p>Annual Report (Record Copies)</p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	<p align="center">Disposition Approved</p>
382.	<p>This record series consists of annual reports prepared by the Department of Curriculum and Instruction and submitted to the Provost's Office. Annual reports show the goals, objectives and accomplishments for a given year of each area (i.e., Early Childhood, Elementary and Secondary Education, Instructional Media, Bilingual/Bicultural Education) within the Department of Curriculum and Instruction.</p> <p>Recommendation: Retain five years in office, then dispose of.</p> <p>Budget and Fiscal Administration Files (Duplicates)</p> <p>Dates: 1980- Volume: 3½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p>	<p align="center">Disposition Approved</p>
383.	<p>This record series consists of copies of requisitions, purchase orders and vouchers. Also included are computer print-outs of line-item budget expenditure reports indicating the monies available for the following: travel; contractual; commodities and equipment. Original fiscal files are maintained in the Business Office and original budget files are maintained in the Budget Office.</p> <p>Recommendation: Retain three years in office, 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.</p> <p>Administrative Correspondence and Reference File</p> <p>Dates: 1972- Volume: 3½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical/Chronological</p>	<p align="center">Disposition Approved</p>

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384.	<p>This record series consists of an administrative correspondence and reference file maintained by the Department. Included in these files are duplicate grant applications, narratives and proposals, original minutes of departmental faculty meetings, inter-departmental memoranda and correspondence, proposals and original and duplicate minutes of the Reorganization Committee meetings concerning the merger of the Departments of Early Childhood, Elementary and Secondary Education and Instructional Media into the Department of Curriculum and Instruction.</p> <p>Recommendation: Retain three years in office, then review files and dispose of materials no longer possessing any administrative/historical/reference value. Retain all original minutes of meetings permanently in the office or the University Archives.</p> <p>Accreditation Reports (Record Copies)</p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	Disposition Approved
385.	<p>This record series consists of reports prepared by the Department of Curriculum and Instruction and submitted to the Board of Governors and the Illinois Board of Higher Education in order to maintain accreditation. Included in these reports are total credit hour production, cost per credit hour, program descriptions and objectives and enrollment statistics.</p> <p>Recommendation: Retain five years in office, then dispose of.</p> <p>Course Syllabi (Originals)</p> <p>Dates: 1971- Volume: 6½ Cu. Ft. Annual Accumulation: Negligible Arrangement: numerical by course number</p> <p>This record series consists of original course syllabi for all approved courses offered within the Curriculum and Instruction Department. Included in the course syllabi is a list of textbooks to be used, course format, content and description, evaluation (testing) procedures and new course proposals.</p> <p>Recommendation: Retain three years in office, then dispose of, providing course syllabi have been superseded or revised by new version.</p>	Disposition Approved
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386M.	<p align="center"><u>COLLEGE OF EDUCATION</u> <u>OFFICE OF CAREER DEVELOPMENT AND PLACEMENT</u></p> <p>Teacher Credential Files (Originals or Record Copies)</p> <p>Dates: 1966- Volume: 55½ Cu. Ft. Annual Accumulation: 2 3/4 Cu. Ft. Arrangement: Alphabetical</p> <p>These files contain teacher credential files maintained by the office to assist credentialed teachers with career development and placement concerns. File contents include: copies of student teaching evaluation forms (completed by student teaching supervisors); supervisors' grades for evaluation; reference lists; personal data sheets; letters of reference; and any other related correspondence and memoranda. (All University teacher certification documentation is maintained by the Admissions & Records Office.)</p> <p>Recommendation: With the exception of personal data sheets and pertinent letters of recommendation, retain file contents in office until the lapse of five (5) years after creation, then dispose of providing no litigation is pending nor anticipated. Retain in office the personal data sheets and pertinent letters of recommendation until the lapse of twenty (20) years after creation or until micro-filmed-whichever occurs first-then dispose of providing no litigation is pending nor anticipated. All record series microforms are to be retained in office until the lapse of twenty (20) years after generation, then dispose of providing no litigation is pending or anticipated.</p>	<p align="center"><i>Disposition Approved</i></p>
387.	<p align="center"><u>COLLEGE OF EDUCATION</u> <u>CHICAGO TEACHER'S CENTER</u></p> <p>Program Administration and Implementation Files (Originals & Duplicates)</p> <p>Dates: 1978- Volume: 39 Cu. Ft. Annual Accumulation: 4 1/3 Cu. Ft. Arrangement: Chronological and by program</p> <p>These files contain the planning and subsequent administrative implementation documentation of programs fostered by the Chicago Teacher Center, an academic unit within the College of Education. The University catalogue describes the Center's program thrust as ..." offering professional development programs cooperatively designed and led by Chicago elementary and secondary school teachers as well as faculty from the College of Education Collaborative planning,</p>	

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	<p>implementation, and governance ensure that in-service programs coincide with teacher-perceived needs and that theory and practice are successfully integrated. The center staff works with classroom teachers and Northeastern Illinois University students to provide professional support services at an off-campus center and through various outreach programs."</p> <p>Programs documented within this file series are generally funded under federal/state grants awarded under annual renewal periods. Resultant file contents consist of both successful and rejected/withdrawn program proposals, copies or excerpts of grant agreements, pre/post test materials used for participants, evaluation reports, evaluation tables, program curriculum development documentation including sample materials used, and related correspondence/memoranda. (Some program proposals are summarized on 40 or 50 floppy discs for ready retrieval.</p> <p>Recommendation: Retain in office for five (5) years after the date of the final program report or the date of proposal withdrawal/rejection-whichever is applicable-then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p>	<p align="center">Disposition Approved</p>
388.	<p>Administrative Correspondence and Related Documents (Originals & Duplicates)</p> <p>Dates: 1978- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological and by subject</p> <p>This record series includes the Center's administrative and general correspondence with related memos and reference attachments. Documentation of archival/research value (if any) will be accessioned from other more viable sources within the University.</p> <p>Recommendation: Retain three (3) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
389.	<p>Annual Reports (Duplicates)</p> <p>Dates: 1978- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	

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390.	<p>This record series includes manuscript and finished copies of Center annual reports summarizing all operational aspects of the Center. University record copies are filed with the University's Office of Sponsored Programs.</p> <p>Recommendation: Dispose of upon discretion of the Center.</p> <p>Job Search File</p> <p>Dates: 1978- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological and by type of vacancy</p>	<p>Disposition Approved</p>
391.	<p>This file series contains original job descriptions and any interview notes generated from the search for persons eligible to fill employment vacancies. University-wide record copies of these files are maintained by the Affirmative Action Office.</p> <p>Recommendation: Retain in office for three (3) years after the filling or dissolution of the corresponding vacancy, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>Personnel Records (Duplicates)</p> <p>Dates: 1978- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p>Disposition Approved</p>
392.	<p>This record series consists of duplicate copies of various personnel records for work-study, students, civil service, administrative and professional personnel employed at the Center. Included are letters of appointment, applications for employment, time sheets, requests for leaves of absence, sick time or vacation time, job audits, salary change information, evaluations, letters of termination or resignation, letters of recommendation, etc.</p> <p>Recommendation: Retain in the office for five (5) years after separation of employment then dispose of provided no litigation is pending or anticipated.</p> <p>Workshop Records (Agency Record Copies)</p> <p>Dates: 1978- Volume: 2½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	<p>Disposition Approved</p>

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393.	<p>Included in this record series are evaluations of workshops, list of materials required, names of the persons attending, leader's name, amount of "lane promotional" credit, arrangements records copies of check submitted as fees, course outlines and descriptions of the workshops.</p> <p>The agency also maintains the workshops name, date(s) of the workshop and the leader's name on the computer.</p> <p>The Chicago Teacher's Center offers workshops to area teachers in such areas as curriculum, pedagogy, and school and professional leadership.</p> <p>Recommendation: Retain in the office for ten (10) years, then weed files which no longer have any administrative or historical value then dispose of. Transfer to the University Archives or retain in the office permanently any records possessing historical value.</p> <p>Fiscal Administration Files (Duplicates)</p> <p>Dates: 1978- Volume: 8 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Chronological</p>	<p>Disposition Approved</p>
394.	<p>This record series consists of the Chicago Teacher's Center's copies of purchase orders, invoice, contractual and travel vouchers, supply requisitions, repair orders, printing requisitions, budget related documents (i.e. print-outs on allocations), etc. for the procurement of goods and services for the Center.</p> <p>Recommendation: Retain in the office for three (3) fiscal years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p> <p>Cash Receipts, Daily Total Sheets and Cash Register Tapes (Originals)</p> <p>Dates: 1983- Volume: 1½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of cash receipts, cash register tapes, and daily sales total sheets of sales of educational materials sold by the Center.</p> <p>Recommendation: Retain in the office for six (6) fiscal years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
395.	<p align="center"><u>COLLEGE OF EDUCATION</u> <u>OFFICE OF CLINICAL SERVICES AND STUDENT TEACHING</u></p> <p>General Monitoring and Reference File for Office Program Administration (Originals & Duplicates)</p> <p>Dates: 1981- Volume: 4 Cu. Ft. Annual Accumulation: 2/3 Cu. Ft. Arrangement: Chronological/Alphabetical</p> <p>This file contains a variety of forms either received by the Office as reference duplicates from other University administrative units or produced internally within the Office. Such forms consist of:</p> <ul style="list-style-type: none"> (a.) master class lists showing student names with their specific placement; (b.) master placement tallys indicating total number of students and where placed by area/course/term; (c.) final grades listing for Clinical Experiences courses by student; (d.) listing of student deficiencies incurred in Clinical Experiences, which are copies and reported to the instructor and department; and (e.) copies of waivers issued. <p>Recommendation: Retain each record series category (a.-e.) in office for the retention periods as listed below (by category), then dispose of.</p> <ul style="list-style-type: none"> (a.) one (1) year; (b.) five (5) years; (c.) Until recorded on student cumulative record cards (which are in turn used for internal disk computer system data entry); (d.) one (1) year; and (e.) five (5) years. 	<p><i>Disposition Approved</i></p>
396.	<p>Clinical Experiences Student Files (Active & Inactive) (Originals)</p> <p>Dates: 1981- Volume: 15 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series contains the Office's student files for clinical experiences. File contents include a student information form (Social Security number, phone number, address, age, pertinent academic program information, etc.), clinical experiences sentence log denoting programs or experiences commenced and/or completed. These files generally reach inactive status upon the lapse of two (2) years after creation.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
397.	<p>Recommendation: Retain in office for five (5) years after completion of student teaching, then dispose of providing no litigation is pending nor anticipated.</p> <p>Student Teaching Files (Originals or Record Copies)</p> <p>Dates: 1981- Volume: 24 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Alphabetical by Student</p> <p>This record series includes the Office's student case files of student teaching. The files contain: applications for approval to student teach; school placement request forms and confirmation; copies of student transcripts and transfer evaluations; student teaching evaluations; and related correspondence.</p>	Disposition Approved
398.	<p>Recommendation: Retain in office for five (5) years after completion of student teaching, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>Cumulative Record Cards (Active & Inactive) (Originals)</p> <p>Dates: 1981- Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by student</p> <p>This record series consists of summary file cards maintained for each student currently taking courses toward student teaching. Entries on the cards include: name; address; teaching area; course work; school site; hours involved; instructor; grade(s) received; receipt of evaluation where required; and receipt of log. This record series generally reaches inactive reference status upon the lapse of two (2) years after creation.</p>	Disposition Approved
399.	<p>Recommendation: Retain in office until the card file data are entered in the agency's internal disk computer system or until the lapse of ten (10) years from the date of creation of the cards- whichever occurs first- then dispose of.</p> <p>Completed <u>Proof of Freedom from Tuberculosis</u> forms (Record Copies)</p> <p>Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by student's name</p>	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
400.	<p>These forms indicate Tuberculosis test results from tests performed on students. The results are valid for one (1) year under the applicable State statute. (ref. Ill. Rev. State. 1985, Ch. 40, par. 206.)</p> <p>Recommendation: Retain in office for one (1) year, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>Card File of Tuition Waivers Issued (Originals)</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by recipient</p> <p>This is a card file of Tuition Waivers issued to students for clinical experiences or student teaching. Information includes: school site; date of waiver issuance; name of student; term; supervisor; and whether it was issued in the name of a clinical experience student or a student teacher.</p> <p>Recommendation: Retain seven (7) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
401.	<p>School Information Card File "Tally Cards" (Originals)</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical and Numerical</p> <p>This summary information card file lists information about each school used for clinical experiences. Entries include dates and terms used, courses taught, number of students assigned and terms they were in use.</p> <p>Recommendation: Retain in office until expiration of administrative value and/or the entry of all card file data in the office's internal disk computer system, then dispose of.</p>	<p>Disposition Approved</p>
402.	<p>Budget & Fiscal Records (Duplicates)</p> <p>Dates: 1985- Volume: 4 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p>	<p>Disposition Approved</p>

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403.	<p>This record series contains copies of vouchers, schedules, requisitions, purchase orders, expenditure reports, budget administration/preparation papers, property contract reports, and related correspondence. University record copies are maintained by the University's Business Office.</p> <p>Recommendation: Retain three (3) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>General and Administrative Correspondence With Related Statistical Reports (Originals & Duplicates)</p> <p>Dates: 1985- Volume: 2 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological and by subject</p> <p>Routine day-to-day correspondence of inquiries, replies, and transmittals along with statistical reports of office activities comprise this record series. Statistical reports are copies of originals submitted to the Dean's office and/or the University's research and planning office for incorporation in planning reports, such as annual reports, RAMPS, five (5) year plans, etc.</p> <p>Recommendation: Retain three (3) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
404.	<p align="center"><u>COLLEGE OF EDUCATION</u> <u>DEPARTMENT OF COUNSELOR EDUCATION</u></p> <p>Student Files (Departmental Copies)</p> <p>Dates: 1966- Volume: 41 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical</p> <p>These are the Department's copies of student files (i.e. academic historical files of students majoring in the Department's curricula or academic field. The files contain the systematic forms regarding admission, candidacy, advisement, and for Counselor Education, copies of certification forms. Also contained are copies of transcripts or excerpts of transcripts, copies of grade slips, and original notes, memoranda, and working papers of intra-departmental advisement. This series includes files on both undergraduate and graduate students. The essential documentation for graduate students are on file with the Graduate College.)</p>	<p>Disposition Approved</p>

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405.	<p>Recommendation: Retain in office for five (5) years following the date of graduation or last attendance of each corresponding student, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>Personnel Files (Duplicates)</p> <p>Dates: 1975- Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>These personnel files contain copies of employment/academic background materials, such as resumes, Work-Study job descriptions, Student Authorization Sheets, time and attendance records, documentation of salary/classification changes, and (when applicable) documentation of employment or enrollment termination or separation. These personnel files have been established for faculty, civil service/administrative personnel, and student workers/Work Study Employees. Original personnel files of Work Study employees are maintained by the Office of Financial Aids. Original faculty personnel files are maintained by the Provost. The University's Civil Service Personnel Office is the custodian of the original personnel files for civil service employees. With few or no exceptions, all such original personnel files will be scheduled for longer retention periods (65 years) than the five (5) year period uniform by recommended for this Department.</p>	<p>Disposition Approved</p>
406.	<p>Recommendation: Retain in office for five (5) years after termination of employment, graduation, or date of last attendance, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>Duplicate Book Orders</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These book orders are retained for internal curriculum development reference purposes. Original orders are transmitted to the corresponding vendors or providers.</p> <p>Recommendation: Retain until expiration of administrative value, then dispose of.</p>	<p>Disposition Approved</p>
		<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
407.	<p>Staff Meeting Minutes (Originals)</p> <p>Dates: 1972- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Copies of these minutes are regularly disseminated to the University Library/Archives.</p> <p>Recommendation: Retain five (5) years in office, then transfer to the University Archives for permanent retention or dispose of if transfer is refused by University Archives staff because of duplication with the University Library/Archives.</p>	Disposition Approved
408.	<p>Associated Fraternity Files (Originals or Record Copies)</p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This file series consists of the formation documents and related administrative records of the academic and professional fraternity for the Department, the Counselor Education Student Association. Types of records include membership lists, copies of the charter, by-laws, meeting speakers lists, and meeting minutes.</p> <p>Recommendation: Retain in office or the University Archives on a permanent basis.</p>	Disposition Approved
409.	<p>Job Description Files (Duplicates)</p> <p>Dates: 1976- Volume: Negligible Annual Accumulation: Negligible Arrangement: N/A</p> <p>These are intra-departmental position descriptions for various civil service/administrative/clerical positions employed within the Department's Office. Originals are maintained by classification within the University's Personnel Office.</p> <p>Recommendation: Retain in office until obsolete or superseded, then dispose of.</p>	Disposition Approved

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410.	<p>Administrative Correspondence File (Originals & Duplicates)</p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical and Chronological</p> <p>Although a small amount of this correspondence file may contain information on the policy and procedural development of the Department, the bulk of this administrative correspondence is composed of letters exchanged with the Dean's Office documenting routine transactions of immediate operational significance.</p> <p>Recommendation: Retain three (3) years in office, then with the assistance of the University Archives staff, review files and retain permanently in either the Department's Office or the University Archives materials possessing archival/research value and dispose of the balance of materials after completion of the foregoing review(s), providing no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
411.	<p>Budget and Fiscal Records (Duplicates)</p> <p>Dates: 1974- Volume: 5½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of DPA's, vouchers, requisitions, purchase orders, invoices, billings, budget forms, monthly/annual computer print-out expenditure reports, and travel and budget work files with line item projections. Originals or record copies of these files are maintained by the Business Services Office and the Budget Office.</p> <p>Recommendation: Retain three (3) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
412.	<p>Faculty Administration Files (Originals)</p> <p>Dates: 1966- Volume: 4½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
413.	<p>This record series contains faculty vitas, travel authorizations, copies of articles published, Credit Unit Equivalency Reports, faculty retraining request/approval forms, research request forms, leave/request forms (etc.) generated and maintained for general faculty training, retention and workload distribution purposes. A five (5) year retention period has been recommended for similar files maintained by Eastern Illinois University (under App. #84-64, Item no.94).</p> <p>Recommendation: Retain five (5) years in office, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>Curriculum Development Files (Originals and Duplicates)</p> <p>Dates: 1976- Volume: 3 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	<p>Disposition Approved</p>
414.	<p>This record series includes original course outlines, course proposals, syllabi, course descriptions, copies of class enrollment reports (including 10th day enrollment reports), copies of University catalogues or excerpts of catalogues, class schedules, and original draft papers and memoranda of their revisions.</p> <p>Recommendation: Retain in office until revised or superseded, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p> <p>Card File Index on Departmental Library Holdings (Original)</p> <p>Dates: N/A Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical/Numerical</p> <p>Recommendation: Dispose of upon discretion of Office.</p> <p align="center"><u>COLLEGE OF EDUCATION</u> <u>OFFICE OF THE DEAN</u></p>	
415.	<p>Records of the Council of Chairpersons of the College of Education</p> <p>Dates: 1968- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
416.	<p>This record series consists of the minutes of the meetings of the Council of Chairperson, an advisory council to the Dean on policy and procedures.</p> <p>Recommendation: Retain in the office for five (5) years, then transfer to the University Archives for permanent retention.</p> <p>Admissions, Retention and Appeals Committee Records (Agency Record Copies)</p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	<p>Disposition Approved</p>
	<p>Included in this record series are the minutes of committee meetings, the agendas, and in some cases the appeal forms. This committee reviews appeals made by students to be removed from probationary status and appeals in decisions to deny a student admission to the College of Education.</p> <p>Recommendation: Retain in the office for five (5) years, then dispose of provided no litigation is pending or anticipated.</p>	
417.	<p>Notifications of Destruction of Student Files (Originals)</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p>Disposition Approved</p>
	<p>This record series consists of notices sent to degreed students (who have not enrolled in classes at the University in the past two (2) years) advising the student that files maintained on the student by the College of Education will be disposed of by the College if the student does not advise the Dean's office of his or her plans to continue pursuing a degree at the University.</p> <p>Recommendation: Retain in the office for four (4) years then dispose of provided no litigation is pending or anticipated.</p>	
418.	<p>Entitlement for Teacher Certification Lists (Agency Record Copies)</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
416.	<p>This record series consists of the minutes of the meetings of the Council of Chairperson, an advisory council to the Dean on policy and procedures.</p> <p>Recommendation: Retain in the office for five (5) years, then transfer to the University Archives for permanent retention.</p> <p>Admissions, Retention and Appeals Committee Records (Agency Record Copies)</p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Included in this record series are the minutes of committee meetings, the agendas, and in some cases the appeal forms. This committee reviews appeals made by students to be removed from probationary status and appeals in decisions to deny a student admission to the College of Education.</p> <p>Recommendation: Retain in the office for five (5) years, then dispose of provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
417.	<p>Notifications of Destruction of Student Files (Originals)</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of notices sent to degreed students (who have not enrolled in classes at the University in the past two (2) years) advising the student that files maintained on the student by the College of Education will be disposed of by the College if the student does not advise the Dean's office of his or her plans to continue pursuing a degree at the University.</p> <p>Recommendation: Retain in the office for four (4) years then dispose of provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
418.	<p>Entitlement for Teacher Certification Lists (Agency Record Copies)</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	<p align="center">Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>This record series consists of lists of names of students seeking certification from the Illinois State Board of Education to teach in the State of Illinois.</p> <p>Prior to 1983 this record series was maintained by the Records Office.</p> <p>Recommendation: Retain in the office for five (5) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p> <p>419. Tenth (10th) Day Reports (Duplicates)</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>The official class roster for all courses offered at the university is determined by recording the number of students enrolled in a course on the "10th day" of the term. Each instructor submits a list to the department chairperson showing the names of all students enrolled in their course(s) after the 10th day of the term.</p> <p>This record series consists of the university-wide "10th Day Report" distributed by the Office of Admissions and Records. The "10th Day Report" lists the course name, course number, section number, instructor's name, and the number of students enrolled.</p> <p>The official agency record copy of this record series is maintained by the Office of Admissions and Records under the authority of State Records Application #87-27 , item #25 .</p> <p>Recommendation: Retain in the office for five (5) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required.</p>	<p align="center">Disposition Approved</p>
420.	<p>Faculty Workload Reports (Duplicates)</p> <p>Dates: 1981- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These forms which are officially known as "Assignments of Duties for Academic Year" contain information which enables the courses the instructor has agreed to teach for the term, to be evaluated in such a manner as to determine an equal distribution of assignments among the faculty in each department.</p> <p>Agency record copies of this record series are maintained for five (5) years by the Provost under the authority of item #3 of this application.</p>	<p align="center">Disposition Approved</p>

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421.	<p>Recommendation: Retain in the office for three (3) years then dispose of provided no litigation is pending or anticipated.</p> <p>Annual Assignment of Duties Records (Duplicates)</p> <p>Dates: 1981- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Included in this record series are "Assignment of Duties for the Academic Year" forms (more commonly referred to a "Faculty Workload Reports"), any records of revisions to the Faculty Workload Report, annual summaries of Assignment of Duties, calendars for assignment of duties, and reports submitted to the Board of Governors on the assignment of duties of faculty members.</p> <p>Agency record copies of this record series are maintained by the Provost.</p>	Disposition Approved
422.	<p>Recommendation: Retain in the office for three (3) years, then dispose of accumulation.</p> <p>Personnel Files (Duplicates)</p> <p>Dates: 1983- Volume: 9 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: By Department/Alphabetical by staff name</p> <p>This record series consists of duplicate personnel records for civil service personnel and faculty in the College of Education. This record series includes copies of: letters of appointment, resignation or termination; vitae; materials regarding recommendations for promotions; salary change data; evaluations; requests for leave; etc.</p>	Disposition Approved
423.	<p>Recommendation: Retain in the office for five (5) years after termination of employment, then dispose of provided no litigation is pending or anticipated.</p> <p>Curriculum Files (Originals/Agency Record Copies)</p> <p>Dates: 1969- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p>	Disposition Approved

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424.	<p>This record series serves as a course history of graduate and undergraduate programs and courses in the College of Education. Included in this record series are course proposals, course outlines, course approvals and denials, course syllabi (in some cases), correspondence between the Dean, and the department and the curriculum committee, and the final approval and implementation documents.</p> <p>Recommendation: Retain in the office permanently.</p> <p>Faculty Retention, Tenure, and Promotion Files (Duplicates)</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	<p><i>Disposition Approved</i></p>
425.	<p>The agency record copies of retention, tenure, and promotion records of faculty members is maintained by the Provost.</p> <p>Recommendation: Retain in the office for five (5) years, then dispose of records.</p> <p>Fiscal Administration Files (Duplicates)</p> <p>Dates: 1979- Volume: 3 Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: Chronological</p>	<p><i>Disposition Approved</i></p>
426.	<p>This record series consists of duplicate copies of purchase orders, amendments and cancellations to purchase orders; invoice, contractual, and travel vouchers; bills, and receipts for the procurement of goods and services for the office of the Dean. Also included are various computer print-outs generated by the Fiscal Office relative to the aforementioned purchases.</p> <p>Recommendation: Retain in the office for three (3) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required.</p> <p>Administrative Correspondence and Reference Files (Agency Record Copies and Duplicates)</p> <p>Dates: 1979- Volume: 18 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Alphabetical and Chronological</p>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>This record series consists of original and duplicate copies of correspondence and administrative reference files detailing matters of the functions, procedures, organization and policy decision making in the College of Education. Types of documents found in this record series include:</p> <ol style="list-style-type: none">(1) R.A.M.P (Resource Allocation Management Plan) file(2) N.C.A.T.E (National Council of Accreditation of Teacher Education) reports(3) Academic Program Reviews (5th and 10th year to B.O.G, internal)(4) Space (Faculty Offices) Assignments(5) Notices of awards to the college and/or staff(6) Policies and procedures(7) Correspondence with professional organizations, other departments, I.B.H.E., B.O.G., I.S.B.E., problem students, etc.(8) Special reports <p>Recommendation: Retain the duplicate "chrono" file for six (6) months, then dispose of at the discretion of the Dean.</p> <p>Retain records maintained in the "alpha" file for three (3) years, then review file and weed out any materials possessing long term historical value (i.e. policy formulation correspondence, significant department reports, etc.) and retain permanently in the office or University Archives. Records remaining after the review may be disposed of at the discretion of the Dean.</p>	<p>Disposition Approved</p>
427.	<p>Departmental Files (Duplicates)</p> <p>Dates: 1975- Volume: 7½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: By department then chronological</p> <p>Included in this record series are duplicate copies of minutes of departmental meeting received from some departments in the College of Education, correspondence with the departments, descriptions of programs, and program proposals.</p> <p>Recommendation: Retain in the office for three (3) years then weed files and dispose of records which no longer have any administrative value.</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
428.	<p>Graduated Students Seeking Certification as Teachers (Originals)</p> <p>Dates: 1981- Volume: 6 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of student files for those who do not have a degree in education but have a degree in some other field and are pursuing certification as teachers in Illinois. This file includes:</p> <ol style="list-style-type: none"> 1) <u>The Policy File</u> which contains policies, guidelines, laws and regulations relevant to degreed students seeking certification; 2) <u>The Active Student File</u> which contains evaluations of their transcript in order to approve admission to the program, transcripts, and records of courses taken as well as extra-curricular activities. This file is the master file for degreed students in the College of Education. 3) <u>The H.B. 2207 Students File</u> which contains the student files of those who completed their coursework under the Illinois House Bill 2207's requirements that a degreed student could be certified to teach in Illinois only if they completed an entire program at a particular institution; and 4) <u>The Special Problems File</u> which contains the College of Education's justification for denial or termination of a student. <p>Presently, files for inactive students are destroyed by shredding after the file has been inactive for two (2) years and the student does not respond to a letter of intent to destroy the record. Responses are usually received from students who want to continue in the program, not from those who state that they are not interested in continuing at Northeastern. The other files are retained permanently in the Dean's Office.</p> <p>Recommendation: Retain five (5) years in office after graduation or date of last participation in the program then dispose of providing no litigation is pending or anticipated.</p>	<p align="right">Disposition Approved</p>
429.	<p>Grant Files (Duplicates)</p> <p>Dates: 1979- Volume: 4½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECDR SERIES	ACTION TAKEN
	<p>This record series consists of duplicate copies of rejected and accepted grant proposals (and related correspondence) from federal, state, local and private sources of grant monies submitted to the Dean by departments within the College of Education. The original copies of the grant files are retained by the professor developing the grant proposal.</p> <p>Recommendation: Retain six (6) years in office then dispose of.</p>	<p align="center">Disposition Approved</p>
430.	<p>Student Statistical Data File</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series contains summarized statistical data on all students enrolled in the College of Education at Northeastern.</p> <p>Recommendation: Retain for three (3) years in the office, then dispose of provided all administrative value has expired.</p>	<p align="center">Disposition Approved</p>
431.	<p>Student Files: Out-of-State Certification</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical and Chronological</p> <p>This record series contains both correspondence notifying other institutions that a teacher has been certified by the state of Illinois and supplying Northeastern course information so that other states can evaluate a teacher's certification.</p> <p>Recommendation: Retain four (4) years in the office, then transfer to the University Archives for permanent retention.</p>	<p align="center">Disposition Approved</p>
432.	<p>Undergraduate Student Files (Record Copy)</p> <p>Dates: 1982- Volume: 2 Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: Alphabetical by name</p>	

