

Provost and Academic Vice President
RECORDS RETENTION SCHEDULE
 (Application of Authority to Dispose of State Records)

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PROVOST

1. Administrative Correspondence File

Dates: 1983 -
 Volume: 36 Cu. Ft.
 Annual Accumulation: 18 Cu. Ft.
 Arrangement: Alphabetical by Subject

This record series consists of correspondence with the Deans of each College and the Board of Governors. Included in these files are the original minutes of meetings of the Dean's Council, Commencement Committee and Awards and Recognition Committee. Duplicate copies of minutes of meetings of all committees are maintained except for the original minutes of meetings listed above.

Recommendation: Retain all original minutes of meetings either in the office or in the University Archives. Dispose of materials lacking further administrative value due to approved supersedure by more current information or due to materials having no ongoing reference value to the College. *

2. Budgetary Files (Printouts) (Duplicates)

Dates: 1984 -
 Volume: 0.5 Cu. Ft.
 Annual accumulation: Negligible
 Arrangement: Chronological by Department

This record series consists of the budgetary files (printouts) for the office of Provost. These files are used to differentiate the various working accounts for the office and how much money is spent from each (e.g. travel fund). Original fiscal records are maintained by the University's Business Office for six (6) years as per items #56 & #63 of Application #85-147.

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.

3. Departmental Correspondence Files

Dates: 1983 -
 Volume: 4.5 Cu. Ft.
 Annual Accumulation: 2 Cu. Ft.
 Arrangement: Alphabetical by College

This record series consists of general correspondence from campus departments to the Provost's Office. Files also include budget requests personnel requests and meeting notifications.

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Recommendation: Retain three (3) years in office, then review files and weed out any materials no longer possessing any administrative value and transfer these materials to the University Archives for appraisal and possible retention. *

4. Grievance File

Date: 1984 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: 1.5 Cu. Ft.
 Arrangement: Alphabetical

This record series consists of confidential grievances filed by employees. Included in these files are transcripts of hearings, documentation presented at hearings (i.e. letters of recommendation) and evidence of any published works or conferences attended. These documents are later destroyed.

After one year, decision letters and statements or letters stating that grievances have been withdrawn are placed in the employee's personnel file.

Recommendation: Retain in the office for one (1) year after settlement, then dispose of providing no litigation is pending or anticipated.

5. University Faculty and Professionals Personnel Files (Originals)

Dates: 1901 -
 Volume: 49.5 Cu. Ft.
 Annual Accumulation: 0.5 Cu. Ft.
 Arrangement: Alphabetical

This record series consists of personnel files for the Office of Provost. The information listed includes: academic faculty and administrative personnel files (originals); transcripts; green files summarizing previous educational and employment records (updatable); contracts (annual); tenure information and sabbatical leave.

Recommendation: Retain in office for sixty-five (65) years, then dispose of providing no litigation is pending or anticipated.

6. Program Files

Dates: 1983 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical by Subject

This record series consists of New and Expanded Program Requests, Annual Program Review summaries, Resource Allocation Management Plan Reports (RAMP) program descriptions and correspondence regarding programs submitted to the Board of Governors.

Recommendation: Retain permanently in the University Archives. *

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then reuse 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 tape/disc maintenance and preservation procedures are to be fully applied.)

A3. Fiscal Administration Files

Dates:	1987 -
Volume:	60 Cu. Ft.
Annual Accumulation:	6 Cu. Ft.
Arrangement:	Chronological by Year, Alphabetical by Name

Contents include invoices, daily reconciliation reports, lab and information forms, direct pay authority slips, request for purchases, sales reconcilements, direct charge back forms, continuous orders, inventory reconcilements, budget transfer documents, inventory slips, and travel vouchers.

Original invoices and vouchers are maintained for five (5) years by the State Comptroller's Office per item #1 of Application #89-34. Record copies of Fiscal Administration Files are maintained for six (6) years by the agency's Accounting Office per items #38, #42, #47, #48, #50, #53, #54, #55, #57, #58, #62, #63, and #64 of Application #85-147.

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.

A4. Inventory Control Record Listings

Date:	1987 -
Volume:	2 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological by Year

This record series consists of documents which indicate the description, tag number, date of purchase, and amount of purchase pertinent to equipment/supplies over \$100.00. Original Property Management Files are maintained by the President's Office for three (3) years per item #25 of Application #85-145.

Recommendation: Retain in office for two (2) years, then dispose of.

A5. Personnel Files (Staff and Student Workers)

Dates:	1987 -
Volume:	18 Cu. Ft.
Annual Accumulation:	8 Cu. Ft.
Arrangement:	Alphabetical by Name

Files include the following documentation for staff employees: employment contracts, vacation slips, memos,

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Applicants need to reapply if not enrolled within a year from the date of application.

Recommendation: Retain in office for one (1) year, then dispose of.

9. Cancelled or "No-show" Application Files -Transfers

Dates:	1981 -
Volume:	14 Cu. Ft.
Annual Accumulation:	3.5 Cu. Ft.
Arrangement:	Chronological then Alphabetical

This record series consists of individual files on prospective transfer students (who sent the University a completed application or a transcript) who did not subsequently enroll at W.I.U. Files contain high school transcripts, ACT & SAT scores, evaluations and correspondence. Some of the information in these files is good for up to three years.

Recommendation: Retain in office for three (3) years, then dispose of.

10. External Credit Evaluation Files (Originals)

Dates:	1978 -
Volume:	6 Cu. Ft.
Annual Accumulation:	1 Cu. Ft.
Arrangement:	By WIU Department & by University

This record series consists of departmental evaluations of courses offered by other universities and programs (i.e., military training, then College Level Exam Program and the Proficiency Exam Program) to determine if, or acknowledge that, WIU will accept a certain course from that university or program in lieu of the corresponding WIU course. Forms/documents included would be: course descriptions, program policy statements, notes, memoranda and other related correspondence.

Recommendation: Retain in office as long as current or relevant.

11. External Credit Data Computer Printouts

Dates:	1984 -
Volume:	2 Cu. Ft.
Annual Accumulation:	2 Cu. Ft.
Arrangement:	By University

This record series consists of annual and periodic revisionary/computer printouts of courses offered by other universities and programs which WIU accepts. Each printout indicates the name of the university or program title of the course, terms it is accepted under and any remarks or comments. A copy of each university or program's printout is sent to them each spring. All this information is also maintained in the computer.

Recommendation: Retain annual printouts in office for three (3) years then dispose of. Dispose of periodic revisionary printouts at the discretion of the agency.

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ADVISING CENTER

12. ACT Profile Sheets of ACT Scores (Originals)

Dates: 1975 -
 Volume: 54 Cu. Ft.
 Annual Accumulation: 5.5 Cu. Ft.
 Arrangement: By Student

These profile sheets generated for each student show ACT examination scores. A ten (10) year retention period has been recommended for Western Illinois University's records of ACT scores (ref. Application #84-64, item #36).

Recommendation: Retain in office for ten (10) years, then dispose of.

13. Administrative Correspondence and Related Memoranda and Reference Papers (Originals & Duplicates)

Dates: 1982 -
 Volume: 3 Cu. Ft.
 Annual Accumulation: 0.75 Cu. Ft.
 Arrangement: Chronological and Alphabetical by Subject

This is an administrative correspondence file containing letters memoranda, typed/handwritten drafts (and background notes) of narratives and originals or reference copies of publications, completed survey forms and statistical tables/charts/graphs containing data relating to advisement goals and corresponding professional technical information.