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433.	<p>This record series consists of undergraduate student files including students applying to the program, students actively pursuing an undergraduate degree in education, students who are inactive and may have dropped out of the program and students who have completed requirements for graduation and who have met the entitlement requirements to be certified as a teacher in Illinois. A typical file may include, but is not limited to, the following: application for admission, transcripts, grade point records, student teaching records and entitlement notification form.</p> <p>Recommendation: Retain permanently in the office.</p> <p>Student Files: Lapsed Entitlement</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p>Disposition Approved</p>
434.	<p>This record series contains correspondence and renewal forms of students who have graduated from the College of Education but have delayed seeking teacher certification from the Illinois State Board of Education for more than one (1) calendar year. This renewal form shows that the student has the necessary course work to receive entitlement. The Illinois State Board of Education has final responsibility in conferring teacher certification.</p> <p>Recommendation: Retain permanently in the office.</p> <p>Master Course Catalog File (Printout)</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological/Numerical by course</p>	
435.	<p>This record series contains the computer-generated statistical information from an on-going computer program used to develop class schedules, listing such items as the course number, class size, room assigned, etc.</p> <p>Recommendation: Retain in the office for three (3) years, then dispose of provided all administrative value has expired.</p> <p>Administrative Budget File</p> <p>Dates: 1976- Volume: 2½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p>Disposition Approved</p>

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436.	<p>This record series contains the following budget-related files:</p> <ul style="list-style-type: none"> (1) the general College of Education budget, (2) planning materials and correspondence related to the construction of the budget, (3) Program Statements that are part of the three-year planning cycle, (4) drafts of the budget (5) completed budget, and (6) the final College of Education budget as approved. <p>Recommendation: Retain three (3) years in the office, then dispose of any records no longer having administrative value provided that all audits have been completed under the supervision of the Auditor General, if required, and no litigation is pending or anticipated. Any records having archival value may be transferred to the University Archives for permanent retention.</p>	<p>Disposition Approved</p>
	<p>Dean's Office Budget (Duplicates)</p> <p>Dates: 1979- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series contains departmental expenditure reports, purchase orders and invoice vouchers for the Dean's Office and accounting journals from the Business Office.</p> <p>Recommendation: Retain three (3) years in the office, 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.</p>	<p>Disposition Approved</p>
437.	<p>Course Schedule Maintenance (CSM) File</p> <p>Dates: 1970- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This file consists of the College of Education's copy of the "Course Schedule Maintenance" form. The College completes the original and sends it to the Records Office so that the data can be fed into the computer to generate the Faculty Workload Report.</p> <p>Recommendation: Retain for one (1) academic year, then dispose of provided all administrative value has expired.</p>	<p>Disposition Approved</p>

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438.	<p align="center"><u>COLLEGE OF EDUCATION</u> <u>EDUCATIONAL FOUNDATIONS</u></p> <p>Administrative Program/Reference Files (Originals & Duplicates)</p> <p>Dates: 1977- Volume: 24 Cu. Ft. Annual Accumulation: 2½ Cu. Ft. Arrangement: Alphabetical by subject</p> <p>This record series consists of the administrative program/reference files for the office of Educational Foundations. The records generally include: affirmative action reports; alternative schools network (directory of schools-1978); alumni information; annual reports; appeals redress committee; Board of Governors; faculty correspondence (alphabetical); Chicago Metropolitan Higher Education Council (CMHEC); Civil Service applicants; clinical experiences; commencement exercises; College of Education-Deans correspondence; educational contracts; educational resource center; educational policy committee; evaluation criteria; evaluation reviews; faculty advisory committee (Board of Higher Education); Faculty Load Study (Institutional Studies); grievance matters; independent study reports; insurance information; internship program report; joint council of chairpersons; faculty leaves (e.g. sick leave, sabbaticals); key inventory; faculty recess; long range planning (2nd tier group); merit pay awards; national teachers exam workshop information; new course proposals and foundations requirement; organized research committee; parking; property change notices; provosts planning group; retirement system information; rotation policies; search and screen procedures; university facilities policy; university without walls; change of academic major/advisor; commuter center (space requests); faculty data; I.B.I.S. (Integrated Business Information System); property control notices; course evaluations; instructor-course evaluations; and general correspondence.</p> <p>Recommendation: Retain in the office for three (3) years, then review files and weed out any documents possessing long term administrative/historical value (e.g., original departmental minutes of meetings, original annual reports) for permanent retention in the office and/or the University Archives. All routine duplicate documents which do not possess long term administrative/historical value may be disposed of at the discretion of the agency.</p>	<p align="right"><i>Disposition Approved</i></p>
439.	<p>Class Counts (Originals)</p> <p>Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	

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440.	<p>This record series consists of class counts for the office of Educational Foundations. The records generally indicate class counts by the percentage of increase and decrease by semester and year.</p> <p>Recommendation: Retain in the office for five (5) years, then dispose of, provided no litigation is pending or anticipated.</p> <p>Departmental Meeting Minutes (Originals)</p> <p>Dates: 1974- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	<p>Disposition Approved</p>
441.	<p>This record series consists of the departmental meeting minutes for the office of Educational Foundations.</p> <p>Recommendation: Retain in the office permanently and/or transfer to the University Archives for permanent retention.</p> <p>Fiscal Administration Files (Duplicates)</p> <p>Dates: 1981- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Subject/Chronological</p>	<p>Disposition Approved</p>
442.	<p>This record series consists of the fiscal administration files for the office of Educational Foundations. The records generally include vouchers and purchase orders for the following accounts: contractual; commodities; duplicating; equipment; postage; and travel. Originals are maintained with the University's Business Office.</p> <p>Recommendation: Retain in the 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.</p> <p>Grants Files (Duplicates)</p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p>	<p>Disposition Approved</p>
	<p>This record series consists of the grants files for the office of Educational Foundations. The records generally include all documents (e.g. applications, back-up documentation) and correspondence used in the process of acquiring and administering grants. Originals are maintained with the University's Grants Office.</p>	

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443.	<p>Recommendation: Retain in the office until expiration of the grant, 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.</p> <p>Faculty Workloads (Duplicates)</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the faculty workloads for the office of Educational Foundations. The records generally include: the number of classes taught per instructor; the hours taught; and the amount of cu's (credit units) earned. Originals are maintained with the Office of Institutional Studies.</p>	<p>Disposition Approved</p>
444.	<p>Recommendation: Retain in the office for five (5) years, then dispose of providing no litigation is pending or anticipated.</p> <p>Tenure and Promotion Files (Duplicates)</p> <p>Dates: 1974- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the tenure and promotion files for the Office of Educational Foundations. The records generally include: copies of recommendations; personal data (e.g. education, background); evaluation criteria for personnel actions; and related correspondence/memoranda. Originals are maintained with the office of the Provost.</p>	<p>Disposition Approved</p>
445.	<p>Recommendation: Retain in the office for five (5) years after separation of employment, then dispose of provided no litigation is pending or anticipated.</p> <p>Faculty Correspondence Files (Originals & Duplicates)</p> <p>Dates: 1976- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p>Disposition Approved</p>

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446.	<p>This record series consists of the faculty correspondence files for the office of Educational Foundations. The records generally include memoranda to/from faculty and correspondence with the Dean's Office.</p> <p>Recommendation: Retain in the office for three (3) years, then dispose of provided all administrative value has expired.</p> <p>Budget Files (Duplicates)</p> <p>Dates: 1977- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: By fiscal year</p>	<p>Disposition Approved</p>
447.	<p>This record series consists of the budget files for the office of Educational Foundations. The records generally include copies of the budget and back-up documentation. Originals are maintained with the University's Budget Office.</p> <p>Recommendation: Retain in the 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.</p> <p>Graduate Student Files</p> <p>Dates: 1977- Volume: 4½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: alphabetical</p>	<p>Disposition Approved</p>
	<p>This record series contains the graduate students advisement files for the Master of Arts program in Educational Administration and Supervision. The documents included in these files are duplicates of material retained in the Graduate College Office. See item #510 in this application.</p> <p>Recommendation: Retain in the office for five (5) years after date of graduation or last date of attendance, then dispose of provided that no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
448.	<p align="center"><u>COLLEGE OF EDUCATION</u> <u>HEALTH, PHYSICAL EDUCATION, RECREATION, ATHLETIC</u></p> <p>Annual Reports (Record Copies)</p> <p>Dates: (1972-1983) Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the annual report prepared by the Department of Health, P.E., Recreation, and Athletics highlighting the major accomplishments and achieved goals of the Department during the previous year, and outlining the plans and goals for the next year. These annual reports were discontinued a few years ago.</p> <p>Recommendation: Retain five years in the office, then transfer to the University Archives for permanent retention.</p>	<p>Disposition Approved</p>
449.	<p>BOG/BHE Program Review Reports (Duplicates)</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of duplicate copies of annual Academic Program Review Reports which are submitted to the Board of Governors and the Board of Higher Education. Included in the reports are the number of courses offered by the Department, degrees awarded, projected enrollment, program costs, and recommendations on the validity of any new programs. The University's record copies of these reports are maintained by the Office of Institutional Studies and Planning.</p> <p>Recommendation: Retain in the office for five years, then dispose of.</p>	
450.	<p>Course Syllabi</p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain in the office until revised or superseded, then dispose of provided no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>

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451.	<p>Departmental Meeting Minutes (Originals)</p> <p>Dates: 1976- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently in the office or the University Archives.</p>	<p>Disposition Approved</p>
452.	<p>Fiscal Administration File (Duplicates)</p> <p>Dates: 1973- Volume: 8 Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: By fiscal year</p> <p>This record series consists of copies of requisitions, purchase orders, direct payment vouchers, travel vouchers, and invoice vouchers. Original fiscal records are maintained by the Business Services Office.</p> <p>Recommendation: Retain three years in the office, 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.</p>	<p>Disposition Approved</p>
453.	<p>Human Performance Laboratory Client Files (Originals)</p> <p>Dates: 1978- Volume: 22$\frac{1}{2}$ Cu. Ft. Annual Accumulation: 2$\frac{1}{2}$ Cu. Ft. Arrangement: By client number</p> <p>The Human Performance Laboratory was established in order to teach, provide community service, and conduct research regarding health and physical fitness.</p> <p>This record series consists of individual files created for each of the Laboratory's Fitness Avaluation Subjects-clients who come to the Lab requesting a physical evaluation and consequent excersise and diet recommendations. Included in these files would be: health history sheets; health progress reports; physical evaluations; EKG's; and other medical records. Each client and his/her doctor receive copies of these files, which are considered personal and extremely confidential.</p> <p>Recommendation: Retain in the office for five years after client's last activity in the program, then dispose of by shredding provided no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>

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454.	<p>New Course Proposals (Originals)</p> <p>Dates: 1973- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of proposals to change the curriculum (i.e. add new courses, revise existing courses) within the Department of Health, Physical Education, Recreation, and Athletics. Course proposals are submitted to the Provost's Office where they are retained for five years then transferred to the University Archives for permanent retention.</p> <p>Recommendation: Retain three years in the office, then dispose of provided course proposal has been revised, superseded, or denied approval and not currently part of the Department curricula.</p>	<p align="right">Disposition Approved</p>
455.	<p>Personnel Files (Duplicates)</p> <p>Dates: 1976- Volume: 6 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of personnel files for the faculty, civil service employees and student aides of the Department. Included are: copies of resumes; employment applications; leave requests; performance evaluations; records of any awards or citations received; records of any disciplinary action taken; and correspondence to and from the employee. Original personnel files are maintained by the University's Personnel Office as per item #46 of Application #87-26.</p> <p>Recommendation: Retain in the office for five years following the date of termination of employment, then dispose of provided no litigation is pending or anticipated.</p>	<p align="right">Disposition Approved</p>
456.	<p>Rejected Graduate Student Application Files</p> <p>Dates: 1980- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by term</p> <p>This record series consists of files created for students who applied to the Department's Graduate Program, but were rejected. These files would contain the actual application and a letter giving an explanation for the rejection.</p> <p>Recommendation: Retain three years in the office, then dispose of provided no litigation is pending or anticipated.</p>	<p align="right">Disposition Approved</p>

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457.	<p>Student Files</p> <p>Dates: 1961- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of individual files created for each student who chooses a major in the Department of Health, P.E., Recreation, and Athletics. Forms/documents which are found in a typical student file would be: high school transcripts; letters of admission into the program; major declaration forms; registration forms; graduation forms; grade change requests; and other correspondence with the student. Original records of the student's courses taken, grades received, and degree earned are maintained by the University's Records Office.</p> <p>Recommendation: Retain in the office for five years after graduation or date of last attendance, then dispose of.</p>	<p align="center">Disposition Approved</p>
458.	<p>Student's Evaluations of Faculty (Originals)</p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by term</p> <p>This record series consists of forms (with corresponding tallies) completed by students evaluating instructors' performances in several areas and categories. These forms are reviewed each semester by the corresponding instructors. Summarizations of these evaluations are placed in each respective faculty member's personnel file in the Provost's Office.</p> <p>Recommendation: Retain five years in the office, then dispose of provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
459.	<p>Subject Correspondence and Reference File</p> <p>Dates: 1979- Volume: 6 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical by subject</p> <p>This file, arranged and used on a "subject file" basis, contains various reference material and correspondence of the Department of Health, Physical Education, Recreation, and Athletics. Included would be: campus maps; copies of Insurance Liability policies; Affirmative Action information; information on Pass/Fail courses; class schedules; and correspondence with the President, the Provost, the faculty, and other University personnel.</p>	

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	<p>Recommendation: Retain three years in the office, then weed files and dispose of all records possessing insufficient legal, fiscal, administrative or historical use for further retention. All accumulations which remain after such review and disposals are to be retained permanently in the agency.</p> <p style="text-align: center;"><u>COLLEGE OF EDUCATION</u> <u>EDUCATIONAL FOUNDATIONS/HUMAN RESOURCES DEVELOPMENT</u></p> <p>460. BOG's Program (Life Experience) Reviews (Originals)</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>This record series consists of the BOG's Program (Life Experience) Reviews for the office of the Human Resources Division. The Human Resources Development (HRD) Program offers courses of study, leading to both undergraduate and graduate degrees in Human Resource Development, to prepare professionals who will be responsible for the training, education, and development of adults in settings such as business, industry, health care, social service etc. The records generally include evaluations of each student's portfolio (life experience record) as it applies to the requirements (earning of credits) for HRD Program.</p>	<p><i>Disposition Approved</i></p>
461.	<p>Recommendation: Retain in the office for five (5) years after graduation or date of last attendance, then dispose of provided all administrative value has expired.</p> <p>Class Schedules (Originals)</p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the class schedules for the office of the Human Resources Division. The records generally include listings of all classes taught under the Division, the time and day(s) taught, room number, name of instructor, and credit awarded.</p> <p>Recommendation: Retain in the office for five (5) years, then dispose of.</p>	<p><i>Disposition Approved</i></p> <p><i>Disposition Approved</i></p>

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462.	<p>Fiscal Administration Files (Duplicates)</p> <p>Dates: 1979- Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: By fiscal year</p> <p>This record series consists of the fiscal administration files for the office of the Human Resources Division. The records generally include: print-outs; requisitions; purchase orders; and duplicating grants (e.g. Shelby-Cullom Davis Project) with back-up documentation; and related correspondence.</p> <p>Recommendation: Retain in the 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.</p>	<p align="center">Disposition Approved</p>
463.	<p>Course Syllabi (Originals)</p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by course name</p> <p>This record series consists of the course syllabi for the office of the Human Resources Division. Duplicate copy is maintained with the office of the Dean.</p> <p>Recommendation: Retain in the office until updated and/or superseded, then dispose of.</p>	<p align="center">Disposition Approved</p>
464.	<p>H.R.D. Yearly Reports (Originals)</p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the HRD (Human Resources Division) Yearly Reports for the office of the Human Resources Division. The records generally include reports indicating: program state; self-evaluation goals; computer usage; program (sample) on undergraduate class projections (e.g. which classes taken, viability of program).</p> <p>Recommendation: Retain in the office permanently and/or transfer to the University Archives for permanent retention.</p>	<p align="center">Disposition Approved</p>

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465.	<p>H.R.D. Internship Files (Originals)</p> <p>Dates: 1980- Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name</p> <p>This record series consists of the H.R.D. (Human Resources Division) Internship Files for the office of the Human Resources Division. The records generally include original internship contracts and correspondence related to current/graduate student internship positions.</p> <p>Recommendation: Retain in the office for five (5) years after graduation or date of last attendance, then dispose of, provided all administrative value has expired.</p>	<p align="center">Disposition Approved</p>
466.	<p>Student Files</p> <p>Dates: 1979- Volume: 1 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series contains the active and inactive student advisement files for those students seeking either the Bachelor of Arts degree or the Master of Arts degree in Human Resource Development which prepares students to assume responsibility for the training and education of an organizations workforce. A typical undergraduate file contains such items as the admission form to the College of Education, transcripts, the advisement form listing a student's major or minor and each term's class schedule, grade reports, the forms for graduating and correspondence. A typical graduate file contains an application form, two letters of recommendation, a statement of work experience, a program approval form stating whether student is fully conditionally admitted, and letters from the Graduate College stating that prerequisites the student must fulfill before getting into the graduate program.</p> <p>Recommendation: Retain five (5) years in the office after graduation or last date of attendance, then weed, retaining only essential documents in a permanent file and disposing of the non-essential material, provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
467.	<p>Minutes of Meetings File</p> <p>Dates: 1977- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	

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468.	<p>This record series contains copies of the Human Resource Development (HRD) departmental minutes and duplicates of the advisory committee meeting minutes.</p> <p>Recommendation: Retain five (5) years in the office, then transfer to the University Archives for permanent retention.</p> <p>Administrative, Professional and Part-time Employee Files</p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p><i>Disposition Approved</i></p>
469.	<p>This record series contains the Human Resource Development department's personnel file for administrative, professional and part-time faculty positions, both active and inactive. A typical file includes credentials and sick leave forms.</p> <p>Recommendation: Retain five (5) years in the office after separation of employment, then dispose of provided that all audits have been completed under the supervision of the Auditor General, if required, and no litigation is pending or anticipated.</p> <p>Correspondence File</p> <p>Dates: 1979- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	<p><i>Disposition Approved</i></p>
470.	<p>This record series contains intracollege memos and letters sent to prospective students.</p> <p>Recommendation: Retain in the office for five (5) years, then weed, transferring material of archival value to the University Archives and disposing of any other material that no longer has administrative value provided that all audits have been completed under the supervision of the Auditor General, if required, and no litigation is pending or anticipated.</p> <p>Course Proposals (Originals)</p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	<p><i>Disposition Approved</i></p>

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471.	<p>This record series contains official course proposals for the Human Resource Development program, including course descriptions and syllabi.</p> <p>Recommendation: Retain three (3) years in the office, then dispose of providing a course proposal has been superseded or revised and no longer has any administrative value.</p> <p>B.A and M.A. Program Proposals</p> <p>Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: None</p>	<p>Disposition Approved</p>
472.	<p>This record series contains the undergraduate and graduate degree program proposals that have been officially approved by the Human Resource Development program.</p> <p>Recommendation: Retain permanently in the office with transfer of an old program proposal to the University Archives when it has been superseded and no longer has any administrative value.</p> <p align="center"><u>COLLEGE OF EDUCATION</u> <u>ITKEN CHILDREN'S SERVICE CENTER</u></p> <p>Budget and Fiscal File</p> <p>Dates: 1976- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p>This record series consists of an accounts payable file, showing the payments received directly from parents for services rendered to their children at the Itken Center. The file also includes the print-out of the budget for the clinic, budget proposals, requisitions, travel and other vouchers.</p> <p>Recommendation: Retain for three (3) years, then dispose of provided that all audits have been completed under the authority of the Auditor General, if required.</p>	<p>Disposition Approved</p>

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473.	<p>Graduate Student Practicum File</p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by term</p> <p>This record series consists of the graduate student files for those who are enrolled in the Practicum, doing the diagnosis and remediation at the Itken Children's Service Center. A typical file includes an application, records of which section of the Practicum the student is enrolled in and when that student is assigned to work at the Itken Center. The grade report is sent to the student's advisor at the end of a term, and the rest of the file is retained for three (3) terms, then disposed of.</p> <p>Recommendation: Retain for three (3) terms, then dispose of provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
474.	<p>Client/Student Clinical Files</p> <p>Dates: 1976- Volume: 22½ Cu. Ft. Annual Accumulation: 2½ Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of the student files who are receiving remediation services from the Itken Children's Service Center. A typical file includes the in-take information, application for service at the clinic, diagnosis of the problem, remediation plans and reports, Individual Education Programs (IEP) as required by Public Law 94-142, test data, answer sheets and other examples of student work.</p> <p>Recommendation: Retain for three (3) years after the student is no longer receiving clinical services, then dispose of provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
	<p><u>COLLEGE OF EDUCATION</u> <u>READING DEPARTMENT</u></p>	
475.	<p>Faculty Evaluation File</p> <p>Dates: 1970- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name, then by term and course</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>This record series consists of student-completed evaluations of faculty which is part of the university-wide faculty evaluation process. Present departmental policy is to retain a summary of each such evaluation only for full professors, disposing of questionnaires after the summary is completed.</p> <p>Recommendation: Retain at the discretion of the agency.</p>	<p align="center">Disposition Approved</p>
476.	<p>Reading Clinic Files</p> <p>Dates: 1972- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name</p> <p>This record series consists of the individual student files for elementary through young adult students who are enrolled in the remedial reading clinics which are taught four (4) times a year by the graduate technicians. A typical file may include the reading clinic enrollment form, a diagnostic report, clinical test records, instructional reports, test score sheets and lesson plans. This record series is confidential and is stored in locking file cabinets in a locked closet.</p> <p>Recommendation: Retain for three (3) years after the student is no longer receiving remediation services, then dispose of by shredding providing no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
477.	<p>Committee Minutes (Originals and Duplicates)</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>This record series includes meeting announcements and minutes of the Reading Department, the College of Education, the Academic Affairs as well as departmental and university personnel committees.</p> <p>Recommendation: Retain all original minutes of meetings permanently in the office or transfer to the University Archives.</p>	<p align="center">Disposition Approved</p>

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478.	<p>Graduate Student Files</p> <p>Dates: 1972- Volume: 10½ Cu. Ft. Annual Accumulation: ¾ Cu. Ft. Arrangement: Alphabetical by name</p> <p>This record series consists of the active and inactive graduate student files of the Reading Department. A typical file may include transcripts, applications, research papers, merit tuition waivers, the actual final comprehensive exam the student wrote as well as a summary sheet, graduate candidacy applications and copies of the student's certification to teach in Illinois.</p> <p>Recommendation: Retain five (5) years in the office after graduation or last date of attendance, then weed, retaining only essential documents (such as the summary of the final comprehensive examination, not the test itself), then dispose of this non-essential material, providing no litigation is pending or anticipated.</p>	<p align="right">Disposition Approved</p>
479.	<p>Minors in Reading File</p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name</p> <p>This file includes the undergraduate student files for those minoring in reading, consisting of requests to seek a minor in reading, requests to have an advisor assigned and planning sheets for student course work.</p> <p>Recommendation: Retain in office five (5) years after graduation or last date of attendance, then dispose of, providing no litigation is pending or anticipated.</p>	<p align="right">Disposition Approved</p>
480.	<p>Personnel Files</p> <p>Dates: 1970- Volume: 4½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name, chronological by term and course</p> <p>This record series includes the personnel files for faculty, civil service employees and student aides. A typical faculty file might include evaluations, letters, any records of achievements at the university or outside, sick leaves, current pay schedules, letters of recommendation and/or commendation, memos or the personnel status form noting a promotion or an award of tenure, etc. The civil service employee files and student aide files include time sheet and current pay schedules.</p>	

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481.	<p>Recommendation: Retain five (5) years in the office after separation of employment, then dispose of, providing no litigation is pending or anticipated.</p> <p>Faculty Workload Reports (Record Copies)</p> <p>Dates: 1982- Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>This record series of the Faculty Workload Report for the Reading Department. These reports include the teaching and non-teaching assignments per term for all faculty, listing the credit units per class as well as the amount of time allotted for the non-teaching assignments.</p>	Disposition Approved
482.	<p>Recommendation: Retain five (5) years in office, then dispose of providing no litigation is pending or anticipated.</p> <p>Course Syllabi (Originals and Duplicates)</p> <p>Dates: 1983- Volume: 1 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical and numerical by course title and number</p> <p>This record series consists of original course syllabi for all approved courses offered by the Reading Department, including course content, format and descriptions. The course approval form is submitted to the Academic Affairs Committee, which approves new courses.</p>	Disposition Approved
483.	<p>Recommendation: Retain three (3) years in office, then dispose of providing course syllabi have been superseded or revised and no longer has any administrative value.</p> <p>Administrative Correspondence and Reference File</p> <p>Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of memoranda and letters from the head of the Reading Department to the various faculty members and the Dean of the College of Education.</p>	Disposition Approved
	<p>Recommendation: Retain three (3) years in office, then dispose of any materials that no longer has administrative value, provided all audits have been completed, if necessary, and no litigation is pending or anticipated. At the same time, if any material has archival value, transfer to the University Archives for permanent retention.</p>	Disposition Approved

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484.	<p>Budget and Fiscal Administrative File</p> <p>Dates: 1982- Volume: 3 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Chronological by fiscal year, then by line item</p> <p>This record series consists of budgets and budget requests, the line item budget printout that is received monthly from the Controller's Office, and duplicate purchase orders and requisitions. In addition, state and local budget materials are kept in two notebooks and a daily log book for all expenditures is maintained by the Reading Department.</p> <p>Recommendation: Retain three (3) years in office, 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.</p>	<p>Disposition Approved</p>
485.	<p>Class Schedules (Originals)</p> <p>Dates: 1979- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by term</p> <p>This record series consists of class schedules as generated by the head of the Reading Department listing all courses to be taught each semester in the Reading Department. These class schedules include the following information: the dates and time each class is taught, room number, name of instructor and amount of credit per course.</p> <p>Recommendation: Retain in office three (3) terms, then dispose of, provided all administrative value has expired.</p>	
486.	<p align="center"><u>COLLEGE OF EDUCATION</u> <u>SPECIAL EDUCATION</u></p> <p>5- and 10-year reports</p> <p>Dates: 1975- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of five- and ten-year reports for reviews by the National Council for Accreditation of Teacher Education (NCATE), the Board of Governors (BOG) and the State Certification Review (SBE). The original of this record series is retained by the Dean's office as per item #426 of this application.</p>	

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487.	<p>Recommendation: Retain until administrative value has expired, then dispose of.</p> <p>Grant Files</p> <p>Dates: 1976- Volume: 6 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological by year, then alphabetical by subject</p> <p>This file consists of federal grant records from the Office of Special Education and the Department of Education for training teachers of handicapped infants and toddlers from birth to 3 years old and handicapped pre-school children from 3 to 5 years old. A typical file includes an application for the grant, the grant proposal, renewal of the grant, budget for the program made possible by the grant and a final report.</p>	Disposition Approved
488.	<p>Recommendation: Retain three (3) years after completion of the grant, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and no litigation is pending or anticipated.</p> <p>Student Employment File (Duplicates)</p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series contains work/study and student aide personnel files. A typical file would contain a referral form, financial aid information on the particular student, an application, personal data form, time sheets and correspondence relating to the student's employment. The originals are in the Student Employment Office.</p>	Disposition Approved
489.	<p>Recommendation: Retain for five (5) years after the date of graduation or the last date of attendance, then dispose of provided no litigation is pending or anticipated.</p> <p>Minutes (Originals)</p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	Disposition Approved