Recommendation: **Retain three (3) years in office, then with the review assistance of the University Archives staff, dispose of ephemeral materials and retain permanently in the office or the University Archives correspondence file material possessing sufficient archival value for such preservation (as determined from University Archives staff review assistance). ***

14. Form Entitled Advisees Falling Under 504 for Referral and Intake Listing of Advisees Falling Under the Jurisdiction of Public Law 504 Originals)

Dates: 1982 -
 Volume: 0.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

This referral and intake form for handicapped student advisement services lists Name of Student, Phone, Address, frequency of Contacts with Student, frequency of Contacts with Faculty, Funding information, Referrals, and "Hours & G.P.A."

Recommendation: Retain four (4) years in office, then dispose of providing all audits have been completed

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under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

15. Aptitude Exams and Results (Originals)

Dates: 1985 -

Volume: 1.5 Cu. Ft.

Annual Accumulation: 1.5 Cu. Ft.

Arrangement: By Examinee

These are aptitude exams and results administered for aiding students in major field determination.

Recommendation: Retain one (1) year in office, then dispose of.

16. Budget and Fiscal Records (Duplicates)

Dates: 1982 -

Volume: 3 Cu. Ft.

Annual Accumulation: 0.75 Cu. Ft.

Arrangement: Chronological

This record series includes Advising Center copies of Direct Purchase Authorizations, requisitions, vouchers, and computer printout expenditure reports. Also, the Center's copies of the forms and original supporting workpapers used and exchanged with the University's Budget Office to prepare the Center's line item operational budget is contained within the file. Original fiscal records are maintained by the University's Business Office for six (6) years as per items #56 & #63 of Application #85-147.

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.

17. Correspondence with Handicapped Students (Originals & Duplicates)

Dates: 1982 -

Volume: 1 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This is the Advising Center's correspondence with handicapped students on various matters surrounding their matriculation.

Recommendation: Retain three (3) years in office, then with the assistance of the University Archives staff, review files and retain permanently in either the Center's Office or the University Archives materials possessing archival/research value and dispose of the balance of materials (providing no litigation is pending or anticipated) after completion of the foregoing reviews. *

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18. Course Syllabi (Reference Duplicates)

Dates:	1982 -
Volume:	3 Cu. Ft.
Annual Accumulation:	0.75 Cu. Ft.
Arrangement:	Chronological

These Syllabi are used for day-to-day advisement reference and are updated on a yearly basis.

Recommendation: Retain in office upon discretion of Advising Center or until superseded, then dispose of.

19. Curriculum Guidelines

Dates:	1982 -
Volume:	1.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical by Departments; Numerical by Course

This record series consists of an exemplary outline of the courses required to obtain a degree in each of the major fields of study available at Western Illinois University.

Recommendation: **Retain as long as information is current. Purge files when updated or revised by new guidelines. (Offer to University Archives prior to disposal). ***

20. Handicapped Student Advisement Case Files (Originals)

Dates:	1982 -
Volume:	1.5 Cu. Ft.
Annual Accumulation:	0.5 Cu. Ft.
Arrangement:	Alphabetical by Student and Chronological

These student advisement case files established and maintained for handicapped students contain advisement meeting anecdotal notes, correspondence and reference documentation on the nature of the student's disability.

Recommendation: Retain in office for five (5) years after date of graduation or of last attendance at the University, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

21. Handicapped Student Information Sheets (Originals)

Dates:	1982 -
Volume:	2 Cu. Ft.
Annual Accumulation:	0.5Cu. Ft.
Arrangement:	Chronological by Student

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24. Math and English Placement Files (Originals)

Dates:	1982 -
Volume:	4.5 Cu. Ft.
Annual Accumulation:	1 1/8 Cu. Ft.
Arrangement:	Chronological and Alphabetical

This file contains the written examination questions and results administered to determine students' proficiency in Math and English for placement of students in courses most suitable to each student's entry level proficiency (English placement files include writing samples of students). Internal placement and assignment check forms are included within the series.

Recommendation: Retain four (4) years in office, then dispose of providing no litigation is pending or anticipated.

25. New Student Advisement Files

Dates:	1982 -
Volume:	4.5 Cu. Ft.
Annual Accumulation:	1.5 Cu. Ft.
Arrangement:	Alphabetical

This record series contains a file on each new student entering WIU and requesting the services of the Advisement Center. Such a file contains the counselor's analytical notes of meetings with students, worksheets indicating the hours taken, grade clips and any related correspondence.

Recommendation: Retain in the office five (5) years after the matriculation date, then dispose of.

26. Peer Advisor Listing

Dates:	1982 -
Volume:	1.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of a list of all peer advisors working for the Advising Center. These are students who assist the professional counselors by conducting preliminary interviews in an effort to identify the problems of students who are seeking assistance of the Advising Center. Also included in the list are their addresses and telephone numbers.

Recommendation: Retain until no longer current, then dispose of.

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27. Personnel Files (Duplicates)

Dates: 1982 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: 0.5 Cu. Ft.
 Arrangement: Alphabetical

This record series contains copies of letters of interest, applications and resumes received (whether or not the applicant was hired). Also included are any administrative papers or correspondence of those who were subsequently employed and any evaluations. Original files of faculty are maintained by the Provost, while originals of Civil Service staff are maintained by Civil Service Personnel, and student workers are maintained by Financial Aids for five (5) years (see item #29 of Application #85-148).

Recommendation: Retain in office for three (3) years after application (if not hired) or three (3) years after employment was terminated, then dispose of providing no litigation is pending or anticipated.

28. Procurement and Inventory File for Handicapped Students' Special Needs, Supplies and Equipment. (Originals)

Dates: 1982 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: 0.5 Cu. Ft.
 Arrangement: Chronological

This file contains the following forms entitled: Inventory: Tapes Received and Returned/Recording for the Blind indicating "Title", "Student", "Date Received", and "Date Returned"; Inventory: Tapes Received and Returned/Educational Tape Recording indicating the same data as the letter form; Tape Recorder Checkout/Regular containing the entry headings "Student", "Serial Number", "Date Checked out by Student", and "Date Returned by Student"; Tape Recorder Checkout/4 Track containing the entry headings "Student", "Company", "Model & Serial Number", "Date Received By Student", "Date Returned by Student", and "Returned to Company"; Test and Materials Adapted for Classroom use with entry headings "Name of Student", "Date", "Retyped", "Enlarged", and "Type of Material"; copies of various completed order forms for texts, recordings, and audio visual aids; and contracts for note taking services.

Recommendation: Retain for four (4) 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.

29. Program Planning Sheets (Originals)

Dates: 1984 -
 Volume: 3 Cu. Ft.
 Annual Accumulation: 1.5 Cu. Ft.
 Arrangement: Chronological and by Major or Academic Program

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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.

33. Transfer Information Sheets (Originals)

Dates:	1985 -
Volume:	1.5 Cu. Ft.
Annual Accumulation:	0.5 Cu. Ft.
Arrangement:	Chronological and by Student

These are sheets used for checking and verifying course and credit hour transfers. Since this is an internal checking and verification form, these have been maintained on a current year basis by the Advising Center.

Recommendation: Retain one (1) year in office, then dispose of.

CENTER FOR GLOBAL STUDIES

34. Administrative Correspondence and Reference Files

Dates:	1970 -
Volume:	4 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical by Subject

This record series consists of the administrative correspondence and reference files of the School of Continuing Education. The school is divided into four divisions - Extension, Non-Traditional Programs, Independent Study Programs, and Non-Credit Programs - and is responsible for providing adult students flexible education programs at accessible locations.

Included in these files are record copies of the School's annual report; original minutes of meetings of the School's Advisory Committee and its sub-committees; grant proposals; reference files for the National University Continuing Education Association; the University Extension Committee; and the Illinois Council on Continuing Higher Education (membership directories conference materials, awards and applications); Continuing Education Self Study and Evaluations, along with recommendations; and correspondence with the directors of the four divisions.

Recommendation: Retain in office for three (3) years, then review file and take the following steps for disposition:

Retain all original minutes of meetings, special surveys and reports, and any material documenting the planning and policy formulation of the School of Continuing Education permanently - either in the office or in the University Archives. *

Dispose of materials lacking further administrative value due to supersedure by more current information or

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due to materials having no ongoing reference value to the School.

35. Fiscal Administration Files (Duplicates)

Dates:	1979 -
Volume:	4 Cu. Ft.
Annual Accumulation:	0.5 Cu. Ft.
Arrangement:	By Fiscal Year

This file series consists of the financial records of the School of Continuing Education. Included are telecommunication, mileage and postage files; the leasing contract for their copies, along with expenditures for its lease and maintenance; other lease agreements of the school (e.g. for building space in the quad cities); budget summaries and internal budget requests. Original financial records are maintained in the University's Business Office for six (6) years as per Application #85-147.

Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

36. Personnel Files (Duplicates)

Dates:	1978 -
Volume:	1 cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical by Name

This record series consists of personnel files for the administrative employees of the School for Continuing Education. Included are hiring papers, annual evaluations, yearly development plans for self-improvement, letters of accomplishment, and department memoranda. The original personnel files for administrative employees are maintained in the Civil Service Personnel Office (see item #119 of Application #85-147).

Recommendation: Retain in the office for five (5) years following the date of separation of employment, then dispose of.

37. Personnel Administration Files

Dates:	1978 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series contains requests for vacation, sick leave, personal days, etc. and schedules to coordinate these absences. This information is also maintained on computer by the Civil Service Personnel Office.

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

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anticipated.

TESTING CENTER

38. Administrative Correspondence and Reference Files

Dates:	1975 -
Volume:	0.5 Cu. Ft.
Annual Accumulation:	N/A
Arrangement:	Chronological

This record series consists of memoranda and correspondence to Department Chairs, College Deans and students registering through Extension. Also included in these files are mailing lists of Extension students, contact lists of people for scheduling classrooms for Extension classes and documents formulating the guidelines, policies and regulations of the Extension Office.

Recommendation: Retain for three (3) months in office, then review files and dispose of materials lacking further administrative value due to supersedure by more current or relevant information. Retain all special surveys and reports documenting the planning and policy formulation of the Extension Office either in the office or in the University Archives. *

39. Class Enrollment Records

Dates:	1975 -
Volume:	5 Cu. Ft.
Annual Accumulation:	0.5 Cu. Ft.
Arrangement:	Chronological by Year; Alphabetical by Topic

This record series consists of computer printouts listing all courses offered by the Extension Office; all sections; their location and instructor; credit hours available and an alphabetical listing of all students.

Recommendation: Retain in office three (3) years, then dispose of.

40. Course Arrangement Files

Dates:	1975 -
Volume:	15 Cu. Ft.
Annual Accumulation:	1.5 Cu. Ft.
Arrangement:	Alphabetical by Topic, Chronological

This record series consists of copies of Course Arrangement Forms, stating what courses this office is planning to offer, giving the time, location and credit available. Also included are copies of the textbook order; a room request order sent to the facility; a contract (if applicable); travel vouchers and relating correspondence. This also contains a list of all textbooks placed on order in the bookstore by the Extension

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Office.

Recommendation: Retain in office until revised or superseded, then dispose of.

41. Course Listings

Dates:	1960 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Semester

This record series consists of typed pages listing each course, where and when it is taught, and the enrollment figures. Beginning with 1985, this information is in the form of a computer printout.

Recommendation: **Retain at discretion of the agency (offer to University Archives prior to any disposal). ***

42. Final Class Rosters (Duplicates)

Dates:	1975 -
Volume:	4 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of duplicate computer printouts of final class rosters for Extension classes. Examples of information found on the class rosters are: students names, social security numbers and number of credit hours per course. Original final class rosters are maintained in the Registrar's Office.

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

43. Fiscal Files (Duplicates)

Dates:	1976 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of Credit Unit Equivalency sheets for those members of faculty not working with a contract; requisitions; direct pay authorizations; line item accounts of spending (i.e., commodities, equipment, contracts) and telephone bills. Also included are copies (from the Business Office) of the budget for student workers; time cards that had been forwarded to the Business Office and a monthly printout on the expenses of student workers. Original fiscal records are maintained by the University's Business office for six (6) years as per item #63 of Application #85-147.

Recommendation: Retain in office three (3) years, then dispose of providing all audits have been completed

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47. File of Awarded CEU Participants (Duplicate)

Dates: 1980 -
 Volume: 1 binder
 Annual Accumulation: Negligible
 Arrangement: Chronological by Year; Alphabetical

This record series consists of a participant roster, a listing of each participant's social security number and the number of Continuing Education Units awarded to each participant.

Recommendation: Retain six (6) years in the office, then dispose of.

48. Correspondence with the Iowa Board of Nursing

Dates: 1982 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of correspondence pertaining to the School of Continuing Education's status as an approved provider of continuing education offerings for Iowa nurses.

Recommendation: Retain in the office for six (6) years, then dispose of.

49. Fiscal Administration and Budget Files (Duplicates)

Dates: 1980 -
 Volume: 4.5 Cu. Ft.
 Annual Accumulation: 1 Cu. Ft.
 Arrangement: Chronological

This record series consists of the department's copies of various budget and fiscal administration records which include purchase orders, amendments to purchase orders, direct pay authorizations, requisitions, invoice and travel vouchers, contracts and bids, and budget printouts.

The agency record copies of this record series are maintained for six (6) years by the Business Office under the authority of State Records Application #85-147, items #56 & #63.

Recommendation: Retain in the office for three (3) years, then dispose of providing all audits have been completed under the authority of the Auditor General, if required.

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53. Workshop and Seminar Records (Agency Record Copies)

Dates: 1980 -
 Volume: 12 Cu. Ft.
 Annual Accumulation: 2 Cu. Ft.
 Arrangement: Chronological

This record series consists of various forms and related correspondence received or generated in connection with workshops and seminars which are presented by the Office of Non-Credit Programs. Included are planning documents, letters of agreement, budget materials, confirmation letters, registration dates, registration forms, mailing lists, participant rosters, workshop/seminar agendas, enrollment reports, handouts, budget summaries and evaluations.

Recommendation: Retain in the office for five (5) years, then dispose of all ephemeral materials and retain at the discretion of the agency any documents (such as follow-up reports evaluations, etc.) which may have longer term administrative value.