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	<p>This record series contains minutes of departmental and other university committees.</p> <p>Recommendation: Retain for three (3) years, then transfer any records of archival value to the University Archives and dispose of any other records that no longer have administrative value.</p>	<p>Disposition Approved</p>
490.	<p>Student Files (Duplicates)</p> <p>Dates: 1981- Volume: 12 3/4 Cu. Ft. Annual Accumulation: 2 1/2 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series contains active and inactive files of undergraduate and graduate students in the Special Education program. An undergraduate file would typically include a declaration of major form, transcripts, academic records, grade reports, evaluations of transfer credit and advisor's notes. A graduate student file would typically include an application form, letters of recommendation, transcripts, academic reports, an application for candidacy for graduation as well as the clinical experience report form.</p> <p>Recommendation: Retain for five (5) years after the date of graduation or last attendance at the university, provided no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
491.	<p>10th Day Class Roster (Duplicates)</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by term</p> <p>This record series contains the class roster for the Special Education department, showing the number of students still enrolled in a course on the tenth day of the semester. The original report is retained by the Registrar's Office.</p> <p>Recommendation: Retain until administrative value expires.</p>	<p>Disposition Approved</p>
492.	<p>Faculty/Civil Service Personnel Files (Active & Inactive) (Duplicates)</p> <p>Dates: 1963- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical/Chronological</p>	

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493.	<p>This record series consists of active and inactive faculty and civil service personnel files for the Special Education Department. Included in these files are copies of Vitae, performance evaluations, notifications of tenure/retention/promotion, letters of commendation/recommendation, requests for leave (i.e., personal, sick), job descriptions and time sheets. Original faculty files are maintained in the Provost's Office. Original civil service files are maintained in the Personnel Office.</p> <p>Recommendation: Retain in office five years after separation/termination of employment, then dispose of, providing no litigation is pending or anticipated.</p> <p>Faculty Workload Reports (Duplicates)</p> <p>Dates: 1984- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical/Chronological</p> <p>This record series consists of duplicate Faculty Workload Reports containing the number of courses each faculty member will be teaching for a given academic year, the course number and section, name of program and department, course credit and the number of students and classes per instructor. Faculty Workload Reports are co-initialed by the Dean of the Department and each faculty member. Original Faculty Workload Reports are maintained in the office of the Vice President for Academic Affairs.</p> <p>Recommendation: Retain five years in office, then dispose of, providing no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
494.	<p>Course Syllabi (Originals)</p> <p>Dates: 1983- Volume: 1½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: numerical by course number</p> <p>This record series consists of course syllabi for all approved courses offered within the Special Education Department. Included in the course syllabi are new course proposals, lists of textbooks to be used, evaluations procedures and content and descriptions of courses.</p> <p>Recommendation: Retain three years in office, then dispose of, providing course syllabi have been revised or superseded by new version.</p>	<p align="center">Disposition Approved</p>

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495.	<p>Budget and Fiscal Transaction Files (Duplicates)</p> <p>Dates: 1982- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of copies of requisitions, purchase orders, vouchers and computer print-outs of line-item budget expenditures. Original fiscal files are maintained in the Business Office. Original budget records are maintained in the Budget Office.</p> <p>Recommendation: Retain three years in office, 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.</p>	<p align="center"><i>Disposition Approved</i></p>
496.	<p>Grant Administration Files (Record Copies)</p> <p>Dates: 1976- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological/by area</p> <p>This record series consists of budget materials, objectives, proposals, applications, renewal forms and final reports concerning Federal grants received from the Office of Special Education and the U.S. Department of Education.</p> <p>Recommendation: Retain six years in office, 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.</p>	<p align="center"><i>Disposition Approved</i></p>
	<p><u>EL CENTRO</u></p>	
497.	<p>Budget Files (Duplicates)</p> <p>Dates: 1984- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: By fiscal year</p> <p>This record series consists of El Centro's copy of their operating budget. Included would be budget printouts, budget proposals, budget requests, budget books, and working papers. Original copies of the University's budget are maintained by the Budget Office.</p> <p>Recommendation: Retain three years in the office, 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.</p>	<p align="center"><i>Disposition Approved</i></p>

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498.	<p>General Administrative Correspondence</p> <p>Dates: 1984- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the routine inter-office and inter-departmental memoranda generated and received by El Centro.</p> <p>Recommendation: Retain three years in the office, then dispose of provided no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
499.	<p>Student Files (Duplicates)</p> <p>Dates: 1976- Volume: 16 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Alphabetical by name</p> <p>This record series consists of individual files created for each student who enrolls in the El Centro program. Forms/documents which are found in a typical student file would be: biographical information sheets; high school and college transcripts; admission applications; registration forms; and prospective student questionnaires. Original records of students' courses taken, grades received, and degree earned are maintained by the University's Records Office permanently as per item # 25 of this Application.</p> <p>Recommendation: Retain in the office for five years after graduation or date of last attendance, then dispose of.</p>	
500.	<p align="center"><u>FACULTY SENATE</u></p> <p>Professional Staff Personnel File (Duplicate)</p> <p>Dates: 1961- Volume: 45 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical by last name</p> <p>This record series contains the personnel files for faculty and administration. A typical file includes, but is not limited to, an application for employment, transcripts, evaluations, and annual notices of salary increases. The attendance data is maintained by the Personnel Office.</p>	

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501.	<p>Recommendation: Retain in office five years following the date of termination, then dispose of provided no litigation is pending or anticipated.</p> <p>Part-time Personnel File (Duplicate)</p> <p>Dates: 1965- Volume: 9 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical by last name</p> <p>This record series contains the personnel files for part-time faculty. A typical file includes a short application and transcripts or other documentation of each part-time faculty's degree.</p> <p>Recommendation: Retain in office five years following the date of termination, then dispose of provided no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p> <p>Disposition Approved</p>
502.	<p>Faculty Senate File (University Record Copies)</p> <p>Dates: 1965- Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the agenda, minutes and meeting materials of the Faculty Senate. The Faculty Senate makes recommendations to the administration of the university on matters such as benefits, education, development and training, evaluation procedures and incentive programs.</p> <p>Recommendation: Retain in the office until all administrative value has expired, then transfer to the University Archives for review and possible retention.</p>	<p>Disposition Approved</p>
503.	<p>New and Expanded Program Requests (NEPR) File (University Record Copy)</p> <p>Dates: 1965- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
504.	<p>This record series consists of requests to either expand a program, drop a portion of a program, or to initiate a new program. Each request contains an identification of the program, the content and objectives of the program, and the relationship to existing programs.</p> <p>Requests to add or change programs are submitted annually to the Board of Governors (BOG) where they are maintained permanently as per item #1 of Application #84-5.</p> <p>Recommendation: Retain in the office for seven (7) years, then transfer to the University Archives for permanent retention.</p> <p>Resource Allocation Management Plans (RAMP) File</p> <p>Dates: 1965- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	<p>Disposition Approved</p>
505.	<p>This record series consists of the university's record copies of <u>Resource Allocation Management Plans (RAMP)</u> which contain documentation of annexations, physical facility plans, site development, instructional and public service plans, enrollment projections, budget projections, and discussions of mission and scope of operations of the university. Copies of RAMP are sent to the Board of Governors where they are maintained permanently as per item #40 of Application #84-5.</p> <p>Recommendation: Retain five (5) years in the office, then transfer to University Archives for permanent retention.</p> <p>BOG/BHE Correspondence File</p> <p>Dates: 1965- Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: numerical and by subject</p> <p>This record series consists of correspondence with and reference material concerning the Board of Higher Education (BHE) and the Board of Governors (BOG). The Board of Higher Education file contains:</p> <ol style="list-style-type: none">(1) Correspondence(2) BHE Discipline Committee(3) HECA(4) BHE "Quality Study"(5) Special Assistance (Remediation)(6) Student Access and Choice(7) Non-academic Program(8) BHE Off-Campus Study Committee(9) BHE University Admission Requirements	<p>Disposition Approved</p>

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	<p>The Board of Governors file contains:</p> <ol style="list-style-type: none"> (1) Departmental Leadership Institute (2) Chancellor and President Minutes (3) Minutes and Executive Director Reports (4) BOG/BA Degree Program (5) Faculty Development Committee (6) In-Service College of Education (7) Minority Internship Program (8) Non-traditional Education (9) Policies and Regulations (10) Academic Program Structure (11) Pringle Correspondence (12) Pringle/Off-Campus Programs (13) System Office Correspondence (14) Task Force on Academic Affairs (15) Tuition Policy. 	
	<p>Recommendation: Retain three (3) years in the office, then review and weed. Dispose of any material no longer having administrative value, provided that no litigation is pending or anticipated. Transfer any material possessing archival value to the University Archives for permanent retention.</p>	<p>Disposition Approved</p>
506.	<p>Administrative Correspondence and Reference File</p> <p>Dates: 1961- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: numerical, by subject</p> <p>This record series contains the correspondence and reference file of the Provost's Office, including the various Colleges, the Graduate College, Center for Program Development, Admissions, Budget Office, Personnel, Physical Plant, Research and Development, etc.</p> <p>Recommendation: Retain three (3) years in the office, then review and weed. Dispose of any material no longer having administrative value, provided all audits have been completed under the authority of the Auditor General, if required, and no litigation is pending or anticipated. Transfer any records possessing archival value to the University Archives for permanent retention.</p>	<p>Disposition Approved</p>
507.	<p>Class Schedules</p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
508.	<p>This record series contains class schedules, including information on class size, room assigned, professor assigned, etc. and is prepared by the Admissions and Records Office who retains the original.</p> <p>Recommendation: Retain for three (3) terms in the office, then dispose of provided all administrative value has expired.</p> <p>Faculty Search Committee File (Original)</p> <p>Dates: 1981- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by position title</p> <p>This record series contains the materials needed to conduct a search for new faculty, which is carried out jointly by the Provost's Office as head of Academic Affairs and the Affirmative Action Office. A typical file includes, but is not limited to, a copy of the employment ad, resumes, the rating system used, department requests for positions to be filled, approval forms from the Provost and the Affirmative Action Office and letter of appointment to the person hired.</p> <p>Recommendation: Retain five (5) years after the completion of the search, then dispose of, provided that all audits have been completed under the authority of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
509.	<p>Bi-monthly Expenditures Report File (Duplicates)</p> <p>Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series contains the computer printouts of the bi-monthly expenditures report which are used as working documents on budget evaluation and budget requests. The Budget Office produces the original copy which is duplicated and distributed to every department.</p> <p>Recommendation: Retain three (3) pay periods which is six (6) weeks, then dispose of, provided all administrative value has expired.</p>	<p align="center">Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
510.	<p align="center"><u>GRADUATE COLLEGE</u></p> <p>Graduate Students File (Active and Inactive)</p> <p>Dates: 1965 - Volume: 48 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of individual folders containing all materials relevant to students' academic progress towards the master's degree from time of application until graduation. This record series is used to evaluate applications, to monitor progress of those admitted and to certify graduation requirements for those who successfully complete master's programs. Upon graduation, the following essential materials from each folder are forwarded to the Records Office for permanent retention: prior transcripts, application for admission, admission letter, application for graduation, graduation evaluation by program advisor, MAT/GRE materials, letter granting program transfer, letter granting course substitution, letter granting time extension, letters of recommendation, and results of special evaluation of admission credentials of foreign applicants. Any additional incidental materials are retained for two years, then shredded. The following materials are retained for six years, then shredded: folders of individuals who have been dropped due to inadequate scholastic achievement or prolonged inactivity, folders of those who were denied admission, and folders that have remained incomplete in terms of application credentials.</p> <p>Recommendation: Upon graduation, forward all materials indicated in the description to the University Records Office. Incidental materials are to be retained in office two years following graduation, then shredded. Retain in office for six years after date of last activity or contact with perspective student: folders of individuals who have been dropped due to inadequate scholastic achievement or prolonged inactivity, folders of those who were denied admission, and folders that have remained incomplete in terms of application credentials.</p>	<p align="center"><i>Disposition Approved</i></p>
511.	<p>Administrative Correspondence and Reference File</p> <p>Dates: 1965 - Volume: 7½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p>	

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	<p>This record series contains the information relevant to the administration of the Graduate College and the offering of master's degree programs, including letters, reports and planning materials on such subjects as interfacing with other university offices, external contacts with professional associations and other institutions, accreditation of the university and its degree programs, long-range academic plans, programs reviews, Board of Governors (BOG), budget, catalog materials, course proposals, evaluations, graduate grade appeals, internships, Graduate Record Exam (GRE) information, honorary degrees, administrative leaves, etc.</p> <p>Recommendation: Retain in the office three (3) years, then review files and transfer any materials having long-term historical value to the University Archives for permanent retention. Materials which remain after weeding which do not have any administrative value are to be disposed of.</p>	
512.	<p>Masters' Program File (Originals and Duplicates)</p> <p>Dates: 1965- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by program name</p> <p>This record series contains the documents related to academic program planning for Master's degrees developed within the Graduate College at Northeastern. The records include program proposals, evaluations, correspondence with the departments on continuing implementation of the each approved program as well as the "New and Expanded Program Request" (NEPR) forms sent to the Board of Governors (BOG) annually for approval. The NEPR forms are maintained permanently by the Board of Governors (BOG) as per item #1 of Application #84-5. The university record copies of the NEPRs are maintained by the Provost's Office. This file is used as a historical reference and to provide official definition of approved parameters for each authorized program.</p> <p>Recommendation: Retain permanently in the office.</p>	<p align="right"><i>Disposition Approved</i></p> <p align="right"><i>Disposition Approved</i></p>
513.	<p>Graduate College Program Reports</p> <p>Dates: 1966- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
514.	<p>This record series consists of monthly reports providing statistical detail on activity in each master's program and cumulative reports for the academic year. This record series is used for longitudinal analysis both within and across master's programs.</p> <p>Recommendation: Retain permanently in office.</p> <p>Graduate Merit Tuition Waiver File</p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p>Disposition Approved</p>
515.	<p>This record series is a card file, listing relevant information for each student who has been awarded a Graduate Merit Tuition Waiver from the State Board of Higher Education. The Graduate College uses this file to monitor issuance and use of waivers, feeding this information to the Financial Aid Office to be entered into the computer data base.</p> <p>Recommendation: Retain in the office permanently.</p> <p>Computerized Student/Program Summary File</p> <p>Dates: 1965- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p>Disposition Approved</p>
516.	<p>This record series consists of the computer printout received twice a year from the Computer Center which lists all students by degree program who are presently in good standing, including coded admission and degree candidacy information. This record is manually updated until a new printout is received. As manual entries are made, information is also fed into the computer data base. This record series is used for quick reference when program-wide student information is needed and as a back-up for student files and the card file.</p> <p>Recommendation: Retain until administrative value has expired, then dispose of.</p> <p>Graduate Student Card File (Original)</p> <p>Dates: 1965- Volume: 2½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p>Disposition Approved</p>

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517.	<p>This record series consists of a card file, summarizing each student's progress towards a master's degree as documented by the corresponding Graduate Student File. It is used as a quick reference and as a back-up system for student files. Cards for which corresponding files have been shredded are marked with the date of destruction.</p> <p>Recommendation: Retain permanently in the office.</p> <p>Graduate Committee Materials File</p> <p>Dates: 1965- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by academic year</p> <p>This record series consists of minutes of meetings and occasional related materials from the Graduate College Advisory Committee that advises the Graduate Dean on Graduate College programs and policies. This record series is used as a historical record of committee recommendations.</p> <p>Recommendation: Retain in the office until administrative value has expired, then transfer to the University Archives for permanent retention.</p>	<p align="center">Disposition Approved</p>
518.	<p align="center"><u>LIBRARY/LEARNING SERVICES</u></p> <p>Administrative Correspondence File</p> <p>Dates: 1979- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological/by subject</p> <p>This record series consists of inter-departmental memoranda, requests for personnel, civil service job descriptions and copies of letters to outside agencies regarding the purchase/rental of audio-visual materials from local/national distributors.</p> <p>Recommendation: Retain three years in office, then dispose of upon expiration of administrative value, providing no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
519.	<p>Budget and Fiscal Administration Files (Originals & Duplicates)</p> <p>Dates: 1979- Volume: 12 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: by fiscal year</p>	<p align="center">Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
520.	<p>This record series consists of duplicate purchase orders, requisitions and budgetary expenditure documents for the Learning Services Department. Also included in these files are copies of film rental vouchers and original tracking documents signed by a receiver of an area (i.e., Audio-Visual, Photo Design and Graphics, Audio-Visual Skills Center) in accepting an order. Original fiscal records are maintained in the Business Office and original budget records are maintained in the Budget Office.</p> <p>Recommendation: Retain six years in office, 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.</p> <p>Faculty and Civil Service Personnel Files (Duplicates)</p> <p>Dates: 1966- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical/Chronological</p>	<p align="center">Disposition Approved</p>
521.	<p>This record series consists of duplicate active and inactive faculty and civil service personnel files for Learning Services. Included in these files are copies of time sheets, salary adjustments, requests for leave (i.e., sick, vacation), applications, evaluations and letters of reference and commendation. Original faculty files are maintained in the Provost's Office and original civil service files are maintained in the Personnel Office.</p> <p>Recommendation: Retain five years in office after separation/termination of employment, then dispose of, providing no litigation is pending or anticipated.</p> <p>Student Employment Files (Duplicates)</p> <p>Dates: 1979- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of duplicate active and inactive student employment files for students in the Federal Work Study and Student Aide Programs. Included in these files are copies of time sheets, hiring and assignment forms and termination notices. Original student aide time sheets are maintained in the Payroll Office. All remaining original student employment records are maintained in the Students Employment Office.</p>	<p align="center">Disposition Approved</p>

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522.	<p>Recommendation: Retain in office five years after separation/ termination of employment, 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.</p> <p>Security Badge File (Originals)</p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: by badge number</p> <p>This record series consists of original security badges issued by Learning Services to all student workers, faculty members and civil service employees working with communications equipment in the Learning Services Departments/other departments on campus. Notices containing names and terminations of employees issued security badges are forwarded to the Public Safety Office.</p> <p>Recommendation: Dispose of upon expiration of administrative value.</p>	<p><i>Disposition Approved</i></p>
523.	<p>Annual and Monthly Departmental Reports (Record Copies)</p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of departmental reports utilized as internal documents by Learning Services. Included in these files are annual reports showing the goals, objectives and major accomplishments of the department. Copies of Annual Reports are submitted to the Provost's Office. Also contained in these files are copies of annual Affirmative Action Status Reports and monthly statistical reports indicating the number of students and faculty using equipment, etc. Original Affirmative Action Status Reports are maintained in the Affirmative Action Office.</p> <p>Recommendation: Retain in the office for two years or until all administrative use has expired, whichever is longer, then dispose of.</p>	<p><i>Disposition Approved</i></p>

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<p><u>LIBRARY/LEARNING SERVICES</u> <u>ACQUISITIONS</u></p>		
524.	<p>Publications Ordering Correspondence for Acquisitions (Originals & Duplicates)</p> <p>Dates: 1967-1969 Volume: 1½ Cu. Ft. Annual Accumulation: None Arrangement: Chronological</p> <p>This record series includes letters written and exchanged for ordering publications from vendors. The letter order process was terminated during 1969 when the Library Acquisition Section converted to the use of multiple forms for ordering.</p> <p>Recommendation: Dispose of accumulation, providing all administrative reference value has expired.</p>	<p><i>Disposition Approved</i></p>
525.	<p>Order and Receival Slips for Periodicals (Originals)</p> <p>Dates: 1975- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These periodicals ordering and receival forms show title of item, volume, year, funding invoice number, date ordered/received, and price. Essential information from this record is to be entered and updated on a continuous basis in the agency's computerized "INNOVAC 2" acquisitions tracking system.</p> <p>Recommendation: Retain in office until data entry and/or conversion to computerized INNOVAC 2 system is completed, then dispose of.</p>	<p><i>Disposition Approved</i></p>
526.	<p>Standing Order Card File (Originals)</p> <p>Dates: 1968- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by volume title</p> <p>This record series consists of a card file used to verify and monitor the status of pending standing orders.</p> <p>Recommendation: Retain in office until administrative value has expired, then dispose of, providing any essential data required for input into the "INNOVAC 2" System have been entered before disposal.</p>	<p><i>Disposition Approved</i></p>

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527.	<p>Periodical Subscription Files (Originals or Record Copies)</p> <p>Dates: 1968- Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological/by Vendor</p> <p>This file series includes correspondence with vendors and copies of invoices for periodical subscriptions.</p> <p>Recommendation: Retain two (2) years in office, then dispose of, providing any essential data required for input into the "INNOVAC 2" System have been entered and providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
528.	<p>Book Order Forms (Library Record Copies)</p> <p>Dates: 1969- Volume: 6 Cu. Ft. Annual Accumulation: Less than 1/2 Cu. Ft. Arrangement: Chronological</p> <p>Originals are sent to the vendors.</p> <p>Recommendation: Retain in office until data entry and/or conversion to computerized INNOVAC 2 system is completed, then dispose of.</p>	<p>Disposition Approved</p>
529.	<p>Order and Receival Slips (Originals)</p> <p>Dates: 1968- Volume: 25 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: by order number</p> <p>This record series consists of order and receival slips documenting all books ordered and received by the library. Information contained on each slip includes the call number, date ordered and date received, vendor, price and the academic department funding the purchase.</p> <p>Recommendation: Retain in office until all administrative/reference value has expired from the entry of any or all essential data into the agency's INNOVAC 2 computer system, 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.</p>	<p>Disposition Approved</p>

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LIBRARY/LEARNING SERVICES
ADMINISTRATIVE OFFICE

530.

Administrative Correspondence With Related Documents (Originals & Duplicates)

Dates: 1980-
Volume: 18 Cu. Ft.
Annual Accumulation: 2½ Cu. Ft.
Arrangement: By Subject

This record series is the primary administrative correspondence file generated and maintained from the daily administration of the Library. The file is arranged and accessed on a subject file basis for referencing both original and duplicate documents contained with respect to the correspondence subject matter. Such related documents are intra-office memos, Library staff minutes, and various meeting notification letters/agendas/minutes of such organizations as Chicago Academic Librarians Council, Council of Directors of State University Librarians of Illinois, Library/Learning Services Advisory Committee, Provost Council, and intra-staff committees, such as the Bibliography Committee. Other related documents are HEGIS Reports, NEPRS Reports, RAMP documents, and various surveys and questionnaires, principally the American Library Directory containing names of staff and other related administrative/operational data.

Recommendation: Retain three (3) years in office, then with the assistance of the University Archives staff, re-view file and dispose of ephemeral and/or duplicate materials and transfer to the custody of the University Archives for permanent retention any materials designated for such disposition as a result of the joint office/University Archives staff review(s) of the record series.

**Disposition
Approved**

531.

Budget & Fiscal Administration File-Commodity, Travel and Photo Duplication Accounts (Duplicates)

Dates: 1981-
Volume: 8 Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Chronological

This file series contains the Library's Administrative Office copies of requisitions, purchase orders, accounts payable voucher invoices, Direct Payment Vouchers, travel authorizations and vouchers, computer print-out expenditure reports and ledgers. The University's Business Office maintains the central copies of fiscal expenditure documents. These records are maintained for the administration of the Commodity, Travel, and Photo Duplication Accounts.

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532.	<p>Recommendation: Retain three (3) years in office, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>Fund Reports to the Bibliographer (Original)</p> <p>Dates: 1979- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Every three (3) weeks fiscal status reports of fund expenditures and balances are prepared and submitted to the Library's Director. Report information is compiled from book orders and book budget expenditure approval items. Supporting documents included in the series consist of a direct subscriptions list and bindery reports.</p>	<p>Disposition Approved</p>
533.	<p>Recommendation: Retain three (3) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>General Ledger (Originals)</p> <p>Dates: 1981- Volume: 2 Cu. Ft. Annual Accumulation: 1/3 Cu. Ft. Arrangement: Chronological</p> <p>This is a general ledger of various Library funds and balances.</p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
534.	<p>Data Base Local Account Deposits and Payments File (Record Copies)</p> <p>Dates: 1981- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series contains computer print-out Data Base local account statements used for reconciliation against the ledger and invoices for payments made against the data base account.</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
535.	<p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>Orders and Collection Invoices from Acquisitions (Duplicates)</p> <p>Dates: 1981- Volume: 6 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>The data within this file series are contained within the records of the Library's Acquisition Section. (Various types of acquisitions are documented, including serials and periodicals.)</p>	Disposition Approved
536.	<p>Recommendation: Retain three (3) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>Quarterly and Yearly Library Statistics Report (Originals)</p> <p>Dates: 1980- Volume: 7 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>This report is recapitulated within the contents of the Library's Annual Report previously described and recommended for possible Library/University Archives accessioning and minimum of ten (10) years retention.</p>	Disposition Approved
537.	<p>Recommendation: Retain five (5) years in office, then dispose of.</p> <p>Annual Reports of the Library and Learning Services (Manuscript and Finished Reference Copies)</p> <p>Dates: 1961- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>The data contained in these reports are aggregated and/or summarized and incorporated in the University's RAMP documents, Vice-President's Reports, and other statistical planning documents.</p>	Disposition Approved

**APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
538.	<p>Recommendation: Retain ten (10) years in office, then offer to the University Library and/or Archives for accessioning. If such offer is rejected, dispose of reports upon discretion of the Library.</p> <p>Book Orders, Approval Orders, and Book Budget Expenditure Approval Orders (Record Copies or Originals)</p> <p>Dates: 1981- Volume: 6½ Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>These forms are used to document book orders approved for processing, book orders processed, and book order budget expenditures approved.</p>	Disposition Approved
539.	<p>Recommendation: Retain six (6) years in office, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>Vouchering and Expenditures/Procurement Accounting File (Originals and Duplicates)</p> <p>Dates: 1981- Volume: 22 Cu. Ft. Annual Accumulation: 3 2/3 Cu. Ft. Arrangement: Chronological</p> <p>This file series documents vouchering and expenditures/procurement accounting with the inclusion of accounts payable vouchers, Direct Payment Vouchers, requisitions, purchase orders, and supporting ledgers. Essential fiscal documentation contained within this file series is maintained by the University's Business Office.</p>	Disposition Approved
540.	<p>Recommendation: Retain three (3) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>Personnel Files (Duplicates)</p> <p>Dates: 1961- Volume: 24 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical by Employee</p>	Disposition Approved

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	<p>These are the Library's copies of personnel administration documents for professional, civil service, faculty, and student aid/work study employees of the University's library. Types of documents include resumes, recommendations for salary adjustment/tenure/promotion, time records, evaluations, hiring authorization forms, and copies of employment contracts (maintained in the Vice-President's Office of Academic Affairs). The University's original personnel files are maintained by the Office of the Vice-President for Academic Affairs, the Personnel Office of the Vice-President for Administrative Services, and the Work/Study Program Office and Financial Aid Office of the Vice-President for Student Affairs. Appropriate retention periods for these original files are to be scheduled accordingly.</p> <p>Recommendation: Retain in office for five (5) years after final period of enrollment and/or termination of employment, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p align="center"><u>LIBRARY/LEARNING SERVICES</u> <u>CIRCULATION</u></p>	<p><i>Disposition Approved</i></p>
541.	<p>Card File of Overdue Returns (Originals)</p> <p>Dates: 1965- Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This is a card file maintained for monitoring charged-out materials overdue for return.</p> <p>Recommendation: Retain in office until administrative value has expired, then dispose of.</p>	<p><i>Disposition Approved</i></p>
542.	<p>Civil Service Job Descriptions (Reference Copies)</p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by Position</p> <p>Recommendation: Retain in office until superseded or obsolete, then dispose of.</p>	<p><i>Disposition Approved</i></p>
543E.	<p>Collections and Patrons Data Base-Administrative Information Systems & Services Statistical Reports</p> <p>Dates: 1982- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	

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	<p>These various on-line AISS (Administrative Information Systems & Services) reports compare collections exchanges between Universities while another report simply lists total collection numbers per genre. This record series encompasses both magnetic media and hard copy in the form of CRT displays and computer print-outs indicating entries including "location number," "location code," "holding count," and "title count." The System audits records are accessed from the University of Illinois, Chicago Circle and are exclusively internal to the Library in utilization and information distribution.</p>	
	<p>Recommendation: Retain in office until superseded or no longer relevant through any other circumstance of obsolescence, then dispose of.</p>	<p><i>Disposition Approved</i></p>
544.	<p>Property Control Inventory Computer Print-outs (Duplicates)</p> <p>Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These computer print-outs serve as an inventory control report for equipment over one-hundred (100) dollars. Original property control files for the University are maintained and scheduled for a three (3) year retention period by the University's Comptroller's Office.</p>	
	<p>Recommendation: Retain one (1) year in office, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
545.	<p>Student Employment Files (Duplicates)</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>These are the Library/Circulation Section copies of personnel files for student aids and work/study employees. The files are comprised of time sheets and related correspondence. Original files are maintained within the Offices of Financial Aids and the Work/Study Program administrator.</p>	
	<p>Recommendation: Retain in office for five (5) years from the last period of enrollment, 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.</p>	

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"I hereby certify that microfilm copies, made in accordance with the standards of the State Records Commission, will be adequate substitutes for the original records."