BACHELOR OF ARTS IN GENERAL STUDIES PROGRAM

54. Administrative and Reference File

Dates: 1973 -
 Volume: 6 Cu. Ft.
 Annual Accumulation: 0.5 Cu. Ft.
 Arrangement: Alphabetical by Topic

This record series consists of correspondence generated and received by this office. This includes correspondence with all departments of the university; campus organizations; prospective students requesting information; the President's and Provost's Offices; alumni; Admissions and Records; the Statewide BOG-BA program and other colleges and universities. Also include are such things as copies of minutes of the Deans' Council and Faculty Senate; an annual printout of inventory sent from Property Management; a log of telephone calls and newsletters received from other departments.

Recommendation: Retain in office three (3) years, then weed out any material which has been updated or no longer has any administrative value and dispose of. Original minutes of the Program Coordinator(s) meetings, correspondence documenting policy formulation and any other significant material shall be retained as long as they have administrative value, and then transferred to the University Archives for permanent retention. *

55. Fiscal Administration Files (Duplicates)

Dates: 1983 -
 Volume: 3 Cu. Ft.
 Annual Accumulation: 1.5 Cu. Ft.
 Arrangement: Chronological

This record series includes copies of budget printouts, travel and invoice vouchers, purchase orders, direct

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pay authorizations, purchase requests, service contracts, and other related supporting documents required for the procurement of goods and services for the department.

The agency record copies of this record series are maintained by the Business Office under the authority of State Records Application # 85-147 items #56 & #63.

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.

56. Personnel Files (Duplicates)

Dates: 1978 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series consists of a file for each permanent staff member. These files each contain copies of an annually revised job description; a record of absences; evaluations; letters of reference; the contract; requests for classes and other related correspondence. Original files of professional employees are on file at the Payroll Office, while original civil service employees files are at the Civil Service Personnel Office.

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

57. Portfolio File ("Statement of Credit")

Dates: 1980 -
 Volume: 19.5 Cu. Ft.
 Annual Accumulation: 4 Cu. Ft.
 Arrangement: Alphabetical

The BOG-BA Program offers a "Portfolio Option" which is the opportunity to have assessed any non-credited college level learning as semester hours to be used toward meeting graduation requirements. The Statement of Credit is the document used by the BOG Program coordinator and the Vice-President for Academic Affairs to recommend the awarding of semester hours of lower or upper division credit for non- accredited college level learning courses listed on the document. This form is submitted to the Registrar's Office in order that the student's permanent academic record be amended with the awarded semester hours.

Recommendation: Retain five (5) years after date of graduation or date of last attendance at the University, 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.

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58. Student Files (Agency Record Copies)

Dates:	1973 -
Volume:	2 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

These record series consist of individual files created for each person applying for admission to WIU's BOG Degree Program. Forms and/or documents found in a student's record file include:

- 1) Student Data Form A (personal data)
- 2) Student Withdrawal Form W
- 3) Inter-University Enrollment Form C
- 4) Name Change Form N (if necessary)
- 5) Student Transfer Form T
- 6) Graduation Checklist
- 7) Related correspondence
- 8) Credits of equivalency report (old files)

Each student in the BOG Degree Program has his/her official record of courses taken, semester hours earned and grades received maintained permanently by the Registrar's Office.

Recommendation: Retain in the office for five (5) years after date of graduation or date of last attendance 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.

COUNSELING CENTER

59. Administrative Correspondence and Related Memoranda and Reference Papers (Originals & Duplicates)

Dates:	1979 -
Volume:	4.5 Cu. Ft.
Annual Accumulation:	0.75 Cu. Ft.
Arrangement:	Chronological and by Subject

This is an administrative correspondence file containing letters, memoranda, typed/handwritten drafts (and background notes) of narratives, and originals or reference copies of publications, completed survey forms, and statistical tables/charts/graphs containing data relating to the field of counseling.

Recommendation: **Retain three (3) years in office, then with the review assistance of the University Archives staff, dispose of ephemeral materials and retain permanently in the office or the University Archives correspondence file material possessing sufficient archival value for such preservation (as determined from University Archives staff review assistance). ***

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60. Budget and Fiscal Records (Duplicates)

Dates:	1977 -
Volume:	4.5 Cu. Ft.
Annual Accumulation:	0.5 Cu. Ft.
Arrangement:	Chronological

This record series consists of the Center's copies of all vouchers, purchase orders, DPA's, fund transfer forms, and monthly expenditure reports. Original fiscal records are maintained by the University's Business Office for six (6) years as per item #63 of Application #85-#147.

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.

61. Card File of Miller Analogies Test Scores (Originals)

Dates:	1965 -
Volume:	0.25 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical by Student

This is a card file of test scores received from the administration of the Miller Analogies Test used as an entrance exam for graduate school. Most graduate schools will accept scores that are on file as long as five (5) years from the date of examination.

Recommendation: Retain six (6) years in office, then dispose of providing no litigation is pending or anticipated.

62. Examination Roster File (Originals or Record Copies)

Dates:	1977 -
Volume:	3 Cu. Ft.
Annual Accumulation:	Less than 0.5 Cu. Ft.
Arrangement:	Chronological

This is an examination roster file containing the rosters and any supporting documentation for various types of exams administered under the auspices of the Counseling Center. Specific exams documented within the file include the Graduate Record Examination, A.C.T. (National and Residual), Law School Entrance Examination, C.I.E.P. and T.O.E.F.L.

Recommendation: Retain ten (10) years in office, then dispose of.

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63E. Diskette Client Case Files (Diskette)

Dates:	1980 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	By Client and Chronological

These client case files are maintained on diskette containing counseling information consisting of type of problem, time spent, and disposition information.

Recommendation: Retain in office for five (5) years from date of last counseling session, then expunge or dispose of diskette information, providing no litigation is pending or anticipated.

64. S.A.T. Profile Sheets of S.A. T. Scores (Originals)

Dates:	1982 -
Volume:	1.5 Cu. Ft.
Annual Accumulation:	0.5 Cu. Ft.
Arrangement:	By Student and Chronological

This record series is composed of profile sheets listing S.A. T. examination scores of students. A ten (10) year retention period has been recommended for Eastern Illinois University's records of S.A.T. scores. (ref. Application #84-64).

Recommendation: Retain ten (10) years in office, then dispose of.

65. Student Interest Examination Results Listings (Originals)

Dates:	1978 -
Volume:	6 Cu. Ft.
Annual Accumulation:	1 Cu. Ft.
Arrangement:	Chronological and Alphabetical

This record series consists of examination results listings from exams administered to students for measuring interest levels in various personal and academic/professional fields of endeavor. Examples of examination instruments used include the Strong-Campbell Interest Inventory Profile for Students and the Edwards Personal Interest Test.

Recommendation: Retain five (5) years in office, then dispose of.

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SCHOOL OF GRADUATE STUDIES

66. Academic Program Review Records (Agency Record Copy) **Closed**

Dates: 1978 — 2014 _____

Volume: 10 Cu. Ft.

Annual Accumulation: 1.5 Cu. Ft. Arrangement: Chronological

~~This record series consists of the academic Program review records for the Graduate Office. It contains summaries of all information and document along with supporting materials, that are submitted to the BOG for study. Specific examples include: self study reports derived from alumni/ student faculty questionnaires; internal review committee reports; external consultant services reports; copies of faculty vitae; and follow up questions from the B.O.G.~~

~~Recommendation: Retain in office for seven (7) years, then review files and transfer all materials no longer possessing any administrative value to the University Archives for appraisal and possible further retention.*~~

67. Application for Admission (Denied/Withdrawn) (Originals) **Closed**

Dates: 1983 Superseded by Item No. 72A

Volume: 15 Cu. Ft.

Annual Accumulation: 7.5 Cu. Ft. _____ Application No. 85-149K

Arrangement: Alphabetical

~~This record series consists of individual files created for each student or applicant from another applied for admission into W.I.U.'s Graduate School and whose application was subsequently denied or withdrawn. Files would include: application for admission, transcripts of students academic record, entrance exam scores and correspondence.~~

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

- 68M. Graduate Assistantship Files **Superseded by Item No. 68**

Dates: 1964 _____

Volume: 22.5 Cu. Ft.

Annual Accumulation: _____ Cu. Ft.

Arrangement: Alphabetical

~~This record series consists of the Graduate Office. The records generally include: student applications for assistantships; letters of reference; department requests to appoint studies; copies of contracts; copies of termination and correspondence regarding assistantships.~~

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Recommendation: Retain five (5) years in file after graduation or date of last attendance, the microfilm documents and dispose of original paper. Microforms to be retained by the University for thirty (30) years, then dispose of.

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68. Graduate Assistantship Files

Dates:	1982 -
Volume:	50 Cubic Feet/110 Megabytes
Annual Accumulation:	1.5 Cubic Feet/11 Megabytes
Arrangement:	Chronological

This record series consists of assistantship documents for the School of Graduate Studies. The records may include but are not limited to: applications for assistantships, letters of recommendation, statements of goals, assistantship contract requests, assistantship contracts, and other related supporting documents and/or correspondence.

This record series supersedes State Records Application No. 85-149, item #68M in order to update the division/subdivision: to make minor edits to the record series description; to rewrite the retention paragraph to provide for digitization of records; to eliminate the microfilming requirement (this series was never microfilmed); and to decrease the retention period from thirty-five (35) years to thirty (30) years, per agency request.

Retention: A. Retain paper records dated 1982 - 2006 in office for thirty (30) years after date of graduation or date of last attendance, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

B. Scan any paper records dated 2007 and ongoing as received and/or generated in compliance with 44 Ill. Adm. Code 4400.70. Retain paper records for one (1) year after scanning, then destroy in a secure manner provided all electronic images have been verified. For data born digitally, maintain in original electronic format.

Retain electronic records (e.g.: scanned, born digital, or other electronic format) dated 2007 and ongoing for thirty (30) years after date of graduation or date of last attendance, then delete from system/over-write in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Electronic records must be retained in compliance with 44 Ill. Adm. Code 4400.50, 4400.70 and 4400.80.

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70. Graduate Council Meeting Minutes and Agendas

Dates:	1979 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of the minutes of the Graduate Council meetings for the School of Graduate Studies, plus agendas, supporting materials, and any actions resulting from those meetings.

This record series supersedes/replaces State Records Application No. 85-149, item #70, in order to update the division/subdivision; to update the record series title and description; and to rewrite the retention paragraph to decrease the period of time the paper records are transferred to the University Archives from "five (5) years" to "annually"; per agency request. (No change in the overall length of the retention period is proposed.)

Retention: **Transfer paper records annually to the University Archives for permanent retention. ***

[Note: Paper records are the official record; electronic records (e.g.: scanned, born- digital, or other electronic format) are the University's reference copies and may be deleted from the system upon expiration of administrative value.]

71. Graduate Admission Exam Scores (Delinquents)

Dates:	1971-
Volume:	2 Cubic Feet/0 Bytes
Annual Accumulation:	Negligible/0 Bytes
Arrangement:	Alphabetical

This record series consists of graduate admission exam scores received from individuals who do not thereafter submit an application to the School of Graduate Studies. Contents include scores from the Graduate Record Examination General Test (GRE), the Graduate Management Admission Test (GMAT), the Miller Analogies Test (MAT), and other admission exams.

This record series supersedes/replaces State Records Application No. 85-149. item #71, in order to update the division/subdivision; to update the record series title and description; and to include a transactional event trigger in the retention narrative; per agency request. (No change in the overall length of the retention period is proposed.)

Retention: Retain for five (5) years after date of receipt, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

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72. Student Files (Originals)

Dates:	1982-
Volume:	210 Cubic Feet/2 Gigabytes
Annual Accumulation:	6 Cubic Feet/220 Megabytes
Arrangement:	Chronological and Alphabetical

This record series consists of the student files for Western Illinois University's School of Graduate Studies. Contents may include but are not limited to: transcripts from other institutions attended; letters of recommendation; statement of personal goals; GRE/GMAT/MAT scores; supporting documentation pertaining to each student's application, admission, enrollment, graduation, academic progress and standing; assistantship applications; and related correspondence/memoranda.

Original WIU grades and transcript records for each undergraduate and graduate student are maintained permanently by the Office of the Registrar in the "Student Master Record Files" per item #150A of State Records Application No. 85-149.

This record series supersedes State Records Application No. 85-149, item #72M, in order to update the division/subdivision; to make minor edits to the record series description; to rewrite the retention paragraph to provide for digitization of records; to eliminate the microfilming requirement (this series was never microfilmed); and to decrease the retention period from thirty-six (36) years to thirty (30) years, per agency request.

Retention: A. Retain paper records dated 1982 - 2006 in office for thirty (30) years after date of graduation or last date of activity, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

B. Scan any paper records dated 2007 and ongoing as received and/or generated in compliance with 44 Ill. Adm. Code 4400.70. Retain paper records for one (1) year after scanning, then destroy in a secure manner provided all electronic images have been verified. For data born digitally, maintain in original electronic format.

Retain electronic records (e.g.: scanned, born-digital, or other electronic format) dated 2007 and ongoing for thirty (30) years after date of graduation or last date of activity, then delete from system/over-write in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Electronic records must be retained in compliance with 44 Ill. Adm. Code 4400.50, 4400.70 and 4400.80.

72A. Graduate Application for Admission Files (Denied/Withdrawn)

Dates:	2004 -
Volume:	Negligible/3 Gigabytes
Annual Accumulation:	Negligible/1 Gigabyte
Arrangement:	Alphabetical and Chronological

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This record series consists of individual files created for each student or applicant from another university who applied for admission to Western Illinois University's School of Graduate Studies and whose application was subsequently denied or withdrawn. Files may contain but are not limited to: admission application, academic record transcripts, entrance exam scores, and related correspondence.

This record series supersedes/replaces State Records Application No. 85-149. item #72, in order to update the division/subdivision; to update the record series title and retention to be media neutral; to make minor edits to the record series description; and to include a transactional event trigger in the retention narrative; per agency request. (No change in the overall length of the retention period is proposed.)

Retention: Scan any paper records as received and/or generated in compliance with 44 Ill. Adm. Code 4400.70. Retain paper records for one (1) year after scanning, then destroy in a secure manner provided all electronic images have been verified. For data born digitally, maintain in original electronic format.

Retain electronic records (e.g.: scanned, born-digital, or other electronic format) for three (3) years after date of denial or withdrawal, then delete from system/overwrite in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

72B. Extra Admission Documents (Originals and Duplicates)

Dates:	1981 -
Volume:	5 Cubic Feet/0 Bytes
Annual Accumulation:	1.5 Cubic Feet/0 Bytes
Arrangement:	Alphabetical

This record series consists of admission documents received from individuals who do not thereafter submit an application to the School of Graduate Studies. Contents may include but are not limited to: transcripts, letters of recommendation, resumes, and statements of goals.