NORTHEASTERN ILLINOIS UNIVERSITY
PRESIDENT'S OFFICE
RETENTION SCHEDULE #87-25

NORTHEASTERN ILLINOIS UNIVERSITY
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JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

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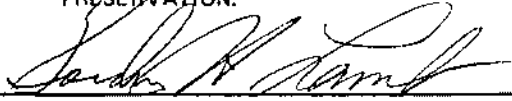
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AGENCY
Northeastern Illinois University

DIVISION
President's Office

SUBDIVISION

I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER PRESERVATION.




HEAD OF AGENCY


3/28/88

DATE


RECOMMENDATION:


ARCHIVIST 4/20/88
DATE

STATE RECORDS COMMISSION APPROVAL:



CHAIRMAN



SECRETARY

APR 20 1988

DATE

SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES GIVE TITLE, EARLIEST DATE, FILE ARRANGEMENT, VOLUME, ANNUAL ACCUMULATION, FORM NUMBERS, LEGAL REQUIREMENTS AFFECTING RETENTION, AND RECOMMENDED RETENTION PERIOD. IF MICROFILMED, THE HEAD OF THE AGENCY SHALL ATTACH A STATEMENT CERTIFYING THAT MICROFILM COPIES, MADE IN ACCORDANCE WITH THE STANDARDS OF THE STATE RECORDS COMMISSION, WILL BE ADEQUATE SUBSTITUTES FOR THE ORIGINAL RECORDS.	ACTION TAKEN
1.	<p style="text-align: center;"><u>EXECUTIVE OFFICE</u></p> <p>Administrative Correspondence and Reference File (Originals & Duplicates)</p> <p>Dates: 1973 - Volume: 77 Cu. Ft. Annual Accumulation: 6 Cu. Ft. Arrangement: Alphabetical & Chronological</p> <p>This record series contains the correspondence and reference file for the President of Northeastern Illinois University, which is organized both alphabetically and by fiscal year with some information appearing in both places. The chronological file is kept in the office for three fiscal years and includes the Board of Governors files, Board of Higher Education files and the Vice-President's file as well as a miscellaneous A-Z file. Some of the material and summaries of this information is also kept in an alphabetical file covering Ace Fellows through Economic Interest and Ethics Statements through Honorary Degrees to University-sponsored organizations.</p> <p>Recommendation: Retain three (3) years, then review and weed. Dispose of any records that no longer have any administrative value, provided that all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Transfer any material with archival value to the University Archives for permanent retention.</p>	<p style="text-align: right;"><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
2.	<p>Presidents/Chancellor's Meetings File (Duplicates)</p> <p>Dates: 1966 - Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series contains meeting notices, agendas and minutes of the Presidents/Chancellor's Committee, which was called the Council of Presidents from 1966-1979.</p> <p>Recommendation: Retain for three (3) years, then dispose of provided all administrative value has expired.</p>	<p><i>Disposition Approved</i></p>
3.	<p>Fellowship File (Originals and Duplicates)</p> <p>Dates: 1981 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical, then chronological by year</p> <p>This record series contains Ace, White House and Kellogg Fellowship general information, related correspondence and any materials (including recommendations) from the committees that screen candidates. The Ace Fellowship is a fellowship administered by Northeastern University, and the process begins in the President's Office.</p> <p>Recommendation: Retain ten (10) years in office, then transfer to the University Archives for permanent retention.</p>	
4.	<p>Honorary Degrees (Originals)</p> <p>Dates: 1980 - Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>This record series contains the working file of the Honorary Degrees Committee of Northeastern, including nominations submitted, any supporting documentation, any records of deliberations and vote tallies as well as the official recommendation of an Honorary Degree candidate which is sent to the President. Letters to the recipients of these Honorary Degrees are written and signed by the President and Development and Public Affairs.</p> <p>Recommendation: Retain in the office ten (10) years, then transfer to the University Archives for permanent retention.</p>	<p><i>Disposition Approved</i></p>

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5.	<p>Board of Governors Legal/Regulations File</p> <p>Dates: 1978 - Volume: 2½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject</p> <p>This record series contains Board of Governors' legal opinions or legal interpretations files. The requests to make a legal determination on a particular subject may originate within the Board of Governors or may originate with the various universities.</p> <p>Recommendation: Retain in the office permanently.</p>	<p><i>Disposition Approved</i></p>
6.	<p>Miscellaneous Investigations/Problem Solving File</p> <p>Dates: 1978 - Volume: 15 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical by subject</p> <p>This record series consists of working files for reaccreditation of the university, investigations by the executive assistant to the president of the university of any problems relating to students or programs, information about legislation pending or new laws and preliminary drafts of university policy.</p> <p>Recommendation: Retain in the office five (5) years, then transfer to the University Archives for permanent retention.</p>	<p><i>Disposition Approved</i></p>
7.	<p>Legal Files (Originals and Duplicates)</p> <p>Dates: 1972 - Volume: 12 Cu. Ft. Annual Accumulation: ¾ Cu. Ft. Arrangement: Alphabetical by subject</p> <p>This record series contains information about any legal actions taken by or against Northeastern University. This file contains liability cases such as personal injury, wage garnishments against a university employee's check (the original of these cases is kept in the Payroll Office); personnel cases, civil rights cases and Court of Claims cases (the original of these cases is kept in the Comptroller's Office).</p> <p>Recommendation: Retain in the office for five (5) years, then transfer to the University Archives for permanent retention.</p>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
8.	<p>Fiscal Administrative File (Duplicates)</p> <p>Dates: 1973 - Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series contains travel vouchers, direct payment vouchers, photocopying vouchers, requisitions, purchase orders and accounts payable files.</p> <p>Recommendation: Retain in the office for three (3) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
9.	<p>Personnel Files (Duplicates)</p> <p>Dates: 1968 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name</p> <p>This record series contains the personnel files for the staff, student aides and work/study students in the President's Office. For both active and inactive employees, a typical file includes applications, job descriptions, time sheets and directives from the Student Employment Office.</p> <p>Recommendation: Retain for five (5) years after separation of employment or attendance at the university, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
10.	<p>Conferences (Originals and Duplicates)</p> <p>Dates: 1982 - Volume: 3 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Chronological</p> <p>This record series contains announcements of conferences to which the President of Northeastern has been invited to speak as well as correspondence and copies of the speeches delivered. In addition, committee minutes and other related materials for special committee assignments of the President (e.g., Jerusalem Committee) are included.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
11.	<p>Recommendation: Retain for ten (10) years, then weed, transferring any archival material to the University Archives for permanent retention and disposing of remaining material at President's discretion.</p> <p>Committee Files (Duplicates)</p> <p>Dates: 1966 - Volume: 6 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical</p> <p>This record series contains the meeting notices, agendas and minutes of university committees ranging from the Administrative and Professional Committee to the University Senate. This file is incomplete because not all committees forward a copy of their minutes to the President's Office.</p> <p>Recommendation: Retain for three (3) years in the office, then dispose of provided all administrative value has expired.</p>	<p><i>Disposition Approved</i></p> <p><i>Disposition Approved</i></p>
12.	<p>Board of Higher Education Meetings (Duplicates)</p> <p>Dates: 1980 - Volume: 3 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>This record series contains the meeting announcements, agendas, minutes and any handouts brought back from the meetings of the Board of Higher Education.</p> <p>Recommendation: Retain for three (3) years, then dispose of provided all administrative value has expired.</p>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
<u>AFFIRMATIVE ACTION</u>		
13.	<p>BOG Reports (Duplicates)</p> <p>Dates: 1979 - Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the BOG (Board of Governors) reports for the Office of Affirmative Action. The records generally include BOG: addresses; calendar for reports; reports of the Executive Director; reports of the Board of Legal Counsel; grievance summaries, and correspondence/hiring forms. The records further include a copy of the BOG/AFT (American Federation of Teachers) contract. The originals are maintained with the Office of the President.</p> <p>Recommendation: Retain in the office for three (3) years, then dispose of at the discretion of the agency.</p>	<i>Disposition Approved</i>
14.	<p>President's Administrative Reports (Duplicates)</p> <p>Dates: 1983 - Volume: 1½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the president's administrative reports for the Office of Affirmative Action. The records generally include reports from the President's Office and Vice-Presidential meetings (e.g., demonstrations and disruptions, emergency interruptions - messages and arrests). Originals are maintained with the Office of the President.</p> <p>Recommendation: Retain in office until all administrative value has expired, then dispose of.</p>	<i>Disposition Approved</i>
15.	<p>Budget Files (Duplicates)</p> <p>Dates: 1976 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the budget files for the Office of Affirmative Action. The records generally include copies of the University's budget.</p>	

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16.	<p>Recommendation: Retain in the 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.</p> <p>Fiscal Administration Files (Duplicates)</p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the fiscal administration files for the Office of Affirmative Action. The records generally contain all fiscal documents (contractual and commodities) including: accounts payable; duplicating; direct payment voucher; petty cash; purchase orders; requisitions; store orders; vendor invoices; contractual accounts payable voucher; DPV subscription invoices, and IBM charges.</p>	<p><i>Disposition Approved</i></p>
17.	<p>Recommendation: Retain in the 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.</p> <p>Affirmative Action Plan (Originals)</p> <p>Dates: 1979 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the official agency record copy of the University's Affirmative Action Plan.</p>	
18.	<p>Recommendation: Retain permanently in office or transfer to the University Archives for permanent retention.</p> <p>Affirmative Action Hiring Files (Duplicates)</p> <p>Dates: 1977 - Volume: 6 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: --</p> <p>This record series consists of the affirmative action hiring files for the Office of Affirmative Action. The records generally include all forms/correspondence (e.g., copies of ads describing positions) used to fill all university wide (e.g., faculty, administrative and professional personnel) vacancies and newly created positions. Originals are maintained with the Office of the President.</p>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
19.	<p>Recommendation: Retain five (5) years in office, then dispose of providing no litigation is pending or anticipated.</p> <p>Affirmative Action Data Cards - Applicant Survey Forms (Originals)</p> <p>Dates: 1983 - Volume: 1½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of the affirmative action data cards (applicant survey forms) for the Office of Affirmative Action. The records generally include applicant data cards used to compile summary data regarding characteristics related to equal employment opportunities at the University. The cards give the applicant's name, age and sex, citizenship data, race, handicap (yes/no), veteran status (yes/no and discharge date), and the position applied for (title and department).</p>	<p><i>Disposition Approved</i></p>
20.	<p>Recommendation: Retain three (3) years in office, then dispose of.</p> <p>Affirmative Action Annual Status Report to the BOG (Agency Record Copy)</p> <p>Dates: 1977 - Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the affirmative action annual status report to the BOG (Board of Governors). The records generally include status reports on all complaints filed with the Affirmative Action Office for the academic year (including pending cases).</p>	<p><i>Disposition Approved</i></p>
21.	<p>Recommendation: Retain five (5) years in office, then transfer to the University Archives for permanent retention.</p> <p>Affirmative Action Advisory Council Meetings (Originals)</p> <p>Dates: 1978 - Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the minutes of the Affirmative Action Committee who are responsible for making recommendations on proposed changes to the rules and regulations in the area of affirmative action. The records may further include sub-committee drafts of changes in the Affirmative Action Plan, rules, regulations, etc. which are submitted to the full body for approval.</p> <p>Recommendation: Retain in office until expiration of administrative value, then transfer to the University Archives for permanent retention.</p>	<p><i>Disposition Approved</i></p>

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22.	<p>Affirmative Action Complaint Files (Originals)</p> <p>Dates: 1977 - Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the affirmative action complaint files for the Office of Affirmative Action. The records generally contain complaints received from individuals not placed or hired who feel discriminated against. These files also contain notes, hearing committee findings and recommendations, denials of requests for hearings by the Affirmative Action Officer as provided in the Discrimination Complaint Procedures, and other related correspondence and supporting documents.</p> <p>Recommendation: Retain five (5) years in office after settlement of complaint, then dispose of providing no litigation is pending or anticipated.</p> <p align="center"><u>INTERNAL AUDITOR</u></p>	<p align="center"><i>Disposition Approved</i></p>
23.	<p>Audit Reports (Originals)</p> <p>Dates: 1971 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical (1971-1984) FY '85 - by numerical #</p> <p>This record series consists of reports of internal audits conducted by the University's Internal Auditor on various accounts in the University's departmental budgets (e.g., duplicating, grants and contracts).</p> <p>Recommendation: Retain ten (10) years in office, then offer to the University Archives for accessioning for permanent retention.</p>	<p align="center"><i>Disposition Approved</i></p>
24.	<p>Audit Schedules (Originals)</p> <p>Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the audit schedules for the Office of Internal Audit. The records generally include ongoing audit schedules maintained in compliance with the Internal Auditing Act.</p> <p>Recommendation: Retain in office permanently and/or transfer to the University Archives.</p>	<p align="center"><i>Disposition Approved</i></p>

NORTHEASTERN ILLINOIS UNIVERSITY
VICE PRESIDENT FOR DEVELOPMENT AND PUBLIC AFFAIRS
RECORDS SCHEDULE # 87-23

NORTHEASTERN ILLINOIS UNIVERSITY
VICE PRESIDENT FOR DEVELOPMENT AND PUBLIC AFFAIRS
RECORDS SCHEDULE #87-23

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JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO
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AGENCY <u>Northeastern Illinois University</u>	RECOMMENDATION:
DIVISION <u>Vice President for Development and Public Affairs</u>	
SUBDIVISION	<i>Jim Edgar</i> 4/20/88 ARCHIVIST (DATE)
<p>I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER PRESERVATION.</p> <p><i>[Signature]</i> HEAD OF AGENCY</p> <p><u>3/28/88</u> DATE</p>	<p>STATE RECORDS COMMISSION APPROVAL:</p> <p><i>[Signature]</i> CHAIRMAN</p> <p><i>Michael Devine</i> tp SECRETARY</p> <p><u>APR 20 1988</u> DATE</p>
<p>SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.</p>	

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES GIVE TITLE, EARLIEST DATE, FILE ARRANGEMENT, VOLUME, ANNUAL ACCUMULATION, FORM NUMBERS, LEGAL REQUIREMENTS AFFECTING RETENTION, AND RECOMMENDED RETENTION PERIOD. IF MICROFILMED, THE HEAD OF THE AGENCY SHALL ATTACH A STATEMENT CERTIFYING THAT MICROFILM COPIES, MADE IN ACCORDANCE WITH THE STANDARDS OF THE STATE RECORDS COMMISSION, WILL BE ADEQUATE SUBSTITUTES FOR THE ORIGINAL RECORDS.	ACTION TAKEN
1.	<p style="text-align: center;"><u>EXECUTIVE OFFICE</u></p> <p>Administrative Correspondence Memoranda, and Related Documents (Originals & Duplicates)</p> <p>Dates: 1969- Volume: 47 Cu. Ft. Annual Accumulation: 2 3/4 Cu. Ft. Arrangement: Chronological and by Subject</p> <p>Major examples of reference documentation and/or subject matter other than correspondence or memoranda retained within this file series include: Academic Affairs; personnel administration; minutes and/or related materials from such organizations as the Admissions, Retention & Appeals Committee, Alumni Affairs, Board of Governors, Advisory Council, Intercollegiate Athletic Board, Board of Higher Education, and the North River Business & Industrial Council; Copies of newsletters; financial aid; grant policies; commencement; duplicate donor contracts; and office reference copies of various policies and procedures. Also included are copies of the Foundation's Articles of Incorporation, By-Laws, and audit reports.</p> <p>Recommendation: Retain three (3) years in office, then with the assistance of the University Archives staff, review file and dispose of ephemeral and/or duplicate materials and transfer to the Custody of the University Archives for permanent retention any materials designated for such disposition as result of the joint office/University Archives staff review(s) of the record series.</p>	<p style="text-align: right;"><i>Disposition Approved</i></p>

**APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS**

(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
2.	<p>Grievance and Disciplinary Action Case Files (Originals & Duplicates)</p> <p>Dates: 1975- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by Involved Personnel</p> <p>These are the case files of grievances and disciplinary actions involving administrative/professional personnel of the Office of the Vice-President for Development and Public Affairs. File contents include the written bases and responses of the grievances and disciplinary actions and documentation of the ultimate disposition of the case.</p> <p>Recommendation: Retain in office for five (5) years from the date of disposition and/or preclusion of all levels of case proceedings, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p>	<p align="center"><i>Disposition Approved</i></p>
3.	<p>Land Acquisition File (Originals and/or Record Copies)</p> <p>Dates: 1969- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This file series includes the Vice-President's Office Copies of deeds, negotiation records, abstracts, legal descriptions, and other related documents generated from the University's acquisition of land for developmental expansion. Originals of these documents are recorded in the Cook County Recorder's Office.</p> <p>Recommendation: Retain in office for three (3) years after the closure of the respective acquisition project, then transfer to University Archives for permanent retention.</p>	<p align="center"><i>Disposition Approved</i></p>
4.	<p>Search Files (Agency Record Copies)</p> <p>Dates: 1975- Volume: 8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of records received and generated in the search process to fill administrative and professional positions under the V.P. for Development and Public Affairs. Included are requests to fill vacancies, lists of the names of persons to be interviewed, authorizations to fill vacancies, names of persons selected to fill positions, affirmative action survey forms, copies of advertisements placed in newspapers and professional publication to advertise the vacancy, Search Committee grading (evaluation of candidates) sheets, and forms showing how the finalists were selected.</p>	

**APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
5.	<p>Also included are the minutes of the Search Committee meetings.</p> <p>Recommendation: Retain in the office for three (3) years after the expiration date for filling the vacancy has expired, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p> <p>Telecommunication File (Originals or Record Copies)</p> <p>Dates: 1975- Volume: 5 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>This file series includes correspondence with bidders for telecommunication vendor contracts, billings, and telecommunication installation records. Control files for telecommunication services are maintained by the Dept. of Central Management Services for eight (8) years in accordance with Application 81-7. Billings are copied with the University's Business Office.</p> <p>Recommendation: Retain two (2) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p> <p align="center"><u>ALUMNI AFFAIRS</u></p>	<p>Disposition Approved</p>
6.	<p>Alumni Biographical Files (Originals)</p> <p>Dates: 1961- Volume: 16½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of alumni biographical files for the office of Alumni Affairs. The records generally contain all alumni data for the entire university according to :</p> <ol style="list-style-type: none"> 1) Alumni/Development Computer System Files (maintained by the Cooperative Computer Center): name of alumnus; student I.D. number; sex of alumnus; degree information; birthdate of alumnus; ethnic code; address of alumnus; occupation of alumnus; employer and employer's address; advanced degrees - non - Northeastern; interests of alumnus; alumnus gifts to Northeastern; date of death for deceased alumnus; and name of spouse. 2) Hard Copy Biographical Files; graduation questionnaires; correspondence; press releases; news clips; University surveys; pictures; and articles. 	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
7.	<p>Recommendation: Retain in the office permanently and/or transfer to the University Archives for permanent retention</p> <p>Administrative Reference Files (Duplicates)</p> <p>Dates: 1970- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: subject/chronological</p> <p>This record series consists of the administrative reference files for the office of Alumni Affairs. The records generally include: computer usage information; past student (alumni) questionnaires; alumni reports; student club reports; special categories (e.g. deceased alumni); alumni survey - 80 (comprehensive survey study for all alumni in 1980); prospective grad surveys (inc. newspaper clippings); commencement program breakdowns (e.g. by student, college); and alumni correspondence.</p>	<p>Disposition Approved</p>
8.	<p>Recommendation: Retain in the office for three (3) years, then review files and weed out any materials possessing long term administrative/historical value (e.g. survey results, newspaper clippings) for permanent retention in office or transferral to the University Archives. Dispose of all routine/duplicate correspondence/reports as necessary.</p> <p>Personnel Files (Duplicates)</p> <p>Dates: 1972- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the personnel files for the office of Alumni Affairs. The records generally include: personnel salary increases (past and present); promotions; evaluations; and related correspondence. Originals are maintained with the Office of Personnel.</p>	<p>Disposition Approved</p>
9.	<p>Recommendation: Retain in the office for five (5) years after separation of 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.</p> <p>Administrative Correspondence Files (Originals & Duplicates)</p> <p>Dates: 1972- Volume: 8 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Alphabetical</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
10.	<p>This record series consists of the administrative correspondence files for the office of Alumni Affairs. The records generally include all internal correspondence (e.g. Academic Affairs, Admissions) for the division.</p> <p>Recommendation: Retain in the office for three (3) years, then review files, and weed out any correspondence possessing long term administrative value. All routine/duplicate correspondence may be disposed of.</p> <p>Fiscal Administration Files (Duplicates)</p> <p>Dates: 1972- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: by fiscal year</p> <p>This record series consists of the fiscal administration files for the office of Alumni Affairs. The records generally include: copies of vouchers; copies of the budget; and related fiscal correspondence. Original fiscal information is maintained with the Business/Budget office.</p> <p>Recommendation: Retain in the 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.</p>	<p>Disposition Approved</p>
11.	<p>Alumni Board of Directors' Files (Originals & Duplicates)</p> <p>Dates: 1967- Volume: 8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the Alumni Board of Directors' Files for the Office of Alumni Affairs. The records generally include: original minutes of meetings; annual financial reports and related workpapers; executive council minutes; incorporation papers; awards committees reports; communication committee reports; public relations committee reports; funding committee reports; committee creation minutes; annual meeting reports; past programs (e.g. homecoming art show, job networks); and related correspondence.</p> <p>Recommendation: Retain in the office for three (3) years, then review files and weed out any materials possessing long term administrative/historical value (e.g. original minutes of meetings, original committee/departmental reports) for permanent retention. All routine/duplicate correspondence/reports may be disposed of, provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
12.	<p>Student Aid Files (Duplicates)</p> <p>Dates: 1977- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the student aid files for the office of Alumni Affairs. The records generally include copies of student aid hiring forms and related correspondence.</p> <p>Recommendation: Retain in the office for five (5) years after graduation or date of last attendance 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.</p> <p align="center"><u>DEVELOPMENT OFFICE</u></p>	<p align="right"><i>Disposition Approved</i></p>
13.	<p>Alumni Donor Correspondence Files</p> <p>Dates: 1975- Volume: 4½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical by Correspondent</p> <p>This record series consists of correspondence received from alumni donors.</p> <p>Recommendation: Retain in the office for three (3) years or until expiration of all administrative value, then dispose of provided no litigation is pending or anticipated.</p>	<p align="right"><i>Disposition Approved</i></p>
14.	<p>Budget and Fiscal Administration Files (Duplicates)</p> <p>Dates: 1984- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This records series consists of copies of direct payment vouchers, travel vouchers, invoice vouchers, purchase orders, requisitions, budget expenditures and budget summaries. Original fiscal records are maintained for six years by the University's Office of Business Services under the authority of approved State Records Application #85-78.</p> <p>Recommendation: Retain three (3) years in the office, 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.</p>	<p align="right"><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
15.	<p>Civil Servic Personnel Files (Duplicates)</p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of personnel files for the Civil service employees of the Development Office. Included would be: copies of time sheets; raise notifications; letters of recommendation; changes in job description; and any relevant correspondence to or from the employee. Original personnel files are maintained by the Personnel Office as per item # 46 of Application #87-26.</p> <p>Recommendation: Retain in the office for five years after date of seperation of employment, then dispose of.</p>	<p align="center"><i>Disposition Approved</i></p>
16.	<p>Corporate Correspondence Files</p> <p>Dates: 1979- Volume: 6 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical by correspondent</p> <p>This record series consists of copies of correspondence to various corporations and/or business requesting financial support, inviting executives to various events and activities, and requesting information.</p> <p>Recommendation: Retain three (3) years in the office, then dispose of provided no litigation is pending or anticipated.</p>	
17.	<p>Foundation Account Fiscal Administration File</p> <p>Dates: 1975- Volume: 6 Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: Chronological</p> <p>These files are maintained in order to document the fiscal administration of the University's Foundation account. Included would be: cancelled checks; bank statements; receipts; various not - for - profit financial statements required by the I.R.S. and the Auditor General; scholarship administration files; budget material from the President's Discretionary Fund; and various correspondence thanking people and organizations for their contributions. The BOG and BHE occasionally request information from these files from as far back as ten years.</p> <p>Recommendation: Retain ten (10) years in the office, 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.</p>	<p align="center"><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
18.	<p>General Administrative Correspondence</p> <p>Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: By correspondent, Chronological</p> <p>This record series consists of copies of routine correspondence sent out by employees of this office, dealing with such things as soliciting contributions and setting up telephone contribution campaigns.</p> <p>Recommendation: Retain three (3) years in the office, then dispose of provided no litigation is pending or anticipated.</p>	<p align="center"><i>Disposition Approved</i></p>
19.	<p>Vice President's Correspondence File</p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of correspondence between the Vice President for Development and Public Affairs and Director of the Development Office.</p> <p>Recommendation: Retain three (3) years in the office, then dispose of provided no litigation is pending or anticipated.</p>	
<u>SPONSORED PROGRAMS</u>		
20.	<p>Monthly Grant Reports to the Board of Governors (Agency Record Copies)</p> <p>Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of monthly reports submitted to the Board of Governors showing the amount of money received for each grant, then names of the grants recieved and the purpose of each grant.</p> <p>Recommendation: Retain in the office for six (6) years, then dispose of provided all audits have been completed under the supervision of the auditor General and provided no litigation is pending or anticipated.</p>	<p align="center"><i>Disposition Approved</i></p>
21.	<p>Grant Applications and Funding Records (Agency Record Copies)</p> <p>Dates: 1960 - Volume: 29 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>This record series consists of rejected grant applications, funded and unfunded grant applications. Also included are budget proposals, contracts and narratives. Funding may be received from state or federal grant programs and from private foundations.</p> <p>Recommendation: Retain in the office for six (6) years, then transfer to the University Archives for weeding out of records of insignificant grants. Retain all records having an archival value in the University Archives permanently.</p>	
22.	<p>Notifications of Grants (Agency Record Copies)</p> <p>Dates: 1981 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of memos notifying University personnel of opportunities for possible grant funding.</p> <p>Recommendation: Retain in the office for two (2) years then dispose of provided all administrative use has expired.</p>	Disposition Approved
23.	<p>Monthly Faculty Research Award Report (Agency Record Copies)</p> <p>Dates: 1979 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This report shows the progress of ongoing projects, projects under development, any proposals awarded for the month and any new grant proposal submitted. The name of the faculty member, the department, the length of the project and the amount of the award are given for each of the aforementioned categories.</p> <p>Recommendation: Retain in the office for six (6) years, then dispose of provided all administrative use has expired.</p>	Disposition Approved
24.	<p>Fiscal Administration Files (Duplicates)</p> <p>Dates: 1980 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of appropriation printouts on appropriations and expenditure; invoice, contracted, and travel vouchers; direct pay order; purchase orders, cancellations and amendments to</p>	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>purchase orders, bills and receipts generated for the procurement of goals and services for the Office of Sponsored Programs.</p> <p>Recommendation: Retain in the office for three (3) fiscal years, then dispose of provided all audits have been completed under the Authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
25.	<p>Time Sheets and Notifications of Salary Increases for Civil Service Personnel (Duplicate)</p> <p>Dates: 1980 - Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain in the office for three (3) years, then dispose of provided all administrative use has expired.</p>	<p><i>Disposition Approved</i></p>
26.	<p>Administrative Correspondence (Duplications)</p> <p>Dates: 1984 - Volume: 1½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of routine correspondence such as meeting notices, requests for copies of applications program statements, notices of changes, etc. from other departments (i.e. notification from Physical Services on parking), etc.</p> <p>Recommendation: Retain in the office for three (3) years, then dispose of.</p> <p align="center"><u>UNIVERSITY RELATIONS/NEWS BUREAU</u></p>	<p><i>Disposition Approved</i></p>
27.	<p>FOIA File (Freedom of Information Act)</p> <p>Dates: 1985 - Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the request from individuals for information about the official actions and policies of Northeastern Illinois University as a state institution and the forms for tracking the disposition of the records under the Illinois Freedom of Information Act (FIOA), effective July 1, 1984, as per the <u>Illinois Revised Statutes</u>, Chapter 116, Paragraphs 201-211, 1986. Documents included</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
28.	<p>in this file include the initial request, memos and the series of forms (a-g) developed by Northeastern to track the request and how it was handled, i.e. whether the request was approved, denied, partially approved or delayed and whether the university requested a conference with the FOIA asker or what the president's response was to an appeal: Also included in this file are reference materials about FOIA policy and law.</p> <p>Recommendation: Retain three years in office, then dispose of providing all administrative value has expired.</p> <p>News Release File</p> <p>Dates: 1978 - Volume: 6 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of the reference file of the News Bureau in the University Relations department used for the development of news releases. This record series contains subject files and faculty files. A faculty file would typically contain biographical data, curriculum vitae or resumes. A subject file would typically contain information of on campus resources. A file of all news releases issued is also maintained.</p> <p>Recommendation: Retain at the discretion of the university.</p> <p align="center"><u>UNIVERSITY RELATIONS</u> <u>PUBLICATIONS/COMMUNITY RELATIONS</u></p>	<p><i>Disposition Approved</i></p>
29.	<p>Administrative Correspondence and Reference File</p> <p>Dates: 1983 - Volume: 10 Cu. Ft. Annual Accumulation: 3 1/2 Cu. Ft. Arrangement: Alphabetical by Subject</p> <p>This record series consists of the correspondence and reference file for the University's Office of University Relations. Included would be: correspondence with AFSCME, university athletic teams, ordering of award plaques, community organizations in the Chicago area, and miscellaneous advertising specialty businesses. Also included in this record series is reference material on: Board of Governors new releases and press clippings, Chicago magazine companies addresses, historical/reference information on previous NIU commencement programs, reference material on the Holocaust Symposium held at NIU, reference material on television station WTTW-TV located on the grounds of NIU, and sample programs from the University's Distinguished Lecture Series.</p>	<p><i>Disposition Approved</i></p>

**APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
30.	<p>Recommendation: Retain three (3) years in office, then review files and weed out any materials no longer possessing any administrative value, then dispose of. Any materials which document significant activities/ programs of the University are to be transferred to the University Archives for review and possible further retention.</p> <p>Fiscal Administration File (Duplicates)</p> <p>Dates: 1983 - Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by Fiscal Year</p> <p>This record series consists of work orders, requisitions, equipment purchases, contracts with Chicago are newspapers, property change orders, and travel vouchers used by the office to acquire goods or services necessary for the operation of the program.</p> <p>Recommendation: Retain three (3) years in office, 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.</p>	<p><i>Disposition Approved</i></p>
31.	<p>Photographs</p> <p>Dates: 1960 - Volume: 1½ Cu. Ft. Annual Accumulation: Arrangement: Alphabetical by Subject</p> <p>This record series consists of photographic negatives of (a) faculty members (b) board members (c) artwork displayed on campus and (e) miscellaneous campus activities.</p> <p>Recommendation: Upon completion of administrative value, transfer to University Archives for review and possible accessioning.</p>	<p><i>Disposition Approved</i></p>
		<p><i>Disposition Approved</i></p>

NORTHEASTERN ILLINOIS UNIVERSITY
VICE-PRESIDENT FOR ADMINISTRATIVE AFFAIRS
RETENTION SCHEDULE #87-26

NORTHEASTERN ILLINOIS UNIVERSITY
VICE PRESIDENT FOR ADMINISTRATIVE AFFAIRS
RETENTION SCHEDULE #87-26

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JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION


APPLICATION FOR AUTHORITY TO
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AGENCY <u>Northeastern Illinois University</u>	RECOMMENDATION:  ARCHIVIST <u>4/20/88</u> DATE
DIVISION <u>Vice-President for Administrative Affairs</u>	
SUBDIVISION	

I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER PRESERVATION.


HEAD OF AGENCY

3/28/88
DATE

STATE RECORDS COMMISSION APPROVAL:


CHAIRMAN

SECRETARY

APR 20 1988

DATE

SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES GIVE TITLE, EARLIEST DATE, FILE ARRANGEMENT, VOLUME, ANNUAL ACCUMULATION, FORM NUMBERS, LEGAL REQUIREMENTS AFFECTING RETENTION, AND RECOMMENDED RETENTION PERIOD. IF MICROFILMED THE HEAD OF THE AGENCY SHALL ATTACH A STATEMENT CERTIFYING THAT MICROFILM COPIES, MADE IN ACCORDANCE WITH THE STANDARDS OF THE STATE RECORDS COMMISSION, WILL BE ADEQUATE SUBSTITUTES FOR THE ORIGINAL RECORDS.	ACTION TAKEN
1.	<p style="text-align: center;"><u>EXECUTIVE OFFICE</u></p> <p>Directors' Evaluations (Originals)</p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical/by dept.</p> <p>This record series consists of the annual performance evaluations for all Administrative Affairs Directors under the office of the Vice President for Administrative Affairs.</p> <p>Recommendation: Retain in the office for five (5) years after separation/termination of 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.</p>	<p>Disposition Approved</p>
2.	<p>Administrative Affairs Directors Files (Originals & Duplicates)</p> <p>Dates: 1979- Volume: 1 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical/by Dept.</p>	

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3.	<p>This record series consists of the directors files for the office of the Vice President for Administrative Affairs. The records generally include various report/information for the following areas: budget office; business office; computer services; institutional studies and planning; internal auditor; personnel office; and the Dept. of Physical Facilities.</p> <p>Recommendation: Retain in the office for three (3) years, then review files and weed out any documents possessing long term administrative/historical value (e.g. original reports, minutes of meetings) for permanent retention in office and/or transfer to the University Archives. All routine, duplicate documents that do not possess long term administrative/historical value may be disposed of at the discretion of the agency.</p> <p>Administrative Affairs Staff Personnel Files (Duplicates)</p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the staff personnel files for the office of the Vice President for Administrative Affairs. The records generally include: current salary information; performance evaluations; and accrued sick/vacation time. Original records are maintained with the Office of Personnel.</p> <p>Recommendation: Retain in the office for five (5) years after separation of 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.</p>	<p align="center"><i>Disposition Approved</i></p>
4.	<p>BOG - Self Insurance Files (Agency Record Copy)</p> <p>Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>This record series consists of the BOG - Self Insurance files for the office of the Vice President for Administrative Affairs. The records generally include self insurance policy information (e.g. liability, property) for the entire university. Original information is maintained with the BOG head office in Springfield.</p> <p>Recommendation: Retain in the office for three (3) years after expiration of the policy and dispose of provided no claims are pending or anticipated.</p>	

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5.	<p>Non - Academic Program Review Files (Originals)</p> <p>Dates: 1985- Volume: ½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronologically</p> <p>This record series consists of the non - academic program review files for the office of the Vice President for Administrative Affairs. The records generally include program reviews generated to assess administrative policies and functions for non - academic areas.</p> <p>Recommendation: Retain in the office for five (5) years, then dispose of, provided no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
6.	<p>Civil Service Personnel Grievance File</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of Step II Grievances received from Civil Service Personnel who fall under the jurisdiction of the Vice President for Administrative Affairs, as well as the Vice President's response. Official grievance files are maintained by the Personnel Office.</p> <p>Recommendation: Retain in the office for five years following settlement of case, then dispose of provided no litigation is pending or anticipated.</p>	
7.	<p>Departmental Goals and Objectives (Record Copies)</p> <p>Dates: 1979- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by dept.</p> <p>This record series consists of the annual and long-term goals and objectives of the seven departments falling under the jurisdiction of the Vice President for Administrative Affairs (Budget Office, Business Office, Computer Services, Institutional Studies and Planning, Internal Auditor, Personnel Office, and Physical Facilities Department).</p> <p>Recommendation: Retain five years in the office, then transfer to the University Archives for permanent retention.</p>	<p><i>Disposition Approved</i></p>

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8.	<p>In - House Remodeling Proposal Files</p> <p>Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of in - house remodeling project proposals received by this office, for prioritization and approval, from various other departments and offices within the University. Also included are corresponding budget requests and bid proposals.</p> <p>Recommendation: Retain six years in the office, 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.</p>	<p><i>Disposition Approved</i></p>
9.	<p>Legislative Research Files (Agency Record Copies)</p> <p>Dates: 1983- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical by bill number</p> <p>This record series consists of prepared and enrolled House and Senate bills introduced before the Illinois General Assembly. Also included are bill synopses; legislative updates; and other related correspondence.</p> <p>Recommendation: Retain in the office until expiration of all administrative value, then dispose of.</p>	
<u>BUDGET OFFICE</u>		
10.	<p>Special Reports to the Board of Governors (Agency Record Copies)</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of special reports prepared by the Budget Office for the Board of Governors. Included are such studies as the "B.O.G. Enrollment Planning/Reduction Exercise" which illustrated the university's plan of action if due to a budget reduction the university were required to reduce enrollment. Another example would be the "UNI Contingency Plan to B.O.G." which demonstrated how the university, would operate if the budget were reduced by various percentages. Also included are requests for information from the B.O.G. on the fiscal operations of the university.</p>	

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11.	<p>Recommendation: Retain in the 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 authority of the Auditor General, if required.</p> <p>Budget Requests (Agency Record Copies)</p> <p>Dates: 1971- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Included are appropriation bills; B.H.E./R.A.M.P. budget request documentation; budget requests to B.O.G., B.H.E., B.O.B., the General Assembly, the Governor; program statements (internal process initiating budget process); graduate merit tuition waives program (budget records of); budgets for the non academic program review report.</p> <p>Recommendation: Retain in the office for six (6) fiscal years or until all administrative use has expired (whichever is longer) then dispose of provided all audits have been completed under the authority of the Auditor General, if required.</p>	<p align="center"><i>Disposition Approved</i></p>
12.	<p>Budget Allocation Records (Agency Record Copies)</p> <p>Dates: 1970- Volume: 6½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of various reports on allocated funds such as: allocation transfers, internal budget allocations, allocation report of indirect cost budget which shows whether or not the university is meeting revenue projections, reallocation reports, reports on mid year budget reductions, state fund internal budget transfers, status of funds reports by fiscal year, memos to fiscal agents and vice presidents, senate spending projection reviews by fiscal year, budget office annual goals, objectives, and program requests for fiscal year, monitoring reports (i.e. utilities projections costs for the fiscal year), year-end spending plans and priorities report, capital project release forms, tuition income/revenue reports, salary increase reports, interinstitutional comparisons of nonacademic units, etc.</p> <p>Recommendation: Retain in the office for six (6) fiscal years or until all administrative use has expired (whichever is longer) then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p>	<p align="center"><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
13.	<p>Administrative Correspondence and Reference Files (Agency Record Copies & Duplicates)</p> <p>Dates: 1973- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the correspondence and related reference materials maintained by the Budget Office, such as: training materials (policy and procedures on budget preparation and implementation) miscellaneous correspondence ("chreno" file) duplicate copies of the minutes of the University Budgetary Council (Faculty Senate Office has the original), reports on trends in various vice-presidential areas such as the "Position Headcount Control Numbers", energy progress reports to and from the Board of Higher Education, replies to internal auditors requests for more information, property control records, etc.</p> <p>Recommendation: Retain in the office for three (3) years then dispose of provided all audits have been completed under the authority of the Auditor General, if required.</p> <p align="center"><u>BUSINESS OFFICE/COMPROLLER</u></p>	<p align="center"><i>Disposition Approved</i></p>
14.	<p>Property Control Files (University Record Copies)</p> <p>Dates: 1966- Volume: 29 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the University-wide record copies of property control files comprised of copies of purchase orders, inventory and reconciliation Forms 2 and 5, obsolete IBM cards used for the inventory/tracking system, and internally referenced and generated computer print-out listings tracking approximately 38,000 inventory items.</p> <p>Recommendation: Retain three (3) years in office, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p align="center"><u>INSTITUTIONAL STUDIES AND PLANNING</u></p>	<p align="center"><i>Disposition Approved</i></p>
15.	<p>Northeastern Illinois University Fact Book</p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	

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16.	<p>This record series contains the "Fact Book" which is an exhaustive study of Northeastern University completed each year and widely distributed throughout the university. The Department of Institutional Studies generated the tables of statistical information in six major areas: Information on Expenditures, Cost per Credit Hour, Credit Hours per Staff Year; Information on all Enrolled Students; Information on New Enrollers; Information on Courses; Information on Faculty, A & P Staff and Civil Service Personnel, and Degrees Conferred and Student Persistence Information.</p> <p>Recommendation: Transfer one complete set of books to the University Archives annually for permanent retention. All other copies of this record series may be retained at the discretion of the holder.</p> <p>ISP Papers File</p> <p>Dates: 1970 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p>	Disposition Approved
17.	<p>This record series contains the written hard-copy results of studies conducted by Institutional Studies: Equity Studies, Calendar Studies, Studies of Admissions Criteria, results of Student Surveys, etc.</p> <p>Recommendation: Retain for five (5) years in the office, then dispose of.</p> <p>Space Study File</p> <p>Dates: 1968 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	Disposition Approved
18.	<p>This record series contains the backup reports of "Space Inventory" Reports and "Study of Space Utilization" Reports sent to the Illinois Board of Higher Education. The information for these reports is obtained from the "Space Inventory File" and the "Course Schedule Master File". These reports are produced every other year.</p> <p>Recommendation: Transfer one complete set of reports to the University Archives annually for permanent retention. All other copies of this record series may be retained at the discretion of the holder.</p> <p>ISP Procedures Manual</p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Functional</p>	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
19.	<p>This record series contains the office procedures, including computer programs such as restricted access for Institutional Studies (ISP) staff who have exclusive write access to ISP's computer files. This manual is continuously up-dated, always remaining current.</p> <p>Recommendation: Retain permanently in the office with continuous weeding as procedures are modified or supergeded.</p> <p>Fix Cost</p> <p>Dates: 1980-1982 Volume: 1 Cu. Ft. Annual Accumulation: None Arrangement: Chronological</p>	<p><i>Disposition Approved</i></p>
20.	<p>This record series contains the reports from the old Cost Study Program for the fiscal year FY1981-82 before they changed the study method in FY1983 to "Paycost."</p> <p>Recommendation: Retain until the administrative value expires.</p> <p>Cost Study Reports</p> <p>Dates: 1979- Volume: 15 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p>	<p><i>Disposition Approved</i></p>
21.	<p>This record series consists of the results of the discipline and program major Cost Study, the Induced Course Load Matrix (ICLM) and the Faculty Workload Study done for the Board of Governors (BOG) annually.</p> <p>Recommendation: Retain for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if required.</p> <p>Affirmative Action Reports (EEO6) File</p> <p>Dates: 1972- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronologically</p>	<p><i>Disposition Approved</i></p>
	<p>This record series contains the report from the Institutional Studies department on its compliance with affirmative action goals which is being collected for the Board of Governors (BOG) and the federal government.</p>	

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22.	<p>Recommendation: Retain for five (5) years after separation of employment, then dispose of provided no litigation is pending or anticipated.</p> <p>Cooperative Institutional Research Program (CIRP) File</p> <p>Dates: 1976- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series contains the information obtained from surveys completed by freshmen at Northeastern in the form of a statistical summary produced by the Cooperative Institutional Research Program from which the Institutional Studies department prepares a written summary.</p>	<i>Disposition Approved</i>
23.	<p>Recommendation: Retain three (3) years, then dispose of provided all administrative value has expired.</p> <p>HEGIS Reports File</p> <p>Dates: 1967- Volume: 3½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series contains "HEGIS" Reports (i.e., Higher Education General Information Survey) covering survey data pertinent to affirmative action implementation, student enrollment, personnel salaries, curricula development policies and general resources and allocation management strategies and trends.</p>	<i>Disposition Approved</i>
24.	<p>Recommendation: Dispose when administrative value expires.</p> <p>ISP Personnel File (Duplicates)</p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series contains the personnel files for administrative and professional staff in the Institutional Studies (ISP) department. A typical file would contain leave forms, salary change forms and travel vouchers.</p>	<i>Disposition Approved</i>
	<p>Recommendation: Retain five (5) years in the office after separation of employment, then dispose of, providing no litigation is pending or anticipated.</p>	<i>Disposition Approved</i>

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25.	<p>ISP Personnel-Student Aides (Duplicates)</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series contains personnel files for student aides who work for the Institutional Studies (ISP) department. A typical file includes referral forms, salary and pay rate status and termination forms.</p> <p>Recommendation: Retain for three (3) years in the office after the last date of attendance at the university, then dispose of.</p>	<p align="center"><i>Disposition Approved</i></p>
26.	<p>Edit and Update File</p> <p>Dates: 1976-1983 Volume: 6 Cu. Ft. Annual Accumulation: None Arrangement: Chronological</p> <p>This record series contains the detailed backup of transactions submitted to the former Cost Study system, which was superceded in fiscal year 1984. This record series has been retained in order to be able to reconstruct data in case of problems.</p> <p>Recommendation: Retain ten (10) years in the office, then dispose of provided all administrative value has expired.</p>	
27.	<p>Administrative Correspondence and Reference File</p> <p>Dates: 1976- Volume: 10 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical, then chronological within each file</p> <p>This record series consists of internal and external correspondence of the Institutional Studies department. The internal correspondence file contains letters to and from units and committees on the campus of Northeastern University. The external correspondence file contains letters and copies of surveys sent to off-campus agencies and committees such as North Central Accreditation, National Science Foundation, Illinois Board of Higher Education, Peterson's Guide, etc.</p>	

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	<p>Recommendation: Retain in the office for three (3) years, then review and weed, transferring any materials with archival value to the University Archives and disposing of any material that no longer has administrative value, provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
28.	<p>ISP Objectives Progress Report</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series contains the department's Objectives Progress Report which identifies Institutional Studies objectives for the fiscal year and the extent of accomplishment. This report is prepared internally three times a year as a monitoring device.</p> <p>Recommendation: Retain two (2) years in the office, then dispose of.</p>	<p><i>Disposition Approved</i></p>
29.	<p>ISP Program Statements</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series contains Institutional Studies (ISP) Program Statements which identify the functions performed by ISP and its resource requirements in the planning year.</p> <p>Recommendation: Retain for two (2) years, then dispose of provided any administrative value has expired.</p>	<p><i>Disposition Approved</i></p>
30.	<p>ISP Budget</p> <p>Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by line item</p> <p>This record series is a summary computer printout of Institutional Studies and Planning (ISP) expenditures versus budget by line item for the current fiscal year.</p> <p>Recommendation: Retain three (3) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required.</p>	<p><i>Disposition Approved</i></p>

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31.	<p>Transfer Follow-up Study File</p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series contains information on students who transferred from community colleges to Northeastern University and is provided to the Illinois Community College Board. The information is taken from the Student Data Base Enrollment file in order to generate a monitoring report on a particular group of students.</p> <p>Recommendation: Retain for three (3) fiscal years, then dispose of provided all administrative value has expired.</p>	Disposition Approved
32.	<p>ICLM Reports File</p> <p>Dates: 1977- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series contains the Induced Course Load Matrix (ICLM) Reports that shows in which disciplinary areas majors are located and in what quantity majors take their courses. The information in this record series comes from the Student Data Base Enrollment File, the Course Schedule Master File and the Cost Study system; it is re-arranged to produce information that is a backup to the Illinois Board of Higher Education studies.</p> <p>Recommendation: Retain for three (3) fiscal years, then dispose of provided all administrative value has expired.</p>	
33.	<p>Graduates Report File</p> <p>Dates: 1976- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series contains the statistical summary of the number of degrees conferred by degree program and term.</p> <p>Recommendation: Retain for three (3) years, then dispose of provided all administrative value has expired.</p>	Disposition Approved
34.	<p>ENRL File</p> <p>Dates: 1977- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	

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35.	<p>This record series contains the enrollment file reports with detailed breakdowns of enrollment by term and is a backup to the term enrollment files on computer tape.</p> <p>Recommendation: Retain for three (3) years, then dispose of provided all administrative value has expired.</p> <p>Enrollment Report File</p> <p>Dates: 1966- Volume: 8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>	<p><i>Disposition Approved</i></p>
36.	<p>This record series contains the reports on various enrollment breakdowns for the Board of Governors.</p> <p>Recommendation: Retain three years in office then dispose of. Prior to the disposal, offer to the University Archives for possible accessioning.</p> <p>Enrollment Projections File</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p><i>Disposition Approved</i></p>
37.	<p>This record series contains the spread sheets used to project enrollments and to recommend the number of new students to be admitted each year. This record series is also used as a reference for methodology, including as a model for future projections and to test model reliability.</p> <p>Recommendation: Retain in the office permanently.</p> <p>Special Studies File</p> <p>Dates: 1968- Volume: 18 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical</p>	<p><i>Disposition Approved</i></p>
	<p>This record series contains the written papers completed by Institutional Studies on computer and in hardcopy backup of the special studies conducted: Grading Studies, Goals Inventory, Faculty Retention, Transfer Follow-up Study for Community College Board, Student Transportation Studies, Survey of freshmen, Studies of Salary Changes Over Time, etc.</p>	

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	<p>Recommendation: Upon completion of administrative value, transfer to the University Archives for appraisal and possible long term retention.</p>	<p align="center"><i>Disposition Approved</i></p>
38.	<p>Space Inventory File</p> <p>Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: by building, by room, by room class</p> <p>This record series is the current space inventory of the physical layout, showing the university's use of its buildings and rooms. This record series is maintained in order to comply with the Illinois Board of Higher Education's information requests and reports.</p> <p>Recommendation: Retain five years in office then review file and weed out any material no longer possessing any administrative value.</p>	<p align="center"><i>Disposition Approved</i></p>
39.	<p>Salary Studies File</p> <p>Dates: 1973- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by position title</p> <p>This record series contains various tabulations of salaries paid to staff by year, originally, this data is sent to various agencies requesting the data; and it is also used to develop the Northeastern Illinois University Fact Book.</p> <p>Recommendation: Retain five years in office then review files and weed out any materials no longer possessing any administrative value.</p>	<p align="center"><i>Disposition Approved</i></p>
40.	<p>Faculty Studies File</p>	

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	<p>Dates: 1973-1977 Volume: 1½ Cu. Ft. Annual Accumulation: None Arrangement: Chronological</p> <p>This record series is a report showing the member of Full-Time Equivalent (FTE) faculty by department and by year from 1973-1977. This faculty profile is obsolete, having been replaced by the new "Personnel Data File" which includes faculty, administrators and civil service employees and is on computer tape.</p> <p>Recommendation: Prior to disposal, offer to the University Archives for review and possible accessioning.</p>	<p align="center"><i>Disposition Approved</i></p>
41.	<p>Program Review File</p> <p>Dates: 1976-1982 Volume: 2 Cu. Ft. Annual Accumulation: None Arrangement: Chronological</p> <p>This record series consists of the computer-generated academic program review with detailed reports of credit hours taught, full-time equivalent (FTE) staff employed and faculty expenditures by department. This record series is a back-up to Illinois Board of Higher Education (IBHE) studies, and the original is retained at the Provost's Office. This record series is based on the old Cost Study system and is, therefore, obsolete.</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>	<p align="center"><i>Disposition Approved</i></p>
42.	<p>BOG Program Review Backup File</p> <p>Dates: 1981- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series contains the Program Review statistical information as backup in hardcopy, and it is used to compile the statistical information contained in the Board of Governors (BOG) Academic Program Review.</p> <p>Recommendation: Retain until administrative value expires.</p>	<p align="center"><i>Disposition Approved</i></p>

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	<u>PERSONNEL</u>	
43.	Administrative Correspondence and Reference File Dates: 1980- Volume: 6 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical by subject This record series consists of original and duplicate correspondence and reference material detailing matters of the function, organization, and policy decision-making within the Personnel Office. Examples of predominant types of documents maintained in this file include: original and duplicate University memoranda, duplicate meeting minutes of campus-wide committees, program statements, audit reports, budget information, and miscellaneous newsletters, bulletins, and publications from various groups and organizations. Recommendation: Retain three years in the office, then weed files and dispose of all records possessing insufficient legal, fiscal, administrative or historical use for further retention. All accumulations which remain after such review and disposals are to be retained permanently in the office, either on hard-copy or microform.	<i>Disposition Approved</i>
44.	Civil Service Class Specifications Dates: 1966- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by job title Recommendation: Retain until updated or superseded, then dispose of obsolete class specifications.	<i>Disposition Approved</i>
45.	Civil Service Personnel Time Sheets (originals) Dates: 1973- Volume: 6 Cu. Ft. Annual Accumulation: 6 Cu. Ft. Arrangement: By fiscal year Recommendation: Retain two years in the office, then dispose of provided no litigation is pending or anticipated.	<i>Disposition Approved</i>
46.	Employee Personnel Files (Originals) Dates: 1965- Volume: 40 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical	