Retention: Retain for three (3) years after date of submission, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

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UNIVERSITY HONORS PROGRAM

73. General Correspondence File

Dates: 1983 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of requests for letters of recommendation, correspondence with contributors to the Education Foundation and other departments within the University.

Recommendation: **Retain three (3) years in office, then transfer to the University Archives for appraisal and possible further retention. ***

74. Honors Council File

Dates: 1976 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of copies of undergraduate research proposals and grants and original minutes and agenda of meetings of the Honors Council.

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. Retain all original minutes of meetings in the office permanently or transfer to the University Archives. ***

75. Honors Program Administrative File (Agency Record Copies - Duplicates)

Dates: 1977 -
 Volume: 1 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

Included in this record series are copies of the Department's annual report (1983-), expanded program requests (1983-), general information on proposed scholarship programs and related draft copies of forms (1983-), listings of current scholarship holders (1983-), lists of resident advisors assigned to the special floors at Thompson Hall for Honors Program students, and records of research grants for the program (1977-).

Recommendation: **Retain grant records in the office for six (6) 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**

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completed under the supervision of the Auditor General, if required, and provided no litigation is pending or anticipated.

79. Fiscal Administration Files (Duplicates)
 Dates: September 1983 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series includes various budget and fiscal administration records maintained to document the purchase of goods and services. Included are budget printouts, travel authorizations, travel vouchers, purchase orders and service requests.

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 required, and provided no litigation is pending or anticipated.

80. Student Files (Duplicates)

Dates: 1976 -
 Volume: 4 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

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. Original student files are in the Admissions Office and are maintained permanently as per item #150 of Application #85-149.

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

INTERDISCIPLINARY STUDIES PROGRAM

81. Master Administrative Files for Independent Study Programs (Originals)

Dates: 1977 -
 Volume: 4.5 Cu. Ft.
 Annual Accumulation: 0.5 Cu. Ft.
 Arrangement: By Course

This record series contains program descriptions and formats, study guides and the master copies of examinations used.

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Recommendation: **Retain in office until revised or superseded, then transfer to the University Archives for appraisal and further retention. ***

82. Book Order Forms

Dates: 1982 -
 Volume: 0.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of book order forms for books used in independent study programs.

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

83. Copyright Certificates (Originals)

Dates: 1977 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of copyright certificates of courses developed by the WIU Independent Study Program Office. Also included are copyright applications, general information and supporting documents.

Recommendation: Retain in office until expiration of copyright, then dispose of provided no litigation is pending or anticipated.

84. General Correspondence File

Dates: 1979 -
 Volume: 1.75 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: By Subject

This record series contains general correspondence and inquiries concerning Independent Study Programs and, in particular, the Open Learning Fire Service (a national program for firefighters), and CONVOCOM (the educational television program).

Recommendation: **Retain in office for three (3) years, then transfer to University Archives custody. Archives staff will review files and dispose of all material possessing no administrative, organizational, legal and/or historical significance and retain permanently documents possessing archival value. ***

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85. Course Folders

Dates:	1977 -
Volume:	1.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological by Semester

This record series consists of folders maintained on each course by semester. They include duplicate course descriptions, memos to faculty and general correspondence.

Recommendation: Retain in office three (3) years, then transfer to University Archives custody. Archives staff will review files and dispose of all material possessing no administrative, organizational, legal and/or historical significance and retain permanently documents possessing archival value. *

86. Faculty Agreements for Revising & Developing Courses

Dates:	1984 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of form letters signed by faculty members agreeing to revise and develop independent study courses.

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

87. Fiscal Administration Files (Duplicates)

Dates:	1984 -
Volume:	0.5 Cu. Ft.
Annual Accumulation:	0.5 Cu. Ft.
Arrangement:	By Fiscal Year

This record series consists of cash deposit slip, computer printouts of account statements, Direct Payment Authorizations for refunds and payment requisitions for faculty revising and developing ISP courses. Original financial records are maintained in the University's Business Office for six (6) years as per Application #85-147, items #56 & #63.

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.

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88. Independent Studies Program (ISP) Course Reports

Dates:	1977 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	By Semester

This record series consists of enrollment reports, completion rate reports, closed course reports, and chronological listings of courses offered by ISP each semester. ISP courses are courses offered by WIU which can be taken at home rather than on campus, they are similar to correspondence courses, and in most cases have the same name and content as courses taught on campus.

Recommendation: **Retain in office for five (5) years, then transfer to the University Archives for appraisal and possible further retention. ***

89. Open Learning Fire Service Annual Contracts (Originals)

Dates:	1979 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by Year

This file contains the annual contract between WIU and the Open Learning Fire Service, a national program headquartered in Washington, D.C., which administers firefighter courses. The OLFS develops the courses to be used and provides most of the program's funding. The University in return agrees to administer the courses according to OLFS guidelines.

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

90. Student Extension Requests Lists

Dates:	1983 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of lists of students who have requested an extension of time to complete their ISP courses. The actual letters from the students requesting extensions are maintained in their respective student files in the Non-Traditional Programs Office for five (5) years after graduation or date of last attendance as per Application #85-149, item #58.

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

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91. Student Requests for Examination

Dates: 1984 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: 1.5 Cu. Ft.
 Arrangement: Alphabetical

This record series consists of student requests for examination, indicating that they have completed the Independent Study Course they were taking. These are currently being maintained for one (1) year.

Recommendation: Retain in office for one (1) year, then dispose of provided no litigation is pending or anticipated.

INTERNATIONAL PROGRAMS

92. International Programs Miscellaneous Activities File (Originals)

Dates: 1978 -
 Volume: 6 Cu. Ft.
 Annual Accumulation: 1 Cu. Ft.
 Arrangement: By Activity

This record series contains documents concerning the International Bazaar, the International Friendship Club, the International Tea Room, and other such activities. Forms/documents found in these files would be ticket passes, event programs and flyers, recipes for foreign dishes, publicity and planning material, financial reports and instruments (DPA's, student payroll records), minutes of meetings, tuition waivers and applications for tuition waivers.

Recommendation: Retain in office for three (3) years, then transfer to 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. *

93. Master Foreign Student Address Listing

Dates: 1980 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Alphabetical by Student

Recommendation: Retain in office until superseded by more current information.

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Item No.	Record Series Title, Description and Recommendation
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94. NAFSA & AACRAO General Administrative Files

Dates:	1983
Volume:	0.75 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of newsletters, bulletins and correspondence from NAFSA (National Association for Foreign Student Affairs) and AACRAO (American Association for Collegiate Registrars and Admissions Officers) regarding such things as educational resources and policy recommendations.

Recommendation: Retain in the office for three (3) years, then dispose of.

95. Foreign Student Admissions Files

Dates:	1983 -
Volume:	20 Cu. Ft.
Annual Accumulation:	7 Cu. Ft.
Arrangement:	Alphabetical by Name

This record series consists of individual files created for each foreign student who applies for admission into the University. Forms/ documents which are found in a typical file would be admissions applications, letters of recommendation, academic records (from previous institutions attended), financial affidavits or sponsorship letters (from their home government), evidence of English proficiency (a TOEFL score or a WESL completion form), and achievement test results (ACT/ SAT/ GRE, OR GMAT). These files are divided into four divisions: accepted/ denied/ pending and in the WESL program but not the University. Applications are invalid after two years.