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47.	<p>This record series consists of the original personnel files for all employees (civil service and faculty) of the University. Record types found in a typical personnel file would be: employment applications, resumes, transcripts, position history forms, performance evaluations, employee selection forms, letters of commendation, copies of extra help/temporary time sheets, salary increase breakdown notices, audit action cards, return to work authorizations, temporary upgrade documentation, and any correspondence related to the individual's employment history with the University.</p> <p>Recommendation: Retain this series in one of two formats available: the original paper documents or microform. Whenever a copy of the material has been transferred to microform, destroy the original document and retain the microform in the office permanently. For original documents of employees of the University Merit System-Retain in office sixty-five years after separation of employment. For original documents of employees of the State Personnel Code-Retain in office for five years after separation of employment.</p> <p>Personnel Transaction Activity Logs (Originals)</p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These logs, produced monthly, list all University employee personnel actions (hirings, terminations, promotions, etc.) reported to the Personnel Office during the month. These logs are utilized internally and aid in preparing the monthly Personnel Transaction Report to the Board of Governors.</p> <p>Recommendation: Retain three years in the office, then dispose of.</p>	<p align="center"><i>Disposition Approved</i></p> <p align="center"><i>Disposition Approved</i></p>
48.	<p>Union Contracts (Duplicates)</p> <p>Dates: 1985- Volume: 1½ Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Numerically</p> <p>This record series consists of the Personnel Office's copy of union contracts negotiated between the University and the bargaining agents for University Employees, as well as any relevant correspondence pertaining to those contracts. All union contracts are maintained by the Board of Governors Office permanently as per item #16 of Application #84-5.</p>	<p align="center"><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
49M.	<p>Recommendation: Retain five years in the office following expiration of contract, then dispose of provided no litigation is pending or anticipated.</p> <p>Grievance Files (Record Copies)</p> <p>Dates: 1980- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of contractual grievances which have been resolved through Step 2 of the grievance procedure. Each file usually contains a statement of the grievance filed by the employee or the union, the agency's grievance fact sheet, exhibits, memos, summarizations of the step 1 hearing, minutes of the step 2 hearing, and the agency's notice of decision. Some, but not all of these case files are also maintained by the Board of Governors as per item #18 of Application #84-5.</p>	<p><i>Disposition Approved</i></p>
50.	<p>Recommendation: A) Retain hardcopy in office for twenty years after filing of grievance, then dispose of provided no litigation is pending or anticipated.</p> <p>or</p> <p>B) Microfilm record series and, after successful completion of microfilming process, dispose of hardcopy. Retain microforms in the office for twenty years after filing of grievance, then dispose of provided no litigation is pending or anticipated.</p> <p>Northern Report (Salary Survey) (Agency Record Copy)</p> <p>Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the Northern Report (Salary Survey) for the office of Personnel. The records generally include copies of salaries of all personnel employed by all state universities and are used to justify salary ranges to the Civil Service system.</p>	<p><i>Disposition Approved</i></p>
51E.	<p>Recommendation: Retain in the office until all administrative value has expired, then dispose of.</p> <p>Civil Service Register (Agency Record Copy)</p> <p>Dates: 1986- Volume: N/A Annual Accumulation: N/A Arrangement: Alphabetical by payroll classification title</p>	<p><i>Dispo- Appro...</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
52.	<p>This record series consists of the civil service register for the office of Personnel. The records generally include the lists of all persons who have successfully completed the civil service exams and are eligible for open positions under the university.</p> <p>Recommendation: Retain in the office until superseded and/or all administrative value has expired, then dispose of.</p> <p>Position Audit Files (Originals)</p> <p>Dates: 1974- Volume: 6 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: by position number</p> <p>This record series consists of the position audit files maintained by the office of Personnel. The records generally include job audits conducted every three years for all civil service (university) employees.</p> <p>Recommendation: Retain in the office for five (5) years, after separation/termination of employment, 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.</p>	<p align="center"><i>Disposition Approved</i></p>
53.	<p>Workmens' Compensation-Insurance Files (Originals)</p> <p>Dates: 1967- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the workmen's compensation insurance files maintained by the office of Personnel. The records generally include; completed claim forms; medical claim bills (e.g. doctors fees, hospital expenses); and all related correspondence used in the processing of claims on behalf of active university employees.</p> <p>Recommendation: Retain in the office for five (5) years after closure of case, then dispose of providing no litigation is pending or anticipated.</p>	<p align="center"><i>Disposition Approved</i></p>
<u>PERSONNEL/INSURANCE SERVICES</u>		
54.	<p>Monthly Reports for State Insurance (Agency Record Copy)</p> <p>Dates: 1982- Volume: 2 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p>	<p align="center"><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>This record series consists of the monthly reports for state insurance for the office of Personnel/Insurance Services. The records generally include reports generated from direct payments of employees and payroll records which are used as back-up documentation for state auditing/accounting purposes.</p> <p>Recommendation: Retain in the 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.</p>	
55.	<p>Monthly Report of Student Insurance Experiences (Agency Record Copy)</p> <p>Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by cause of illness/injury</p> <p>This record series consists of the monthly report of student insurance experiences for the office of Personnel/Insurance Services. The information generally includes a listing of the types of claims submitted to the office as generated by the insurance carrier/health services office reports. The records are primarily used for experience reference in claims documentation.</p> <p>Recommendation: Retain in the office for one (1) year, then dispose of, provided all administrative value has expired, and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
56.	<p>Insured Student Listing Files (Agency Record Copy)</p> <p>Dates: 1980- Volume: 6 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by trimester</p> <p>This record series consists of the insured student listing files for the office of Personnel/Insurance Services. The records generally include copies of claims and copies of checks written by the insurance company involved. These files are primarily maintained as a means of cross checking insurance statistics and verification of student enrollment in various health plans.</p> <p>Recommendation: Retain in the office for two (2) years, then dispose of, provided all administrative value has expired and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
57.	<p align="center"><u>PHYSICAL FACILITIES</u></p> <p>Civil Service Personnel Files (Duplicates)</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>Dates: 1976- Volume: 24 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of duplicate civil service personnel files for employees of the Physical Facilities Division. Included in these files are copies of contracts, hiring forms, time sheets, salary notices, performance evaluations and correspondence. Original civil service personnel files are maintained in the Personnel Office.</p> <p>Recommendation: Retain five years in office after separation/ termination of employment, 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.</p>	<p><i>Disposition Approved</i></p>
58.	<p>General Health and Safety Reports (Record Copies)</p> <p>Dates: 1966- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of reports prepared by Physical Facilities and submitted to various state agencies in compliance with state regulations.</p> <p>Some examples of reports contained in these files are: Annual Bailer Reports, submitted to the Office of the state Fire Marshall; Water Treatment Works Operation and Analysis Reports and Chlorination Reports, sent to the Environmental Protection Agency; Bailer Water Control Reports sent to the Illinois State Water Survey Division and Annual Powerplant Reports. Annual Bailer Reports are maintained on microfilm by the state Fire Marshall for the lifetime of the bailer by authority of approved Application #81-12M. Water Treatment Works Operation and Analysis Reports are maintained for ten years by the Environmental Protection Agency by authority of approved Application #82-93 and Chlorination Reports are maintained permanently on microfilm by authority of approved Application #84-26M, item #1. Bailer Water Control Reports are maintained permanently on microfilm by the Illinois State Water Survey Division by authority of approved Application #81-41M.</p> <p>Recommendation: Retain all Annual Powerplant Reports permanently in either the office or the University Archives. Retain all record copies of other reports for three years in office 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.</p>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
59.	<p>Administrative Correspondence File</p> <p>Dates: 1976- Volume: 6 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of correspondence with various departments on campus concerning remodeling projects and major repairs to facilities/equipment.</p> <p>Recommendation: Retain three years in office, then dispose of providing no litigation is pending or anticipated.</p>	
60.	<p>Work Orders (Originals)</p> <p>Dates: 1976- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of original work orders received by the Physical Facilities Division requesting repairs or maintenance work to be done at the University. Work orders include a description of the work needed, location of the work, date requested and the signature of the person requesting and authorizing the work. Also contained in these files is a log book documenting essential information found on work orders.</p> <p>Recommendation: Retain work orders two years in office 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. Retain log book at discretion of agency.</p>	<p><i>Disposition Approved</i></p> <p><i>Disposition Approved</i></p>
61.	<p>Project Contract Files (Originals and Duplicates)</p> <p>Dates: 1969- Volume: 275 Cu. Ft. Annual Accumulation: 16 Cu. Ft. Arrangement: numerical by project number</p> <p>This record series consists of bids and other documents relating to the awarding of contracts for specific building projects at the University (i.e., Minor Capital, Improvements, Repair and Maintenance, Capital Development Board Projects and In-House Projects). Some examples of documents in these files are: copies of contracts with architects and contractors; bid letting documents; original requests for proposals; summaries and notes from interviews with architects; original minutes of committee meetings; board approval documents; waivers of lien; copies of purchase orders, requisitions and original blueprints, architectural drawings, floor plans and related correspondence. Capital Development Board project files are maintained permanently by the Capital Development Board per approved Application #78-23M.</p>	

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	<p>The recommended retention period for these records is based upon the retention period approved for the Division of Aeronautics of the Illinois Department of Transportation, which is seven (7) years after award of contract per approved. Application #78-55, item #1. This retention was approved to meet any retrieval needs that may arise from potential "bid rigging" investigation/litigation.</p> <p>Recommendation: Retain seven years in office after final completion of each project, then transfer any and all construction plans, floor plans, drawings, specifications, etc., to University Archives for permanent retention and dispose of all files of routine maintenance/remodeling projects, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<i>Disposition Approved</i>
62.	<p>Heating and Cooling Logs</p> <p>Dates: 1966- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: by building</p> <p>Recommendation: Retain five years in office 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.</p>	<i>Disposition Approved</i>
63.	<p>Janitorial Equipment Log</p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain three years in office until superseded or revised by new version, 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.</p>	<i>Disposition Approved</i>
64.	<p>Budget Files (Originals or Record Copies)</p> <p>Dates: 1976- Volume: 60 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>This record series consists of capital and operating budget preparation and administration papers consisting of: capital fund release requests; office copies of related fiscal records; including purchase orders requisitions, vouchers, delivery orders, pay-out vouchers, etc.; all Utility Account Budget & Fiscal Records; copies of Resource Allocation Management Plans; Capital Projects Priority papers; Architects Fee Schedules; Project Timetables; FY Internal Budget and related construction project budgets. Selected information from this file is summarized on an internal disk computer system.</p> <p>Recommendation: Retain six (6) years in office, then transfer to the University Archives for permanent retention of all material possessing long-term archival/research value and dispose of the remainder accumulation after archival accessioning. Retain in office and dispose of floppy disks upon discretion of office.</p>	<p align="center"><i>Disposition Approved</i></p>
65.	<p>Parking Lot Administration Local Fund Account File (Originals or Record Copies)</p> <p>Dates: 1978- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This file series consists of budget papers, annual subsidy reports with related internal working papers, and ten (10) year plan budget reports for collections associated with the Office's University parking lot local fund account administration. Four (4) floppy disks containing selected record series data are included within this file series.</p> <p>Recommendation: Retain in office for six (6) 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.</p>	<p align="center"><i>Disposition Approved</i></p>
66.	<p>Illinois Uniform Crime Reports and LEADS Reports and Teletypes (Hard Copy and Computer Messages)</p> <p>Dates: 1972- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Illinois Uniform Crime Reports are summarized in the publication entitled <u>Illinois Crime</u>. LEADS reports and messages are on line with the Law Enforcement Administration Data System and are eventually transmitted to computer banks of the National Crime Information Center. The retention period recommended for this record series is based on the retention period approved for Uniform Crime Reports maintained by Western Illinois University under Application #85-147, Item no. 154.</p>	

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67.	<p>Recommendation: Retain three (3) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>General Internal Administrative Reports of Public Safety Cases (Originals)</p> <p>Dates: 1972- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These are internal administrative reports comparing statistically public safety cases by quarter, month and year.</p>	<p><i>Disposition Approved</i></p>
68.	<p>Recommendation: Retain ten (10) years in office, then offer to University Archives for accessioning and Archival custody. If not accepted for accessioning by the University Archives, dispose of.</p> <p>Adult & Juvenile Offender Card File (Originals and Internal)</p> <p>Dates: 1968- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This internal reference card file on juvenile and adult offenders shows name, age, and case report no.</p>	
69.	<p>Recommendation: Retain in office and dispose of upon discretion of office.</p> <p>Radio Dispatch Log (Original)</p> <p>Dates: 1983- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of radio logs showing dates and times of transmissions, senders, receivers, and brief descriptions of the nature and resolution of the radio calls. The recommended retention period for this record series is based on the retention period approved for radio station log sheets maintained by Western Illinois University per Application 85-147, Item no. 148.</p>	<p><i>Disposition Approved</i></p>
	<p>Recommendation: Retain two (2) years in office, 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.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
70.	<p>Motorist Assist Liability Waivers (Originals)</p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by client and Chronological</p> <p>This is a release form signed by motorists when assisted by University Public Safety staff.</p> <p>Recommendation: Retain three (3) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
71.	<p>Building Security Sign-in, Sign-out Log (originals)</p> <p>Dates: 1982- Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This is an original record kept of building entries and departures by individuals during Saturdays, holidays, and after hours.</p> <p>Recommendation: Retain two (2) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
72.	<p>Listings of Guest Parking Permits Issued (Originals)</p> <p>Dates: 1984- Volume: 1 1/2 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain two (2) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
73.	<p>Cash Receipts Log (Original)</p> <p>Dates: 1984- Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>University-wide record copy accounting documentation of cash receipts processed is maintained by the General Accounting Office for six (6) years per Application 85-78, Item no. 26.</p>	

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	<p>Recommendation: Retain three (3) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	
74.	<p>Key Production and Distribution Request Forms and Related Work Orders (Originals)</p> <p>Dates: 1981- Volume: 9 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological</p>	<p><i>Disposition Approved</i></p>
	<p>Recommendation: Retain two (2) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	
75.	<p>Parking Permit Applications (Originals)</p> <p>Dates: 1980- Volume: 15-3/4 Cu. Ft. Annual Accumulation: 2½ Cu. Ft. Arrangement: Chronological and by Applicant</p> <p>The longest period of Permit validity is one (1) year.</p>	<p><i>Disposition Approved</i></p>
	<p>Recommendation: Retain one (1) year in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p>	
76.	<p>Daily Activity Worksheets (Originals)</p> <p>Dates: 1980- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These are daily activity reports filled out by clerical staff.</p>	<p><i>Disposition Approved</i></p>
	<p>Recommendation: Retain three (3) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p>	
77.	<p>"Denver Boot" Notices and Related Computerized Tracking/Control Lists (Record Copies) (Computer Print-outs and Floppy Disks)</p> <p>Dates: 1982- Volume: 6½ Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological</p>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>This record series includes floppy disks and computer print-out "Denver Boot" notice tracking or control lists and record copies of such notices issued. "Denver Boot" notices are sent when traffic or parking tickets incurred by individuals are significantly numerous and delinquent. ("Denver Boot" denotes a process or mechanism by which personal autos are constrained from use until payment or settlement of the ourstanding citations.)</p> <p>Recommendation: Retain all record series formats in office until the full payment and/or settlement of the document- ed citations, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
78.	<p>Public Safety Case Reports (Originals) (microfiche)</p> <p>Dates: 1968- Volume: 12 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological</p> <p>This record series includes all official reports of criminal, service, and traffic accident cases handled by the Public Safety Section. Statistical and general informational cases data are summarized within the <u>Illinois Uniform Crime Reports</u> and/or <u>LEADS</u> reports. (Reports dated 1968-1978 have been recorded on microfiche.)</p> <p>Recommendation: Retain in office for seven (7) years after closure of the respective case(s), then microfilm and dispose of original paper or dispose of hard copy case reports without microfilming. All record series microforms produced are to be retained in office for thirty (30) years, then dispose of.</p>	<p align="center">Disposition Approved</p>
79E.	<p>Floppy Disk Auto Usage Reports</p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This is a floppy disk file of University fleet auto and other accountable auto usage and maintenance costs/services.</p> <p>Recommendation: Retain three (3) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>

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	<u>DUPLICATING/COPY MACHINES</u>	
80.	<p>Personnel Files (Duplicates)</p> <p>Dates: 1970 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the personnel files for the office of Duplicating/Copy Machines. The records generally include: pay ranges; evaluations; accrued and sick leave time; notices of status; and general memoranda. Originals are maintained with the office of Personnel.</p> <p>Recommendation: Retain in the office for five (5) years after separation/termination of employment, then dispose of provided no litigation is pending or anticipated.</p>	<i>Disposition Approved</i>
81.	<p>General Administrative/Correspondence Files (Originals & Duplicates)</p> <p>Dates: 1980 - Volume: 5 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Subject</p> <p>This record series consists of the general administrative/correspondence files for the office of Duplicating/Copy Machines. The records generally include: time sheets; mailing lists; presidents reports; P.O. bids, equipment, and supplies; physical plant and security reports; pricing and policy information; mail slips; complaints; comptroller's memos; and related correspondence.</p> <p>Recommendation: Retain in the office for three (3) years, then review files, and weed out any documents possessing long-term administrative/historical value (e.g., original departmental reports, minutes of meetings) for permanent retention. Any documents which do not possess long-term administrative/historical value may be disposed of at the discretion of the agency.</p>	<i>Disposition Approved</i>
82.	<p>Monthly Usage Reports (Originals)</p> <p>Dates: 1977 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: By Fiscal Year</p>	

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	<p>This record series consists of the monthly usage reports for the office of Duplicating/Copy Machines. The records generally indicate usage of IBM copiers by university departments/officers (e.g., research and development, President's Office).</p> <p>Recommendation: Retain in the 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.</p>	<p align="center"><i>Disposition Approved</i></p>
83.	<p>Material Safety Data Sheets (Originals)</p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the material safety data sheets for the Office of Duplicating/Copy Machines. The records generally include data sheets summarizing all general characteristics, properties, and potential hazards of any involved toxic substance (e.g., processing chemicals), including possible acute/chronic health effects and the correct procedures for safe handling and storage. These records are maintained in compliance with the "Toxic Substances Disclosure to Employees Act" Ill. Rev. Stat., 1985. Ch. 48, par. 1401 et seq.</p> <p>Recommendation: Retain in office permanently.</p>	<p align="center"><i>Disposition Approved</i></p>
84.	<p>Duplicating Services Requests/Vouchers (Duplicates)</p> <p>Dates: 1979 - Volume: 28 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the duplicating services requests/vouchers for the office of Duplicating/Copy Machines. The records generally include print requests/vouchers indicating the department requesting approvals, specifications, and the account numbers. Originals are maintained on microfiche in the Business Office.</p> <p>Recommendation: Retain in the 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.</p>	<p align="center"><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
85.	<p>Inventory Files (Originals)</p> <p>Dates 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the inventory files for the office of Duplicating/Copy Machines. The records generally include an inventory (on disc) of all duplicating/copying performed for the entire university (e.g., chemicals used, paper supplies). Duplicates are maintained with the University Business Office.</p> <p>Recommendation: Retain in office until supersedure/or updating.</p> <p align="center"><u>MAIL SERVICES</u></p>	<p align="right"><i>Disposition Approved</i></p>
86.	<p>Direct Payment Vouchers (Duplicates)</p> <p>Dates: 1984 - Volume: 10 Cu. Ft. Annual Accumulation: 3½ Cu. Ft. Arrangement: By fiscal year</p> <p>Recommendation: Retain three (3) years in the office, 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.</p>	<p align="right"><i>Disposition Approved</i></p>
87.	<p>Ledger Sheets (Originals)</p> <p>Dates: 1981 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: By year</p> <p>This record series consists of ledger sheets totalling and reconciling the mail service charges of the various departments and offices using the University's Mail Services.</p> <p>Recommendation: Retain six (6) years in the office, 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.</p>	<p align="right"><i>Disposition Approved</i></p>
88.	<p>Mail Usage Vouchers with Corresponding Tallies (Originals)</p> <p>Dates: 1980 - Volume: 20 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: By month</p>	<p align="right"><i>Disposition Approved</i></p>

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	<p>Recommendation: Retain six (6) years in the office, 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.</p>	<p align="center"><i>Disposition Approved</i></p>
89.	<p>Metered Postal Vouchers (Originals)</p> <p>Dates: 1981 - Volume: 4 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain six (6) years in the office, 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.</p>	
90.	<p>Purchase Orders (Duplicates)</p> <p>Dates: 1982 - Volume: 12 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: By fiscal year</p> <p>Recommendation: Retain three (3) years in the office, 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.</p>	<p align="center"><i>Disposition Approved</i></p>
	<p><u>TELECOMMUNICATIONS</u></p>	
91.	<p>Data File</p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series is a monthly computer-generated list of which phones can receive or send data by modem. Only the current month's list is kept presently.</p> <p>Recommendation: Retain one (1) month, then dispose of when the next updated list is received.</p>	<p align="center"><i>Disposition Approved</i></p>
92.	<p>Phone Security File</p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: No order</p>	<p align="center"><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
93.	<p>This record series contains miscellaneous notes and memos relating to telephone security for the phones that are locked. Any information about phones purchased or stolen are also maintained in this file.</p> <p>Recommendation: Retain for three (3) years, then dispose of, provided no administrative value remains and provided all audits have been completed under the authority of the Auditor General, if required, and no litigation is pending or anticipated.</p> <p>Program Change File</p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>	<p><i>Disposition Approved</i></p>
94.	<p>This record series consists of memos that indicate computer program changes, showing such information as a number added or taken out or who can make outside calls, etc. The date that the program change is completed is manually written in at the top of each sheet.</p> <p>Recommendation: Retain one (1) fiscal year, then dispose of provided all audits have been completed under the authority of the Auditor General, if required.</p> <p>Key Sheets File</p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by department</p>	<p><i>Disposition Approved</i></p>
95.	<p>This record series consists of the form called "Key Sheets" from ROLM, showing the extension number, building and room where the phone is located. Updates are written on these sheets until a new Key Sheet is received.</p> <p>Recommendation: Retain until the newest update arrives, then dispose of.</p> <p>Telephone Repair Log</p> <p>Dates: 1986 - Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series is a computer-generated list from ROLM upon which the Telecommunications Department manually records the date</p>	<p><i>Disposition Approved</i></p>

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96.	<p>when a phone is reported to be out of order and the date when it was fixed. This list includes both the university phones and the pay phones on campus.</p> <p>Recommendation: Retain until the newest list is received, then dispose of.</p> <p>Fiscal Administration File</p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>This record series consists of requisitions, purchase orders and invoice vouchers for office supplies and equipment.</p> <p>Recommendation: Retain for three (3) years in the office, then dispose of provided all audits have been completed under the authority of the Auditor General, if required.</p>	<p><i>Disposition Approved</i></p>
97.	<p>Personnel File</p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by last name</p> <p>This record series consists of the individual personnel files of the employees in the Telecommunications Department. A typical file includes time sheets, the reports on sick leave available, evaluations and notices of raises. The applications are retained in the Personnel Office.</p> <p>Recommendation: Retain for five (5) years after the separation of employment, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
98.	<p>Traffic Report File</p> <p>Dates: 1986 - Volume: 2½ Cu. Ft. Annual Accumulation: 2 ¾ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of three (3) types of daily, computer-generated traffic reports on the telephone service at Northeastern. One traffic report totals the number of incoming calls each hour and</p>	<p><i>Disposition Approved</i></p>

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99.	<p>the number of calls lost or not completed because the caller hung up. The second traffic report records the number of calls received at each of the consoles, itemizing how many calls each operator answered or lost and showing which operators are fast or slow at their job. The third traffic report is the trunk report, showing the number of outgoing calls and the number of calls per trunk.</p> <p>Recommendation: Retain for three (3) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required.</p> <p>Log of Telephone Service Orders</p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of a log book (8½ x 11) which lists the date when an order for telephone service was sent out and when the telephone service order was completed. The orders for the Center for Inner-City Studies are listed separately because they receive service from Illinois Bell Telephone, whereas all other Northeastern locations receive service from ROLM.</p> <p>Recommendation: Retain for three (3) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required.</p>	<p><i>Disposition Approved</i></p>
100.	<p>Telephone Service Request File</p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the Telecommunications Department copy (goldenrod) and the CMS-Telecom copy sent to Springfield (green) of the six-part, color-coded Telephone Service Request form which details the phone service to be installed or moved and when the service will be completed.</p> <p>Recommendation: Retain for three (3) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required.</p>	<p><i>Disposition Approved</i></p>
101.	<p>Summary of Long Distance Calls File</p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by caller's last name</p>	<p><i>Disposition Approved</i></p>

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102.	<p>This record series consists of a computer-generated monthly summary report of long distance calls for each person having an extension and authorized to make long distance calls.</p> <p>Recommendation: Retain for one (1) year, then dispose of provided all audits have been completed under the authority of the Auditor General, if required.</p> <p>Summary Reports File</p> <p>Dates: 1986 - Volume: 1 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical by department, then numerical by extension numbers</p>	<p><i>Disposition Approved</i></p>
103.	<p>This record series consists of a computer-generated monthly summary of the detail reports by department and is used to establish a budget for telephone service.</p> <p>Recommendation: Retain for one (1) year, then dispose of provided all audits have been completed under the authority of the Auditor General, if required.</p> <p>Detail Reports File</p> <p>Dates: 1986 - Volume: 4½ Cu. Ft. Annual Accumulation: 6 Cu. Ft. Arrangement: Chronological by month, numerical by extension number</p>	<p><i>Disposition Approved</i></p>
104.	<p>This record series consists of a computer-generated monthly detail report of all telephone extensions in the university, listing date, time, how many calls made, and the cost.</p> <p>Recommendation: Retain for one (1) year, then dispose of provided all audits have been completed under the authority of the Auditor General, if required.</p> <p>Long Distance Code Sheet File</p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by code number</p>	<p><i>Disposition Approved</i></p>
	<p>This record series consists of a monthly report of long distance calls which is computer-generated by a code number for the person responsible for each telephone line extension. Each report lists the date, time, length of call, the telephone number called, the cost, the average number of calls per month, average duration of a call, the name of the person, and their authorized code number.</p>	

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105.	<p>Recommendation: Retain for one (1) year, then dispose of provided all audits have been completed under the authority of the Auditor General, if required.</p> <p>Administrative Correspondence and Reference File</p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of administrative correspondence and memos to and from the Telecommunications Department.</p> <p>Recommendation: Retain three (3) years, then review and weed files, disposing of any records no longer having administrative value provided that all audits have been completed under the Auditor General, if required, and no litigation is pending or anticipated. Transfer any records possessing archival value to the University Archives for permanent retention.</p> <p align="center"><u>TELECOMMUNICATIONS/ACCOUNTING</u></p>	<p align="center"><i>Disposition Approved</i></p>
106.	<p>Telephone Bill File</p> <p>Dates: 1982 - Volume: 2 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of telephone bills from Illinois Bell Telephone for the Center for Inner City Studies and from ROLM for all the other telephones at Northeastern.</p> <p>Recommendation: Retain for three (3) years, then dispose of provided that all audits have been completed under the authority of the Auditor General, if required, and no litigation is pending or anticipated.</p>	<p align="center"><i>Disposition Approved</i></p>
107.	<p>Charge Back File</p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name</p> <p>This record series consists of financial records of charge backs as sent to those individuals or departments who have a telephone budget through the university or a grant.</p>	<p align="center"><i>Disposition Approved</i></p>

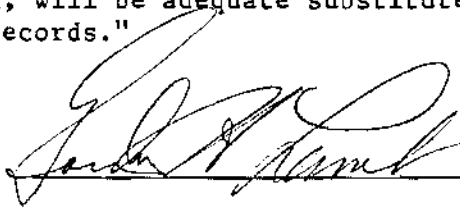
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	<p>Recommendation: Retain for three (3) years, then dispose of provided that all audits have been completed under the authority of the Auditor General, if required, and no litigation is pending or anticipated.</p> <p>"I hereby certify that microfilm copies, made in accordance with the standards of the State Records Commission, will be adequate substitutes for the original records."</p> <p></p>	<p><i>Disposition Approved</i></p>

NORTHEASTERN ILLINOIS UNIVERSITY
VICE-PRESIDENT FOR STUDENT AFFAIRS
RETENTION SCHEDULE #87-24

NORTHEASTERN ILLINOIS UNIVERSITY
VICE-PRESIDENT FOR STUDENT AFFAIRS
RETENTION SCHEDULE #87-24

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JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

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AGENCY Northeastern Illinois University

DIVISION Vice-President for Student Affairs

SUBDIVISION

RECOMMENDATION:

Jim Edgar 4/20/88
ARCHIVIST DATE

I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER PRESERVATION.

STATE RECORDS COMMISSION APPROVAL:

[Signature]
CHAIRMAN

Michael Devine
SECRETARY

[Signature] 3/28/88
HEAD OF AGENCY DATE

APR 20 1988
DATE

SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES GIVE TITLE, EARLIEST DATE, FILE ARRANGEMENT, VOLUME, ANNUAL ACCUMULATION, FORM NUMBERS, LEGAL REQUIREMENTS AFFECTING RETENTION, AND RECOMMENDED RETENTION PERIOD. IF MICROFILMED, THE HEAD OF THE AGENCY SHALL ATTACH A STATEMENT CERTIFYING THAT MICROFILM COPIES, MADE IN ACCORDANCE WITH THE STANDARDS OF THE STATE RECORDS COMMISSION, WILL BE ADEQUATE SUBSTITUTES FOR THE ORIGINAL RECORDS.	ACTION TAKEN
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1. EXECUTIVE OFFICE

Search and Screen File (Duplicates)

Dates: 1982 -
Volume: 3 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Alphabetical by position

This record series consists of all the documents relating to the search for faculty and administration under the Vice-President of Student Affairs, including job descriptions, news clippings, applications, resumes, sign-off letters that approve the search and that approve the results of the search, bills for running employment ads and the costs of the search. This office would like to dispose of all materials six (6) months after the search is completed, retaining only a list of applicants and their addresses. The university record copy is retained by the Provost.

Recommendation: Retain for two (2) years in the office, with the exception of resumes and applications which will be retained for six (6) months, then disposed of provided that all audits have been completed under the authority of the Auditor General, if necessary, and no litigation is pending or anticipated.

*Disposition
Approved*

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
2.	<p>Student Disciplinary File (University Record Copy)</p> <p>Dates: 1969 - Volume: 4½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the student disciplinary file which is a security file, containing the incident report, the examiner's report, the hearing officer's report, the appeal decision and any related correspondence, memos or hand-written notes. An appeal of a hearing officer's decision may be made within ten (10) days to the Vice-President of Student Affairs. Occasionally, an incident will end in a disciplinary note that will be placed in a student's file with the promise that the note will be destroyed when the student graduates. About one percent of the file is non-disciplinary: requests for recommendations that require follow-up by the Vice-President of Student Affairs.</p> <p>Recommendation: Retain in the office for five (5) years after a case is closed with the exception of those files which have been designed to be disposed of after graduation, and the 1% which are non-disciplinary which may be disposed of after six (6) months, then weed and dispose of any items that no longer have administrative value, providing no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
3.	<p>Fiscal Administration File (Duplicates)</p> <p>Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series contains travel vouchers, direct payment vouchers for equipment, budget and expenditure records, travel authorizations, budget printouts, purchase orders and requisitions for the Office of the Vice-President of Student Affairs.</p> <p>Recommendation: Retain in the office for three (3) years, then dispose of provided no litigation is pending or anticipated, and provided all audits have been completed under the authority of the Auditor General, if required.</p>	<p><i>Disposition Approved</i></p>
4.	<p>Student Affairs Area File (Duplicates)</p> <p>Dates: 1975 - Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
5.	<p>This record series consists of correspondence, reports, contracts, grants and other materials relating to various departments (areas) that report to the Vice-President of Student Affairs: Commuter Center, University Events, Financial Aid, Health Services, Special Programs, Student Activities, Student Development, the Center for Student Development and Women's Services. Under Special Services, various federal grants have been awarded. Under Financial Aid, reports and tuition waiver information is filed for administrative oversight and convenience.</p> <p>Recommendation: Retain three (3) years in the office, then weed and dispose of any materials whose administrative value has expired.</p> <p>Administrative Correspondence and Reference File</p> <p>Dates: 1976 - Volume: 9 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical by topic</p>	<p align="center"><i>Disposition Approved</i></p>
6.	<p>This record series consists of administrative correspondence and reference of the Vice-President of Student Affairs, including letters, memos and reports on all major functions and offices of the university, accreditation, policies and proposed policies, space remodeling and reallocation, legal clarifications from the staff attorney, etc.</p> <p>Recommendation: Retain in the office for two (2) years, then review files and transfer any materials having long-term historical value to the University Archives for permanent retention. Materials which remain after weeding which do not have any administrative value are to be disposed of.</p> <p>Personnel File (Duplicates)</p> <p>Dates: 1975 - Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of both active and inactive personnel files, which include salary changes, cumulative request for leave forms, job audits and letters of resignation, etc.</p> <p>Recommendation: Retain in the office one (1) year after separation of employment, then dispose of provided no litigation is pending or anticipated.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<u>COMMUTER CENTER</u>	
7.	<p>Vending and Game Room Receipts with Duplicate Vending Contracts (Duplications)</p> <p>Dates: 1981 - Volume: 6 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Original receipts and vending contracts are maintained by the University's Business Office.</p> <p>Recommendation: Retain three (3) years in office, 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.</p>	<p align="center"><i>Disposition Approved</i></p>
8.	<p>Locker Rental Receipts for Local Funds (Duplicate)</p> <p>Dates: 1984 - Volume: 3 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>These receipts are generated from locker rentals for the ongoing solvency of a "local fund" account.</p> <p>Recommendation: Retain three (3) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	
9.	<p>Administrative & General Correspondence with Related Documents (Originals & Duplicates)</p> <p>Dates: 1973 - Volume: 5 Cu. Ft. Annual Accumulation: Less than ½ Cu. Ft. Arrangement: Chronological and by subject</p> <p>In addition to routine administrative correspondence, the file series contains: reference copies of policy and procedural manuals, memos, and bulletins; minutes and agenda from the Commuter Center Board, Child Care Center Committee, and numerous other planning committees; copies of accounting reports from the Food Service and the Bookstore (operated by private firms in cooperation with the University); duplicate vending, Food Service, and Bookstore contracts; and internal/external audit reports with attachments and workpapers covering various areas of the Commuter Center, including vending, games and the Child Care Center.</p>	

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	<p>Recommendation: Retain three (3) years in office, then with the assistance of the University Archives staff, review files and transfer to University Archives custody materials possessing sufficient research/historical value, then dispose of the remainder of the record series accumulation.</p>	<p><i>Disposition Approved</i></p>
<p>10.</p>	<p>General Fiscal Administration File (Duplicates)</p> <p>Dates: 1983 - Volume: 6 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological</p> <p>This general fiscal administration file maintained for documentation of Center operational expenditures, receipts, and equipment acquisition, utilization, and disposition contains duplicate purchase orders, vouchers, receipt advices, requisitions, "local fund" monthly statements, Commuter Center budget papers, and property control records. Central of "record copy" University fiscal documentation is maintained by the Business Office.</p> <p>Recommendation: Retain three (3) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
<p>11.</p>	<p>Commuter Center Staff Personnel Files</p> <p>Dates: 1978 - Volume: 4½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical and chronological</p> <p>This record series includes the Center's copies of personnel administration documents generated for the management of Commuter Center Civil Service, student aid/work study, administrative and professional staff of the Center. Types of documentation include applications, resumes, job descriptions, hiring authorizations, time and attendance records, performance evaluations, salary administration/job classification documentation, separation/termination documents, and related correspondence/memoranda. University record copies of these documents are maintained by the Financial Aids Office, Personnel Officer or the Provost as applicable and will be scheduled for appropriate disposition time frames from those offices.</p>	

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12.	<p>Recommendation: Retain in office for five (5) years following separation/termination of employee/student worker, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>Billing Files (Duplicates)</p> <p>Dates: 1979 - Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: By fiscal year</p> <p>This record series consists of the billing files for the Commuter Center Office. The file most predominately includes copies of invoices billed to parents for child care fees for the Commuter Center's off-campus child care facility. Originals are maintained with the University's Accounting Office.</p> <p>Recommendation: Retain in the 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.</p>	<p><i>Disposition Approved</i></p> <p><i>Disposition Approved</i></p>
13.	<p>Room Reservations (Original)</p> <p>Dates: 1984 - Volume: 3 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: By fiscal year</p> <p>This record series consists of the room reservations for the Commuter Center Office. The records generally include applications to schedule the facilities of the Commuter Center according to: the specific event; sponsoring department or organization; source of income; date and place of event; audio/visual requirements; billing arrangements; and person submitting the application.</p> <p>Recommendation: Retain in the office for two (2) 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.</p>	<p><i>Disposition Approved</i></p>

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14.	<p>Commuter Center Building Construction Files (Originals & Duplicates)</p> <p>Dates: 1973 - Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by contractor</p> <p>This record series consists of the commuter center building construction files for the Commuter Center Office. The records generally contain all documents used in the planning and construction of the Commuter Center including: selection of architect information; physical plant correspondence; improvements; remodeling notices; bidding notices, and blueprints (duplicates).</p> <p>Recommendation: Retain in the office permanently.</p> <p align="center"><u>COMMUTER CENTER/UNIVERSITY EVENTS</u></p>	<p align="center"><i>Disposition Approved</i></p>
15.	<p>Applications to Schedule Facilities (Originals)</p> <p>Dates: 1984 - Volume: 2 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain two (2) years in office, then dispose of.</p>	<p align="center"><i>Disposition Approved</i></p>
16.	<p>Budget and Fiscal Transaction Files (Duplicates)</p> <p>Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by area</p> <p>This record series consists of copies of requisitions, purchase orders, vouchers (i.e., accounts payable, duplicating services request), memoranda and internal budget transfer requests for the following: contractual; equipment; mail and travel. Also included in these files are copies of time sheets for student workers and civil service employees. Original student worker files are maintained in the Student Employment Office. Original student aide time sheets are kept in the Payroll Office and original civil service records are kept in the Personnel Office.</p> <p>Recommendation: Retain three (3) years in office, 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.</p>	<p align="center"><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<u>COMMUTER CENTER/CHILD CARE UNIT</u>	
17.	<p>Child Care Center Staffing Schedules and Narrative Curricula Guides/ Descriptions (Originals)</p> <p>Dates: 1975 - Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological and by curriculum</p> <p>These are original internally devised work schedules for Child Care Center staff filed with the Center's child care curricula guides and descriptions.</p> <p>Recommendation: Retain in office and dispose of upon expiration of administrative value, providing all audits required under supervision of the Auditor General, and/or the Department of Children and Family Services have been completed and no litigation is pending or anticipated.</p>	<i>Disposition Approved</i>
18.	<p>Child Care Center General Correspondence (Originals & Duplicates)</p> <p>Dates: 1981 - Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the routine day-to-day correspondence of the Child Care Center exchanged primarily with parents or guardians of children enrolled in the Center's programs for Child Care.</p> <p>Recommendation: Retain three (3) years in office, 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.</p>	<i>Disposition Approved</i>
19.	<p>Child Enrollment Files (Originals or Record Copies)</p> <p>Dates: 1976 - Volume: 2½ Cu. Ft. Annual Accumulation: Negligible Arrangement: By child name and chronological</p> <p>This record series includes the files of admission and enrollment of pre-school age children of university commuters. The files contain basic identifying and other personal background data descriptive of the children and important for the efficient and reliable operation of the Center.</p>	

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	<p>Recommendation: Retain in office for five (5) years from the date of last attendance of the respective child, then dispose of providing all audits have been completed under supervision of the Auditor General and/or the Department of Children and Family Services, if necessary, and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
20.	<p>Child Care Center Staff Personnel Files (Originals or Record Copies)</p> <p>Dates: 1974 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical and chronological</p> <p>These files contain the usual personnel transaction documentation pertinent to staff retained by the Child Care Center. Specific documents include: applications and/or resumes submitted for positions; hiring notices; salary administration documentation; job descriptions; performance evaluations; all Department of Children and Family Services reports/certifications from regulatory procedures, audits, and inspections; termination/separation notices, and all related correspondence/memoranda.</p>	
	<p>Recommendation: Retain in office for five (5) years after separation of employee, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
21.	<p>Children Attendance Sign-In/Sign-Out Sheets (Originals)</p> <p>Dates: 1982 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Daily sign-in/sign-out sheets for documenting children attendance and departures with parents, guardians, and custodians comprise this record series.</p>	
	<p>Recommendation: Retain in office until expiration of administrative value, then dispose of providing no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>

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	<u>FINANCIAL AID</u>	
22E.	<p>Awards Listings - Printouts (Agency Record Copies)</p> <p>Dates: 1976 - Volume: 2½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of printouts listing the names of all students receiving financial aid while attending the university.</p> <p>Recommendation: Retain weekly printouts until all administrative use has expired, then dispose of. Retain annual summary for three (3) years, then dispose of.</p>	<i>Disposition Approved</i>
23.	<p>Fiscal Administration Files (Duplicates)</p> <p>Dates: 1980 - Volume: 5 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of invoice, contractual and travel vouchers, direct pay orders, paid bills, purchase orders, budget printouts on allocations and disbursements, and budget requests.</p> <p>Recommendation: Retain in the office for three (3) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p>	<i>Disposition Approved</i>
24.	<p>Announcement Rosters for Illinois Monetary Awards (Agency Record Copies)</p> <p>Dates: 1983 - Volume: 2½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of computer printouts from the Illinois State Scholarship Commission showing the names of students at the university receiving Illinois Monetary awards.</p> <p>Recommendation: Retain in the office for six (6) fiscal years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p>	<i>Disposition Approved</i>

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25.	<p>Tuition Waiver Files (Duplicates except for Talent Scholarships)</p> <p>Dates: (1975-1985) Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological/Alphabetical</p> <p>This record series consists of waivers of tuition fees for:</p> <ul style="list-style-type: none"> (A) Cooperative Teacher Program participant (B) Faculty members (C) Civil Service Employees (D) Spouse/children of deceased employees (E) Graduate Assistants (F) Talent Scholarship <p>Beginning in 1986 tuition waivers were placed in the master files.</p> <p>Recommendation: Retain in the office for five (5) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
26.	<p>National Direct Student Loan Record Cards (Duplicates)</p> <p>Dates: (1971-1976) Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of cards and ledgers showing the name and social security number of recipients of National Direct Student Loans (NDSL), as well as the amount of money granted each year. The Business Office is responsible for collections of N.D.S.L.'s.</p> <p>Recommendation: Dispose of accumulation upon approval of this application.</p>	<p><i>Disposition Approved</i></p>
27.	<p>Administrative Correspondence and Reference Files (Originals and Duplicates)</p> <p>Dates: 1980 - Volume: 6 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical</p>	

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	<p>This record series consists of original and duplicate correspondence and reference material detailing matters of the function, procedures, organization, and transmitting of financial aid documents for the University's Office of Financial Aid. Examples of the types of documents found in this record series include:</p> <ul style="list-style-type: none"> (A) Memoranda and correspondence (B) Publications and informational newsletters on scholarship programs (C) Policies and procedures (D) Information received from the U.S. Department of Education (E) Quarterly Institutional Waiver Report (F) Information from national organizations (G) Information for President's report to the Board of Governors (H) Financial Aid Survey for the Board of Higher Education <p>Recommendation: Retain in the office for three (3) years, then review file and weed out all materials lacking further administrative value due to supersedure of more current information and dispose of. Retain all original materials documenting the policy/decision-making function of the Office of Financial Aid permanently - either in the office or the University Archives.</p>	<p><i>Disposition Approved</i></p>
28.	<p>Personnel Files (Duplicates)</p> <p>Dates: 1969 - Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of duplicate records of administrative and professional employees, students, and civil service personnel employed in the Office of Financial Aid. Included are student worker assignment forms and copies of checks, time sheets, job audits, grievance information, evaluations, requests for leave, salary or other status change data, notices of termination, letters of resignation and other related correspondence.</p> <p>Recommendation: Retain in the office for five (5) years after separation of employment, then dispose of provided no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>

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29M.	<p>Student Financial Aid Application Files</p> <p>Dates: 1978 - Volume: 202 Cu. Ft. Annual Accumulation: 25½ Cu. Ft. Arrangement: Alphabetical</p> <p>This record series contains the principal documentation of the financial aid application process eligibility determination, awarding and disbursement arrangements at Northeastern. This record series, in the form of individual folders for each student who applies for financial aid, consists of the following types of documents:</p> <ol style="list-style-type: none"> (1) Institutional application for financial assistance - indicates name, address, resident status, marital status, type of aid requested, current benefits/aid received (if any), dependency information, family size, statement of educational purpose, etc.; (2) Needs analysis documents - various financial statements such as ACT family financial aid information or financial aid transcripts from other post-secondary educational institutions or other documents required for state and federal student aid, indicating student's name, address, household information, income and expense information, asset information, expected income, release for sending information, certification of authenticity, etc.; (3) Tax Returns - from student, parent or legal guardian (as required by the type of financial aid applied for); (4) Award letters - standardized letters officially notifying applicant of the award of financial assistance, type of fund, dates of the award disbursement, any conditions on the use of the award, etc.; (5) Compliance Statement of Educational Purpose - statement certifying that a student has registered with the Selective Service or stating the reason a student is exempt from registration. This compliance statement is required if a male student is applying for aid under the Student Financial Aid Program, Title IV; (6) Academic Progress Reports - transcripts and other reports showing satisfactory academic progress; (7) Scholarship information - award letters and other documents related to a student's scholarships such as the Illinois General Assembly Scholarship or the Illinois Veterans Scholarship, etc.; and (8) Related correspondence. 	

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	<p>Recommendation: For paper records not microfilmed, retain five (5) years in the office after the date of graduation or the date of last attendance, 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.</p> <p>For those records microfilmed beginning with the 1984-85 academic year, microfiche records after one academic year, then dispose of paper records. Retain microfiche for ten (10) years after the date of graduation or last date of attendance, then dispose of. A security copy of these microfiched records should be retained off-site (in an area which meets state standards for adequate storage of microforms) for ten (10) years after date of graduation or last date of attendance, 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.</p>	<p align="center"><i>Disposition Approved</i></p>
30.	<p>Guaranteed Student Loan (GSL) File</p> <p>Dates: 1968 - Volume: 51 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological and alphabetical</p> <p>This record series consists of pending, approved, cancelled/withdrawn and rejected applications for student loans under the federal and state Guaranteed Student Loan Program (GSL). Supporting documents included in this file series are completed GSL Needs Test forms and completed GSL Preparation Sheets with the inclusion of students' and occasionally parents' copies of income tax returns and related correspondence. This record series serves as an application or eligibility criteria establishment file and as such contains no reference to the loan accounts' repayment liability balances. The Illinois State Scholarship Commission maintains the original loan recipient case files for the Illinois Guaranteed Loan Program for seven (7) years following the final payment or settlement of the respective loan accounts per provisions of Application #81-83M/E.</p> <p>Recommendation: Retain in the office for five (5) years after the award period expires, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and no litigation is pending or anticipated.</p>	<p align="center"><i>Disposition Approved</i></p>

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31.	<p>Application and Fiscal Operations Report (FISAP)</p> <p>Dates: 1979 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the Application and Fiscal Operations (FISAP) report which is a report to the federal government prepared annually by Northeastern's Financial Aid Office on federal expenditures only. The series has two purposes: (1) to request funding for the following academic year and (2) to report on expenditures from the previous academic year including such programs as the National Direct Student Loan, etc.</p> <p>Recommendation: Retain in the office for five (5) 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.</p>	<p align="right"><i>Disposition Approved</i></p>
32.	<p>Annual Report for Federal and State Scholarships (Duplicates)</p> <p>Dates: 1979 - Volume: 10 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of forms provided by the Illinois State Scholarship Commission and the U.S. Department of Education which are completed by the Financial Aid Office at the end of each fiscal or academic year and supporting documents which provide statistical information on the operations of Northeastern's financial aid program.</p> <p>Recommendation: Retain five (5) years in office, then transfer to the University Archives for permanent retention.</p>	<p align="right"><i>Disposition Approved</i></p>
33.	<p>Budget Reports</p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month</p> <p>This record series, produced monthly, summarizes all transactions which occur in the Financial Aid Office at Northeastern in its operating budget and the accounts maintained for students receiving financial aid.</p>	

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34.	<p>Recommendation: Retain three (3) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General, if required, and no litigation is pending or anticipated.</p> <p>Private Scholarship Files</p> <p>Dates: 1976 - Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by student's name</p> <p>This record series contains documents pertaining to students who have received private scholarships to attend Northeastern. The record series consists of the letter of the award, general information about the scholarship and deposit slips. The scholarship monies are deposited into a holding account, then the student's account is credited by computer. Examples of private scholarship would be money willed to an individual to be used for a college education or scholarships awarded by private corporations or civic organizations.</p> <p>Recommendation: Retain one (1) year in the office after the award period is completed, then dispose of providing all audits have been completed under the authority of the Auditor General, if required, and no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
35.	<p>Pell Grant Validation Roster (Agency Record Copy)</p> <p>Dates: 1973 - Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by fiscal year</p> <p>This roster, issued by the U.S. Office of Education at the end of each academic year, indicates the total disbursements and ending balance in federally funded student accounts administered by Northeastern's Financial Aid Office.</p> <p>Recommendation: Retain three (3) years in office, then dispose of</p>	<p align="center">Disposition Approved</p>
36.	<p>ISSC Default List File (Duplicates)</p> <p>Dates: 1979 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p align="center">Disposition Approved</p>

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37.	<p>This record series contains the Financial Aid Office's duplicate copy of the Illinois State Scholarship Commission's list of those students attending Northeastern who are in default in repaying student loans and are, therefore, not eligible for new awards or scholarships. The agency record copies of this record series are retained by the Business Office.</p> <p>Recommendation: Retain three (3) years in office, then dispose of providing all audits have been completed under the supervision of the Auditor General, if required, and no litigation is pending or anticipated.</p> <p>NDSL Default List File (Duplicates)</p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p align="center"><i>Disposition Approved</i></p>
38.	<p>This record series contains the Financial Aid Office's duplicate copy of the National Direct Student Loan (NDSL) monthly list of those students attending Northeastern who are in default in repaying NDS loans. The information included on this list includes the student's name, most recent address, the amount of the original loan, how much has been repaid and the monthly amount on the payback schedule. The agency record copies of this record series are retained by the Business Office.</p> <p>Recommendation: Retain one (1) month, then dispose of when the next monthly up-date arrives.</p> <p>Search and Screen File (Duplicates)</p> <p>Dates: 1978 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p>	<p align="center"><i>Disposition Approved</i></p>
	<p>This record series contains the job opening advertisement, applications, resumes, a list of those eligible, a list of those interviewed, job descriptions and other supporting documents in the good-faith search and screen process of hiring professional staff in the Financial Aid department.</p> <p>Recommendation: Retain three (3) years after the search is completed then dispose of provided all audits have been completed under the authority of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p align="center"><i>Disposition Approved</i></p>

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39.	<p>Illinois Veterans Scholarship Status Report (Microfiche) (Duplicates)</p> <p>Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by term</p> <p>This record series consists of microfiche cards received from the Illinois Department of Veterans Affairs at the end of each semester. These cards indicate the names of all veteran/students receiving financial aid from the Illinois Veterans Scholarship (IVS) Program and how many points each veteran/student has used under the IVS Program. Each eligible veteran can receive educational benefits up to the accumulation of 120 points or 12 years from the date he/she begins to receive benefits under the program, whichever occurs first.</p> <p>Recommendation: Retain until updated or superseded.</p>	<p align="center"><i>Disposition Approved</i></p>
40.	<p>Illinois Veterans Scholarship Award File</p> <p>Dates: 1961-1985 Volume: 12 Cu. Ft. Annual Accumulation: -- Arrangement: Chronological, then alphabetical</p> <p>This record series contains the application for an Illinois Veteran's Scholarship (IVS) which provides the information needed to determine eligibility; the "Verification of Award Eligibility" which is submitted to the Illinois Department of Veterans Affairs by the university as notification that a student has been awarded an IVS; a copy of the veteran's discharge form from the armed services (DD214); fee charts and billing documents. The funds for an IVS are provided by the Illinois Department of Veterans Affairs. This record series is no longer maintained as a separate record series; since 1985, the IV Scholarship card (verification of eligibility) has been retained in the individual student's financial aid file. A copy of the discharge form (DD214) is no longer needed and is not maintained in the individual file. See "Student Financial Aid Applications File" in this application, item #29M.</p> <p>Recommendation: Retain three (3) years following the expiration of the scholarship, 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.</p>	

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41.	<p>Illinois General Assembly Scholarship Award File</p> <p>Dates: 1960-1985 Volume: 3 Cu. Ft. Annual Accumulation: -- Arrangement: Alphabetical</p> <p>Each senator or representative of the Illinois General Assembly is authorized to award the equivalent of two, 4-year scholarships annually to his/her constituents. This record series consists of the award letter sent to a Northeastern student by the Illinois State Board of Education notifying him/her of the receipt of a General Assembly Scholarship. These award letters are no longer maintained as a separate record series but, after 1985, have been maintained in the individual student's financial aid file. See "Student Financial Aid Application Files" in this application, item #29M.</p> <p>Recommendation: Retain three (3) years following the expiration of the scholarship, 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.</p>	<p><i>Disposition Approved</i></p>

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	<p align="center"><u>SPECIAL PROGRAMS</u></p> <p>42. Departmental Student Files (Originals or Record Copies)</p> <p>Dates: 1968 - Volume: 24 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Alphabetical and chronological</p> <p>The Department of Special Programs assists minorities, economically disadvantaged, and physically and hearing disabled students to adjust and persist in the pursuit of academic program achievements in the Northeastern Illinois University curricula. Program goals focus on student recruitment, retention, and success/persistence promotion through academic and financial resources advisement and assistance services.</p> <p>This record series includes the Department's student files for Proyecto Pa' Lante ("Project Forward"), "Project Success", and Special Services participants and recipients. File contents include admission or Special Services eligibility applications, High School transcript or G.E.D.'s, A.C.T. results, <u>Permanent Resident Card (I-551)</u>, personal data sheet(s), grade reports, course registration form(s), English and Math placement test results, admission or eligibility determination interview notes, Special Services "checklist", Special Services student needs assessment documentation, Special Services "statement(s) of first generation", Special Services staff service history form(s), Special Services interview data sheets, Special Services individual education plan, student financial aid reports, Northeastern grade reports, class schedules, medical cards, Income Tax forms, Social Security Benefit form, copies of residence and/or visa cards, <u>Statement(s) of Learning Disabled or Physically/Medically Handicapped</u>, and pertinent correspondence and memoranda.</p> <p>Recommendation: Retain in office for five (5) years following the date of graduation or of last attendance of each corresponding student, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
43.	<p>Program Administration Status and Statistical Reports (Originals or Record Copies)</p> <p>Dates: 1968 - Volume: 6 Cu. Ft. Annual Accumulation: 1/3 Cu. Ft. Arrangement: Mostly letter</p>	

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44.	<p>This record series consists of various planning, status, and evaluation reports on the Department's program implementation activities, which include: statistical monthly and annual reports; program coordinator's reports (or correspondence formatted reports); academic profile reports; periodic progress reports; Latina Women reports; staff monthly reports; and reports to the Vice President consisting of annual reports, program statement reports, goals reports, retention reports, and recruitment reports.</p> <p>Recommendation: Retain five (5) years in office, then with the assistance of the University Archives staff, review files and transfer to University Archives custody materials possessing sufficient research/historical value, then dispose of the remainder of the record series accumulation.</p> <p>Special Programs Workshop Materials and Student Orientation and Registration Assistance File (Originals and Reference/Distribution Copies)</p> <p>Dates: 1979 - Volume: 2 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>This file series includes the written orientation guide for students, course selection and registration directional materials/forms, and Special Programs workshop handouts and products.</p> <p>Recommendation: Retain in office until administrative value has expired, then dispose of.</p>	Disposition Approved
45.	<p>Personnel File (Duplicates)</p> <p>Dates: 1968 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series includes the Department's copies of personnel files for professional and civil service staff of the Department and for student or work study employees. The files primarily contain time and attendance records, resumes, employment requisitions, hiring authorization forms, and employment evaluations. University record copies of these files are maintained and scheduled for appropriate retention periods by the Offices of the Vice-President for Administrative Affairs (Personnel Office), and the Vice-President for Student Affairs (Financial Aids).</p>	Disposition Approved

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	<p>Recommendation: Retain in office for five (5) years after the separation and/or date of last academic attendance of the respective employee/student employee, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p align="center">Disposition Approved</p>
46.	<p>Departmental Administrative Correspondence File (Originals & Duplicates)</p> <p>Dates: 1970 - Volume: 6 Cu. Ft. Annual Accumulation: 1/3 Cu. Ft. Arrangement: Chronological</p> <p>This file contains letters and memos exchanged with students, other organizations, agencies, and sub-divisions of the University reflecting the services and related activities performed by the Department. Reference copies of various publications, memos, and copies or excerpts of afore-described administrative reports are included within this file series.</p> <p>Recommendation: Retain three (3) years in office, 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.</p>	
47.	<p>Latino Women Advisory Committee Minutes and Agenda (Originals)</p> <p>Dates: 1982 - Volume: 2 Cu. Ft. Annual Accumulation: 1/3 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain three (3) years in office, then transfer to the University Archives for permanent retention.</p>	<p align="center">Disposition Approved</p>
48.	<p>Departmental Budget and Fiscal Administration Records (Duplicates)</p> <p>Dates: 1979 - Volume: 5 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Chronological</p>	<p align="center">Disposition Approved</p>

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	<p>This file series contains copies of budget and program continuation proposal documents with supporting copies of annual reports and/or report excerpts. Also included in the file series are Departmental copies of vouchers, requisitions, expenditure reports, internal ledgers, purchase orders, agreements, service contracts and/or C.O.D.'s, and property control records. University-wide record copies of budget and fiscal administration records are processed, maintained and scheduled for appropriate retention periods by the Budget Office and Business Office units of the University.</p> <p>Recommendation: Retain three (3) years in office, 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.</p> <p align="center"><u>STUDENT ACTIVITIES</u></p>	<p align="center"><i>Disposition Approved</i></p>
49.	<p>Personnel Files (Duplicates)</p> <p>Dates: 1981 - Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical/Chronological</p> <p>This record series consists of duplicate employment applications, employment requisition forms, time and attendance records, merit increase notices and requests for leave (i.e., vacation, sick). Original files are maintained in either the Provost's Office or the Student Employment Office, whichever is applicable for the employees' job title or classification.</p> <p>Recommendation: Retain five (5) years in office after separation/termination of employment, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p align="center"><i>Disposition Approved</i></p>
50.	<p>Student Organization Financial Files (Duplicates)</p> <p>Dates: 1974 - Volume: 14 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Numerical/Alphabetical</p> <p>This record series consists of duplicate vouchers, budget requests and computer printouts issued by the Business Office indicating the amount of funds dispersed to student organizations. Also included in these files are copies of contracts, direct pay authorizations and quarterly reports documenting the payment of copyright and music royalties by student organizations. Original fiscal and budget records are maintained in the Business Office and Budget Office, respectively.</p>	