Recommendation: Retain in office for two (2) years, then dispose of.

96. Computerized Student Information and Admissions Information with Data Entry Cards (Originals).

Dates:	1984 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

The computerized VDT format is currently retained on an ongoing basis.

Recommendation: Dispose of data entry cards one (1) year after entry in computer memory.

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Item No.	Record Series Title, Description and Recommendation
97.	<p>Student Employee Contracts (Duplicate)Superseded By University Wide Application #18-22 Item No. 3</p> <p>Dates: 1978 – Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain in the office for five (5) years following the date of separation of employment, then dispose of.</p>
98.	<p>Student and Faculty Exchange Program Contacts and Agreement File (Originals)</p> <p>Dates: 1980 - Volume: 1.5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by Contracting Country</p> <p>This record series contains the Program Office’s copies of written contracts and related correspondence entered into for the University’s Student and Faculty Exchange Program. Some of the related correspondence supports verbal agreements entered into for the Program. The terms of these agreements vary.</p> <p>Recommendation: Retain in the office for five (5) years after expiration of the corresponding agreement or contract, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Office to offer records to the University Archives for possible further retention prior to any disposals. *</p>
99.	<p>Faculty Correspondence and Administrative Files</p> <p>Dates: 1982 - Volume: 1.5 Cu. Ft. Annual Accumulation: 0.5 Cu. Ft. Arrangement: Alphabetical by Name</p> <p>This record series consists of individual files for each faculty member of the Independent Travel Study Program. Included in these files would be copies of travel requests and vouchers, memos to and from the director, and other correspondence.</p> <p>Recommendation: Retain in the office for three (3) years then dispose of.</p>
100.	<p>International Travel Studies Director General Correspondence File.</p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>

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Recommendation: Retain in office for three (3) years, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

104. Duplicate Graduate Assistant Files

Dates:	1983 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical by Student

This file primarily consists of duplicate Graduate Assistantship approval/notification forms and brief summary information of any pertinent data regarding the student's term of assistantship. Master Graduate Assistantship files are retained by the Office of Financial Aids and/or the University's School of Graduate Studies. This series, therefore, serves only an internal reference purpose.

Recommendation: Retain until administrative value has expired, then dispose of.

105. Informal Working Papers of Office Research to Measure Academic Success of Exchange Institutions (Originals)

Dates:	1981 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

Recommendation: Dispose of upon expiration of administrative/research value, if first offered for review by University Archive staff for possible accessioning.

106. Personnel Files - Faculty & Civil Service (Duplicates)

Dates:	1978 -
Volume:	4 Cu. Ft.
Annual Accumulation:	0.5 Cu. Ft.
Arrangement:	Alphabetical

This record series consists of personnel files for the faculty and civil service employees of the Office of International Programs. Included are copies of employee contracts, promotions and annual evaluations, letters of commendation, correspondence and department memoranda. The original personnel files for faculty are kept in the Provost's Office (see item #5) and the original files for civil service employees are maintained in the Civil Service Personnel Office (see item #119 of Application #85-147).

Recommendation: Retain in the office for five (5) years following the date of separation of employment, then dispose of.

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110. Tour Program Files

Dates:	1979 -
Volume:	4 Cu. Ft.
Annual Accumulation:	0.75 Cu. Ft.
Arrangement:	Alphabetical by Program Name

This record series consists of individual files for each foreign country tour taken. Each file would contain tour brochures, participant lists, copies of tour budgets, payment schedules and related correspondence.

Recommendation: **Retain in the office for five (5) years, then offer to the University Archives for permanent retention. If files are not wanted by Archives, then dispose of. ***

111. International Universities Program and Course Syllabi Files (Record Copies)

Dates:	1981 -
Volume:	3 Cu. Ft.
Annual Accumulation:	3/5 Cu. Ft.
Arrangement:	By Country

This is an internal research or "reading" file established and maintained by the Program Office for ongoing reference to various international university curricula and programs for articulation purposes. Record formats are often published via articles, catalogs or catalog excerpts, bulletins, promotional brochures and published program descriptions. If credit for transfer is ultimately allowed, a duplicate of the transfer evaluation form is included within the series as well.

Recommendation: **Retain in office until administrative reference value expires, then offer to the University Archives for permanent retention. If offer rejected, dispose of. ***

112. Publicity Materials Maintained for Informational Exchange Contacts On and Off Campus (Record Copies)

Dates:	1981 -
Volume:	2.25 Cu. Ft.
Annual Accumulation:	0.5 Cu. Ft.
Arrangement:	DNA

This file consists of a collection of newspaper clippings, prospectuses of other English programs, university catalog copies, and other supplemental or supporting items exchanged with the Program Office's informational exchange contacts located both on and off campus. Such contracts include various agencies overseas, other foreign and domestic universities, and other English academic/proficiency program headquarters. This file series is also used as reference for the ongoing maintenance of contact information for administrative and research data exchange purposes.

Recommendation: Retain in office until expiration of administrative reference value, then offer to the University Archives for review by University Archives staff for possible accessioning. Dispose of any file

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accumulative balance after the completion of such review and accessioning process.

113. Internal Budget Reference Records

Dates:	1983 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of budget expenditure ledger sheets kept by the office solely for internal purposes to observe how closely the current budget is being followed. This helps prevent budget overruns.

Recommendation: Retain at the discretion of the agency.

114. General Reference Files

Dates:	1982 -
Volume:	0.25 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of the general reference files of the In-dependent Travel Study Program. Included are budget setups and projections, newspaper clippings, notes and graphs on faculty travel designation and arrangement.

Recommendation: Retain at the discretion of the agency. Office to offer records to the University Archives for possible further retention prior to any disposals. *

115. Foreign Student Admission Reports

Dates:	1981 -
Volume:	1.25 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of biweekly statistical reports on foreign student admissions indicating the number accepted, the number denied, and the number of applications sent out. This information is broken down by major by country. These reports are accumulated resulting in a summary report at the end of each semester.

Recommendation: Retain the biweekly reports in the office for one (1) year, then dispose of. Retain summary reports permanently either in the office or the University Archives. *

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116. ITS Annual Reports (Record Copy)

Dates:	1982 -
Volume:	0.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of the annual report prepared by the Independent Travel Study Office giving statistics (e.g. how many students went where) and other information on the program for that year.

Recommendation: **Retain in office for five (5) years, then transfer to the University Archives for permanent retention. ***

117. Individual Student Files (Agency Record Copies) **Superseded 8/18/16 – See 117A**

Date:	1974 —
Volume:	40 Cu. Ft.
Annual Accumulation:	3.5 Cu. Ft.
Arrangement:	Alphabetical by name

This record series consists of individual immigration files created for each foreign student entering the University. Forms/ documents which are found in a typical file would be I-20 ID's (which allow the student to enter the country and enable obtain a visa), I-94's (taken from student's passport), Western's English as a Second Language records, and Adjustment Histories (concerning any personal and/or psychological problems encountered). Requests for information from these files are often received years after the respective students have left the university.