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51.	<p>Recommendation: Retain six (6) years in office, 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.</p> <p>Leadership and Service Scholarship File (Originals & Duplicates)</p> <p>Dates: 1978 - Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical/Chronological</p> <p>This record series consists of a Leadership and Service Scholarship file containing scholarship applications, copies of transcripts, letters of recommendation, congratulatory/rejection letters and correspondence with applicants.</p> <p>Each year Leadership and Service Scholarships are awarded to student leaders exhibiting special skills and abilities in service/leadership. The scholarships are administered by the Leadership and Service Scholarship Committee and provides full tuition renewable up to four trimesters.</p>	<p><i>Disposition Approved</i></p>
52.	<p>Recommendation: Retain five (5) years in office after graduation or last date of attendance, 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.</p> <p>Student Laureate Award File</p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical/Chronological</p> <p>This record series consists of the Student Laureate Award file containing copies of letters of nominees, requests for nominations and letters outlining the criteria for selection of the award.</p> <p>The Student Laureate Award is presented each year, by the Lincoln Academy, to an outstanding senior from each four year college/university in Illinois. Each recipient is awarded a Lincoln Academy Certificate and a check for \$150.00 for overall excellence in curricular and extra-curricular activities. The awards are presented by the Governor of the State of Illinois and President of the Lincoln Academy.</p>	<p><i>Disposition Approved</i></p>
	<p>Recommendation: Retain five (5) years in office after graduation or last date of attendance, 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.</p>	<p><i>Disposition Approved</i></p>

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53.	<p>General Correspondence File</p> <p>Dates: 1981 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical/Chronological</p> <p>This record series consists of general correspondence of the Student Activities Office. Included in these files are inter-office memoranda and correspondence with various departments and student organizations on campus.</p> <p>Recommendation: Retain three (3) years in office, then dispose of materials having no further administrative/reference value.</p> <p align="center"><u>STUDENT DEVELOPMENT/CAREER DEVELOPMENT & PLACEMENT</u></p>	<p align="right"><i>Disposition Approved</i></p>
54.	<p>Teacher Credentials Program (Originals & Duplicates)</p> <p>Dates: 1963 - Volume: 54 Cu. Ft. Annual Accumulation: 2½ Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of the teacher credentials program files for the Office of Career Development and Placement. The files contain a summary of all educational/work experience for each person (education major/minor) who has registered with the Placement Office. Records generally include: personal data sheets; letters of recommendation; authorization for release forms; previous job experience information; personal statements; copies of student teaching evaluations, and requests from students to issue files to other universities. Retain in office for five (5) years after graduation or date of last attendance, then weed out and dispose of all documents except personal data sheet, letters of recommendations, and copies of student teaching evaluations.</p> <p>Recommendation: Retain these documents twenty-five (25) years after the student's graduation date, then dispose of by shredding.</p>	<p align="right"><i>Disposition Approved</i></p>
55.	<p>Resume Reference Files (Originals)</p> <p>Dates: 1980 - 1987 Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the resume reference files for the Office of Career Development and Placement. The records generally include copies of student resumes which are maintained for access by inquiring businesses and graduate schools.</p>	

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56.	<p>Recommendation: Retain in the office for five (5) years after date of graduation, then dispose of.</p> <p>Graduate Survey Results Cards (Originals)</p> <p>Dates: 1972 - Volume: Negligible Annual Accumulation: Negligible Arrangement: --</p> <p>This record series consists of the graduate survey results files for the Office of Career Development and Placement. The records generally include information cards containing the results of a survey of Northeastern graduates according to: type of employment obtained after graduation; location of job taken; degree of correspondence of the job taken to the graduate's intended field of study, and the type of services actually rendered by the graduate on the job. This information is then summarized and incorporated into the division's annual report.</p> <p>Recommendation: Retain in the office until superseded and/or all administrative value has expired, then dispose of.</p> <p align="center"><u>STUDENT DEVELOPMENT/COUNSELING</u></p>	<p><i>[Handwritten notes]</i></p>
57.	<p>National Student Exchange Program Files (Originals)</p> <p>Dates: 1986 - Volume: 1½ Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of the National Student Exchange Program files for the Counseling Office. The records generally contain assorted data on students participating in the exchange program which was designed to allow students from other U.S. colleges and universities to attend classes at Northeastern in order to further their educational experiences. Specific examples of these records include: expenditure information (e.g., local fund/student development budget); program applications; student correspondence (e.g., letters denoting power of attorney to the program coordinator); copies of transcripts; and National Placement Conference minutes.</p> <p>Recommendation: Retain in the office for three (3) years, then review files and weed out any materials possessing long term administrative/historical value (e.g., original minutes of conferences/meetings) for permanent retention in office and/or transferral to the University Archives. All routine, duplicate materials may be disposed of at the discretion of the division.</p>	<p><i>[Handwritten notes]</i></p>

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58.	<p>Student Development Task Inventory Files (Duplicates)</p> <p>Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: --</p> <p>This record series consists of the student development task inventory files for the Counseling Office. The records generally include summaries (statistical data) on the personal growth of students utilizing the services of the Counseling Office. This information is used in the preparation of program reports. Actual hardcopy documentation is maintained with the individual academic advisors.</p> <p>Recommendation: Retain in the office until superseded and/or all administrative value has expired, then dispose of.</p>	<p align="center"><i>Disposition Approved</i></p>
59.	<p>Skill Building Module Files (Originals)</p> <p>Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the skill building module files for the Counseling Office. The information generally includes a record of assorted workshops (e.g., time, location, evaluations) initiated by the Counseling Office, which cover a variety of individual skill building programs designed for students.</p> <p>Recommendation: Retain in the office until all administrative value has expired, then dispose of.</p>	<p align="center"><i>Disposition Approved</i></p>
60.	<p>Academic Probation Files (Duplicates)</p> <p>Dates: 1983 - Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: By trimester</p> <p>This record series consists of the academic probation files for the Counseling Office. The records generally include duplicate print-outs of academic records on the status of student's grades (e.g., passing/failing) in order to determine the need for academic counseling. Originals are maintained within the Office of Records and Admissions.</p> <p>Recommendation: Retain in the office for one (1) year, then dispose of provided all administrative value has expired.</p>	<p align="center"><i>Disposition Approved</i></p>

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61.	<p>Peer Helper Program Files (Originals)</p> <p>Dates: 1983 - Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: --</p> <p>This record series consists of the Peer Helper Program Files for the Counseling Office. The Peer Helper program was designed to select, train, and place students in on-campus jobs that would specifically allow them to engage in student to student contact. Specific examples of these records include: applications; evaluations from site supervisors, and grade reports.</p> <p>Recommendation: Retain in the office for three (3) years, then review files and dispose of all documents no longer possessing any administrative value.</p> <p align="center"><u>STUDENT DEVELOPMENT/DEAN'S OFFICE</u></p>	<p align="center"><i>Disposition Approved</i></p>
62.	<p>General Administrative and Reference Files</p> <p>Dates: 1966 - Volume: 13 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of the general administrative and reference files maintained by the Office of Student Development. The records generally contain all documents (e.g., reports, proposals, evaluations, studies) pertaining to the various committees, conferences, programs, and related departments under the divisions of Student Development. Specific examples would include: budget program statements (goals and objectives - originals); student development contribution to annual reports; BOG/BHE program evaluations; administrative educational leaves; annual reports; budget monthly reports; collective bargaining agreements; credit units summaries; due process policy (and sample letters); grant and contract activity reports; judicial hearing committee information; Metropolitan Life grant proposal; monthly contact reports; program statements; search and screen information; student affairs council information; student development staff meetings; university advisement program; Veteran's Affairs Overpayment cases; Women's Services Advisory Board and Work Study Program reports.</p> <p>Recommendation: Retain in the office for three (3) years, then review files and weed out any documents possessing long term administrative/historical value (e.g., original committee reports, minutes) for permanent retention in office and/or transferral to the University Archives. All routine, duplicate items may be disposed of at the discretion of the office.</p>	<p align="center"><i>Disposition Approved</i></p>

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63.	<p>Grant Files (Duplicates)</p> <p>Dates: 1981 - Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the grants files for the Office of Student Development. The records generally contain the Student Development component of Title III Grant Funding including: budget revisions; performance reports, and minutes/reports of coordinating council meetings. Originals are maintained with the University's Grants Officer/Business Office.</p> <p>Recommendation: Retain in the 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.</p>	<p><i>Disposition Approved</i></p>
64.	<p>Administrative Correspondence Files (Originals & Duplicates)</p> <p>Dates: 1979 - Volume: Negligible Annual Accumulation: Negligible Arrangement: --</p> <p>This record series consists of the administrative correspondence files for the Dean's Office/Student Development. The records generally include all correspondence/memoranda generated from and received by the Dean's Office.</p> <p>Recommendation: Retain in the office for three (3) years, then dispose of provided all administrative value has expired.</p>	<p><i>Disposition Approved</i></p>
65.	<p>Personnel Files (Duplicates)</p> <p>Dates: 1979 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the personnel files (active/inactive) for all employees under the divisions of Student Development. The records generally include: sick and vacation time; time sheets (civil service); faculty evaluations; copies of salaries; goals and objectives; job descriptions; civil service audits; resumes/credentials; search and screening information; letters of commendation; recommendations for promotion and tenure, and related correspondence. Original personnel records are maintained with the University's Personnel Office.</p>	

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66.	<p>Recommendation: Retain in the office for five (5) years after separation/termination of employment, then dispose of provided no litigation is pending or anticipated.</p> <p>Fiscal Administration Files (Duplicates)</p> <p>Dates: 1979 - Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: By fiscal year</p> <p>This record series consists of the Fiscal Administration files for the Office of Student Development. The records generally include: requisitions; budget transfers; travel reimbursements; expenditure and allocation information, and budget travel restrictions (on computer 1986). Original fiscal records are maintained with the University's Business Office.</p>	Disposition Approved
67.	<p>Recommendation: Retain in the 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.</p> <p>Monthly Student Contact Reports (Originals)</p> <p>Dates: 1979 - Volume: 10½ Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of the monthly student contact reports for the Office of Student Development. The records generally include any information documenting visits (contacts) between students and Student Development faculty and staff (e.g., academic information inquiries, career placement, and personal/crisis intervention).</p>	Disposition Approved
	<p>Recommendation: Retain in the office for one (1) year, then dispose of provided all administrative value has expired.</p>	Disposition Approved

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68.	<p align="center"><u>STUDENT DEVELOPMENT</u> <u>INTERNATIONAL STUDIES/VETERAN'S AFFAIRS</u></p> <p>Veteran's Affairs Administrative Files (Originals & Duplicates)</p> <p>Dates: 1981 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the Veteran's Affairs Administrative Files maintained by the Office of International Students/Veteran's Affairs. The records generally contain all documents (e.g., reports, surveys, studies and correspondence) maintained for the administration of the VA division including: administration and faculty time and effort reports; Veteran's Advance Payment Information; Veteran's Budget; Illinois Vietnam Vets Civil Council information; Veteran's Memos; National Association for Veterans; POW Benefits Act of 1981; Veteran's Affairs Scholarship Fees Rights 1981 (Veteran's Letters); Veteran Contact Sheets; Veteran's Fund information; Veteran's Legal Matters; Veterans's Loans information; Veteran's scholarships, and Veteran's surveys and records.</p> <p>Recommendation: Retain in the office for three (3) years, then review files and weed out any documents possessing long term administrative/historical value (e.g., original division reports, original minutes of meetings) for permanent retention in the office and/or transferral to the University Archives. All routine, duplicate items which do not possess any long term administrative/historical value may be disposed of at the discretion of the division.</p>	<p align="center"><i>Disposition Approved</i></p>
69.	<p>General Administrative and Reference Files (Originals & Duplicates)</p> <p>Dates: 1974 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the General Administrative and Reference Files maintained by the Office of International Students/Veteran's Affairs. The records generally contain all documents (e.g., reports, studies, minutes and correspondence) maintained for the administration/function of the entire International Students/Veteran's Affairs division including: annual reports and profile admissions and records; surveys of student needs; Northeastern Illinois University Funding Focus; Student Development information; admissions (information and problems); appeals committee/procedures; attorney and legal matters (Barbara Cook); annual census for Internal Students; consulate general</p>	

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	<p>notification to student letters; budget estimates; enrollment reports; English Competency Exams (students needing exams); student exchanges; foreign student reclassification; Freedom of Information Act; graduate correspondence; insurance information; international student admissions correspondence; military references; misconduct information; scholarship information; survey forms and procedures; tally sheets; International Students (Evaluation & Orientation); staff meeting minutes; student development (theory and practice), and Veteran's information (e.g., New G.I. Bill, V.A. Problem Forms, and selective reserve).</p> <p>Recommendation: Retain in the office for three (3) years, then review files and weed out any documents possessing long term administrative/historical value (e.g., original minutes of meetings, original reports and studies) for permanent retention in the office and/or transferral to the University Archives. All routine, duplicate items may be disposed of at the discretion of the division.</p>	<p align="right"><i>Disposition Approved</i></p>
70.	<p>Student Files (Graduate/Undergraduate) (Duplicates & Originals)</p> <p>Dates: 1975 - Volume: 14 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of the student files maintained by the Office of International Students/Veteran's Affairs. The records generally contain student files including those for adjustment applicants (persons seeking permanent residency) and practical training students who have completed their degrees and currently have permission to work in two (2) six month cycles in this country. Specific examples of records include: copies of transcripts; grade reports; study plans; graduation checklists; evaluations/recommendations, and all related forms and documents specifically pertaining to the status of International Students (e.g., foreign exchange permits, financial statement for International Students).</p> <p>Recommendation: Retain in the office for five (5) years after graduation or date of last attendance, 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.</p>	<p align="right"><i>Disposition Approved</i></p>

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71.	<p>Veteran's Cost of Instruction to Institutes of Higher Education Reports (Agency Record Copy)</p> <p>Dates: 1980 - Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the Veteran's Cost of Instruction to Institutes of Higher Education Reports maintained by the Office of International Students/Veteran's Affairs. The records generally contain grant information including financial status reports (e.g., line item expenditures) and performance reports (e.g., statement of past academic years accomplished objectives for Veterans). These reports are required in order to provide necessary data to the U.S. Department of Education for the Veteran's Cost-of-Instruction Payments Program.</p> <p>Recommendation: Retain in the office for six (6) 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.</p>	<p align="right"><i>Disposition Approved</i></p>
72.	<p>Administrative Correspondence Files (Originals & Duplicates)</p> <p>Dates: 1981 - Volume: Negligible Annual Accumulation: Negligible Arrangement: --</p> <p>This record series consists of the administrative correspondence files maintained by the Office of International Students and Veteran's Affairs. The records generally include requests from students and correspondence to and from various consulates.</p> <p>Recommendation: Retain in the office for three (3) years, then review files and dispose of those documents no longer possessing any administrative value.</p>	<p align="right"><i>Disposition Approved</i></p>
73.	<p>Personnel Files (Student Aids/Workstudy Veterans) (Duplicates and Originals)</p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the personnel files (student aids/workstudy veterans) maintained by the Office of International Students/Veteran's Affairs. The records generally include: time sheets, copies of contracts; recommendations; initial applications, and work schedules.</p>	

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Recommendation:	Retain in the office for five (5) years after graduation or date of last attendance, 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.	<i>Disposition Approved</i>
	<u>STUDENT DEVELOPMENT/STUDENT EMPLOYMENT</u>	
74.	Administrative Correspondence and Reference Files (Originals & Duplicates)	
	<p>Dates: 1983 - Volume: 3 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical by category</p> <p>This record series consists of the administrative correspondence and reference files for the Office of Student Employment. The records generally include: copies of departmental/administrative reports; policy and procedures information; traffic pattern reports (indicates the movement of persons through the Financial Aids system, and community service tuition waivers (e.g., letters of notification, applications and award letters).</p>	
	<p>Recommendation: Retain in the office for three (3) years, then review files and weed out any documents possessing long-term administrative/historical value (e.g., original meeting minutes, original reports) for permanent retention. All routine, duplicate items may be disposed of at the discretion of the office.</p>	<i>Disposition Approved</i>
75.	Work Study Contracts (Originals)	
	<p>Dates: 1983 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by category</p> <p>This record series consists of the original Agency work study contracts maintained by the Office of Student Employment.</p>	
	<p>Recommendation: Retain in the office for five (5) years after date of agency contract, then dispose of provided all audits have been completed.</p>	<i>Disposition Approved</i>

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76.	<p>Payroll Files (Duplicates)</p> <p>Dates: 1977 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the payroll files for the Office of Student Employment. The records (on fiche) generally include: awards earned; award reports (indicates the amount of the financial report that is sent to the computer), and an alphabetical listing of all work study students. Original payroll records are maintained with the Payroll Division/Business Office.</p> <p>Recommendation: Retain in the office for five (5) years to coincide with federal regulations, 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.</p>	<p align="center"><i>Disposition Approved</i></p>
77.	<p>Time Sheets (Work Study) (Duplicates)</p> <p>Dates: 1981 - Volume: 27 3/4 Cu. Ft. Annual Accumulation: 5 3/4 Cu. Ft. Arrangement: Alphabetical by pay period</p> <p>This record series consists of the work study time sheets, generated biweekly, for the Office of Student Employment. Original time sheets are maintained with the payroll division of the Business Office.</p> <p>Recommendation: Retain in the office for five (5) years to coincide with federal regulations, 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.</p>	<p align="center"><i>Disposition Approved</i></p>
78.	<p>Personnel Files - Civil Service (Duplicates)</p> <p>Dates: 1969 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the personnel files (civil service) for the Office of Student Employment. The records generally include: accrued and sick leave time, job descriptions, and job audits. Originals are maintained with the Office of Personnel.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
79.	<p>Recommendation: Retain in the office for one (1) year after separation of employment, then dispose of.</p> <p>Fiscal Administration Files (Duplicates)</p> <p>Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: By fiscal year</p> <p>This record series consists of the fiscal administration files for the Office of Student Employment. The records generally include copies of purchase orders and the budget. Originals are maintained with the Office of the Budget and Business Services.</p>	<p align="center"><i>Disposition Approved</i></p>
80.	<p>Recommendation: Retain in the 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.</p> <p>Student Employment Files (Work Study/Student Aid) (Originals and Duplicates)</p> <p>Dates: 1981 - Volume: 140 Cu. Ft. Annual Accumulation: 28 Cu. Ft. Arrangement: Chronological/Alphabetical</p> <p>This record series consists of the student employment files (work study/student aid) for the Office of Student Employment. The Federal Work Study and Student Aid Programs were designed to permit students to defray tuition expenses by an employment assignment. The records generally include: initial applications for student employment; notification from Financial Aids (indicates work study award amounts); assignment (hiring) forms; referral forms; input forms (for demographic data - e.g., charges fixed to the proper account); termination of employment forms; evaluation forms; payroll deletion forms; summer work forms (authorizations to work for students not enrolled in the summer term); work study award change forms, and copies of release forms (e.g., release of information to prospective employers). Originals of assignment/deletion forms are maintained with the payroll division/business office.</p>	<p align="center"><i>Disposition Approved</i></p>
	<p>Recommendation: Retain in the office for five (5) years after graduation or date of last attendance, then dispose of providing all audits have been completed under the supervision of the Auditor General, and no litigation is pending or anticipated.</p>	<p align="center"><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
81.	<p align="center"><u>STUDENT DEVELOPMENT</u> <u>STUDENT EMPLOYMENT/JOB LOCATION & DEVELOPMENT</u></p> <p>Student Placement Files (Originals)</p> <p>Dates: 1979 - Volume: 17½ Cu. Ft. Annual Accumulation: 2½ Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of the student placement files for the Office of Job Location and Development (JLD). The JLD is federally funded through the work study program and is instrumental in obtaining employment (on/off campus) for students. The records generally include: applications; copies of referral letters (indicates placement/contact); financial aid check list (to avoid overpayment); foreign student employment authorization (signature of academic advisor for the student to work off campus); employer correspondence (e.g., number of students hired, positions filled); end of the year survey of students; referral letters of non-hired applicants (filed monthly), and job order entry forms.</p> <p>Recommendation: Retain in the office for five (5) years after graduation or date of last attendance, 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.</p>	<p>Disposition Approved</p>
82.	<p>Fiscal Files (Duplicates)</p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: By fiscal year</p> <p>This record series consists of the fiscal files for the Office of Job Location and Development. The records generally include: vouchers; purchase orders; general store orders; mail/duplicating costs; department meeting information; copies of timesheets (match time), and Match Fund documentation (state monies to match federal).</p> <p>Recommendation: Retain in the office for five (5) years to coincide with federal regulations, 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.</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<u>HEALTH SERVICES</u>	
83.	<p>Medical Treatment and Testing Case Files/Documents (Originals or Record Copies)</p> <p>Dates: 1979 - Volume: 28½ Cu. Ft. Annual Accumulation: 7 Cu. Ft. Arrangement: Alphabetical and chronological</p> <p>These case files consist of the documents and forms generated from any Health Service's professional assistance rendered to clients. Specific record series forms/document formats include: intake medical records summarizing health histories; nurses notes; employment record for employee clients showing work location and personal data summary record; doctor's reports of progress or release; lab reports/test results for T.B., athletic testing (etc.); blood pressure charts, and in the case of Workmen's Compensation related cases, Health Service's copies of Illness and Injury Reports with related correspondence.</p> <p>Recommendation: Retain each case file or record series document in office for five (5) years from last date of service, 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.</p>	<p><i>Disposition Approved</i></p>
84.	<p>One Time Request for Treatment Forms for Minors (Originals)</p> <p>Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This report shows the patient's (minor's) name, address, date of birth, telephone number, sex, social security number (if applicable), the injury or illness for which treatment was given, signature of the party responsible for the minor and the relationship to the minor.</p> <p>Recommendation: Retain in the office for two (2) years after the child reaches the age of majority, then dispose of provided no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
85.	<p>Handicap Parking Permit Records (Originals)</p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of records of decals issued to handicapped students and staff to park in specially designated areas. Included is the individual's name, address, vehicle plate number, and telephone number.</p> <p>Recommendation: Retain in the office for three (3) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required.</p>	<p><i>Disposition Approved</i></p>
86.	<p>Annual Handicapped Clients Information File (Originals or Record Copies)</p> <p>Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This file is updated annually for Health Service's information on handicapped clients or potential claims. Record series information includes name, telephone number, I.D. number, and summarized nature of handicap (with copies of pertinent doctor's reports in some instances). (This file series is used primarily as background data for the issuance of annual handicapped parking decals.)</p> <p>Recommendation: Retain in office until obsolete by supersedure or updating, then dispose of.</p>	
87.	<p>Administrative Correspondence and Reference Files (Agency Record Copies and Duplicates)</p> <p>Dates: 1973 - Volume: 8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject</p> <p>This record series contains correspondence of both a general nature, as well as, administrative correspondence, program statements and goals, monthly and annual reports.</p> <p>Recommendation: Retain in office for three (3) years, then weed file and dispose of materials which no longer possess any administrative, fiscal, historical, or legal value. Either retain in the office permanently or transfer to the University Archives those records of permanent value.</p>	

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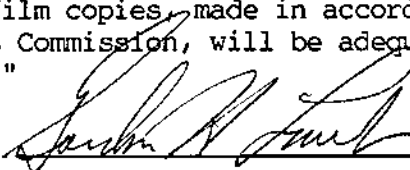
ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
88.	<p>Monthly Activity Reports (Originals)</p> <p>Dates: 1982 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This is a general monthly statistical report on intake and services rendered. Copies are forwarded to the Office of the Vice-President for Student Affairs.</p> <p>Recommendation: Retain in office for four (4) years, then offer to the University Archives for accessioning and Archival custody. If offer is refused by University Archives staff, dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p align="center"><i>Disposition Approved</i></p>
89.	<p>Budget & Fiscal Records (Duplicates)</p> <p>Dates: 1978 - Volume: 6 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Chronological</p> <p>This series consists of Health Service's copies of budget reports/forms, vouchers, schedules, requisitions, purchase orders, expenditure reports, DPA's, and any pertinent property control inventory reports/reconciliation forms. Central University Accounting documentation is maintained by the Business Office for State Records Commission approved retention periods of either 15, 6, or 3 years.</p> <p>Recommendation: Retain three (3) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p align="center"><i>Disposition Approved</i></p>
90.	<p>Personnel Files (Duplicates)</p> <p>Dates: 1966 - Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical & Chronological</p> <p>These Health Service's personnel files contain salary classification and administration data, performance evaluations, and time and attendance records. University record copy documentation covering these employees is maintained and scheduled for disposition from the University's Personnel Office.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>Recommendation: Retain in office for five (5) years after separation/termination of employee, 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.</p> <p>"I hereby certify that microfilm copies, made in accordance with the standards of the State Records Commission, will be adequate substitutes for the original records."</p> 	<p>Disposition Approved</p>

APPLICATION FOR AUTHORITY
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STATE OF ILLINOIS
STATE RECORDS COMMISSION

STATE RECORDS UNIT
ILLINOIS STATE ARCHIVES
SPRINGFIELD, IL 62756
(217)782-2647

AGENCY

Northeastern Illinois University

DIVISION

Controller

SUBDIVISION


ACTION TAKEN BY
THE
STATE RECORDS
COMMISSION


CHAIRMAN


SECRETARY

Pursuant to the provisions of the *State Records Act* (5 ILCS 160/1 et seq.), I hereby request authority to dispose of state government records according to the schedule which follows. I certify that those records to be disposed of will not be needed in the transaction of current business nor will they be of sufficient administrative, legal, or fiscal value to warrant further retention by this agency. I also certify that any microfilm copies will be made in accordance with the standards of the State Records Commission and will be adequate substitutes for the original records.

3-15-00
DATE


SIGNATURE OF AGENCY HEAD

January 5, 2000
DATE

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF PROVIDING:

- the individual retention period is complete;
- all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated;
- the items are correctly listed on a Records Disposal Certificate submitted to and approved by the State Records Commission 30 days prior to disposal.

Certain records, as stipulated on this application, may be microfilmed and the original hardcopy record disposed of if the record is microfilmed in accordance with the standards of the State Records Commission Rules and if the film is retained for the prescribed retention period. **Disposal of records after microfilming must be noted on a Records Disposal Certificate.**

THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES
ARE TO BE RETAINED PERMANENTLY.

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Item No. Record Series Title, Description and Recommendation Action Taken

1. Canceled Checks (Hardcopy) (Electronic/Digital Formats) (Microforms)

Dates: 1981 -
Volume: 36 Cu. Ft.
Annual Accumulation: 4 ½ Cu. Ft.
Arrangement: Chronological

These are checks issued and cancelled from the expenditure of university local funds (e.g., grant funds, foundation accounts, fellowships, etc.) administered directly in account with the bank of deposit. The six (6) year retention period recommended for this series is based on six (6) year retention periods approved for cancelled checks maintained by Northern Illinois University (per Application 89-23, item 210.04) and Eastern Illinois University (per Application 84-66, item 1700.37) and the six (6) year retention period previously approved for this series under approved application 85-78, item 5.

Application 86-108M, item 4 is superseded to reflect the conversion of the record series storage media to electronic/digital formats from hardcopy and microforms and to reduce the retention period of any agency use microforms to six (6) years from permanent and the retention period of any security record series microforms to six (6) years from fifteen (15) years.

Recommendation: Scan all hardcopy record series documents as processed to WORM electronic/digital media, then continue to retain the converted hardcopy for seven (7) years from the date of conversion, 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. Retain all record series conversion end formats (including any and all record series microforms produced under the terms of approved Application 860-108M, item 4) in office for six (6) years lapsed from the date of conversion and/or record generation, then recycle and/or dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. (All computer/digital media maintenance and preservation procedures are to be fully applied. If equipment and programs which provide access to the database(s) involved are updated or replaced, the existing data must remain accessible in the successor format for the duration of the approved retention period.) *This Item was deferred pending further consideration regarding the incidence of forgery.

Deferred
2/16/00*

Disposition
Approved
3/15/00