Recommendation: ~~Retain in the office for ten (10) year after graduation or date of last attendance, then dispose provided no litigation is pending or anticipated.~~

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117A. Individual Student Immigration Files (Agency Record Copies)

Dates:	2004 -
Volume:	22.5 Cubic Feet
Annual Accumulation:	1.5 Cubic Feet
Arrangement:	Alphabetical

This record series consists of copies of immigration documents regarding each international student's immigration status during his or her enrollment at Western Illinois University. File contents include:

- (A) Certificate of Eligibility for Nonimmigrant Status, currently 1-20 forms (e.g.: F Students — academic and language students; or M Students vocational students);
- (B) Certificate of Eligibility for Exchange Visitor Status (J-Nonimmigrant), currently DS-2019 forms;
- (C) Application for Employment Authorization (EAD) packets, currently 1-765 forms;
- (D) Application to Extend/Change Non-immigration Status packets, currently 1-539 Forms;
- (E) Copies of passports and visas; and
- (F) Other supporting documentation and/or related correspondence.

Original immigration documents are maintained in the Department of Homeland Security's (DHS) web-based Student Exchange and Visitor Information System (SEVIS).

[Applicable statutory citations: The Immigration and Nationality Act (McCarran - Walter Act) [P.L. 82-414; 66 Stat. 163] and any subsequent amendments; 8 CFR Parts 103, 214, 248 and 274a; and Retention and Reporting Information for F, J, and M Nonimmigrant's/SEVIS [67 FR 76256].]

This item supersedes approved State Records Application No. 85-149, item #117, in order to update the record series title and description, and to reduce the retention period from "ten (10) years" to "three (3) years" pursuant to the Department of Homeland Security, "SEVP's (Student and Exchange Visitor Program) governing regulations for students and schools" (8 CFR 214.3(.g), Recordkeeping and reporting requirements), per agency request.

Recommendation: Retain for three (3) years after date of graduation or date of last attendance, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

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118. Independent Travel Study Student Files (Originals)

Dates:	1971 -
Volume:	9 Cu. Ft.
Annual Accumulation:	0.75 Cu. Ft.
Arrangement:	Alphabetical by Student

This record series consists of individual files created for each student who participates in the Independent Travel Study (for credit) summer program. Each file would contain registration forms, detailed travel plans, evaluation forms, the final grade received and related correspondence.

Recommendation: Retain for five (5) years in office after graduation or date of last attendance, then dispose of.

119. ITS Study Unit File (Originals)

Dates:	1985 -
Volume:	0.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Numerical by Study Unit

This record series consists of individual files created for each ITS Study Unit - each trip which may be taken (there are ten files for the USA and twenty files for abroad). Each file would contain the original course description, travel observations and reports, and copies of bibliographies. This information is copied off and placed in student's travel packets before they depart on their trip. These files are revised yearly.

Recommendation: **Retain in office until revised or superseded, then transfer to the University Archives for appraisal and possible further retention. ***

120. International Exchange Surveys and Reports for Professional Organizations (Originals or Record Copies)

Dates:	1983 -
Volume:	1/3 Cu. Ft.
Annual Accumulation:	--
Arrangement:	Chronological

This record series consists of copies of completed questionnaires, survey results, derivational statistical reports, and other related papers gathered for general informational exchange purposes for interested and associated professional organizations.

Recommendation: **Retain in office until expiration of administrative value, then offer to the University Archives for permanent retention. If offer rejected, dispose of. ***

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LIBRARY ACQUISITIONS

121. Accounts Payable Ledger

Dates: 1967 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

Recommendation: Retain in office for six (6) years after becoming in- active, 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.

122. Administrative Correspondence File

Dates: 1984 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: 1.5 Cu. Ft.
 Arrangement: Alphabetical by Name of Correspondent

This record series consists of the incoming and outgoing correspondence of the Library. It is currently maintained only one year and contains nothing of archival value.

Recommendation: Retain in office for three (3) years, then dispose of.

123. Fiscal Administration Files (Duplicates)

Dates: 1967 -
 Volume: 27 Cu. Ft.
 Annual Accumulation: 1.5 Cu. Ft.
 Arrangement: Chronological

This record series consists of the fiscal files of the Library. Included are purchase orders, vouchers, DPA's/ requisitions and invoices. Original fiscal records are maintained by the University's Business Office for six (6) years as per item #63 of Application #85-147.

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.

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124. Library Book Budget Status Reports (Computer Printouts)

Dates:	1980 -
Volume:	1.0 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of computer printout sheets indicating the status of each academic department's budget for books to be added to the Library's holdings. These sheets show each department's allotted budget, the amounts charged for each book, and the uncommitted budget balance after each transaction. Original financial records are maintained in the University's Business Office for six (6) years (see Application # 85-14, item #63).

Recommendation: Retain in the office for three (3) years, then dispose of.

125. Order and Receival Slips

Dates:	1967 -
Volume:	25 Cu. Ft.
Annual Accumulation:	2 Cu. Ft.
Arrangement:	Chronological then Alphabetical

This form is maintained as a record of books ordered and received by the Library. Each slip shows, for that respective book, the property control number, title, author, date ordered, date received, encumbered price, received price and department funding the purchase. All this information is stored on computer "history" tapes in Morgan Hall. These slips are only referenced back one year (in case of payment discrepancies).

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.

126. Periodical Subscriptions Files

Dates:	1983 -
Volume:	8 Cu. Ft.
Annual Accumulation:	3.5 Cu. Ft.
Arrangement:	Alphabetical by Name of Payee

These files contain forms and documents concerning library subscriptions to periodicals. Included are previous billings, payment records, current invoices and invoices by department (showing magazines and journals funded by that department, the yearly cost and the total cost of all the department subscriptions). Each department receives a copy of their departmental invoice.

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

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127. Standing Order Publication Files

Dates: 1976 -
 Volume: 9 Cu. Ft.
 Annual Accumulation: 1 Cu. Ft.
 Arrangement: Alphabetical by Name of Supplier

These files contain correspondence and documents relating to standing orders for publications published at irregular intervals. Included are copies of the standing orders, order letters, acknowledgement letters from suppliers and other related correspondence.

Recommendation: Retain in office until file has been inactive for a five (5) year period, then purge and dispose of, provided no litigation is pending or anticipated.

128. Standing Order Card File

Dates: 1976 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This file is used internally to check in and verify the standing orders listed above. It is purged when cards become inactive.

Recommendation: Retain at the discretion of the agency.

LIBRARY ADMINISTRATION

129. Administrative Correspondence File

Dates: 1982 -
 Volume: 14 Cu. Ft.
 Annual Accumulation: 5 Cu. Ft.
 Arrangement: By Subject

This record series consists of letters, memorandums, and correspondence with other departments on campus and outside vendors.

Recommendation: Retain for three (3) years in office, then review files and weed out any materials containing information which has a long-term historical value. Transfer this material to the University Archives for permanent retention. Materials which remain after weeding which do not possess any historical or administrative value are to be disposed of. *

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133. Library Meeting Minutes (Originals)

Dates:	1983 -
Volume:	0.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of minutes from the Library Director's two monthly meetings - one held with faculty and the other with the Library's Civil Service employees.

Recommendation: **Retain in office for five (5) years, then transfer to the University Archives for permanent retention. ***

134. Library Newsletters and Publications

Dates:	1976 -
Volume:	4 Cu. Ft.
Annual Accumulation:	0.5 Cu. Ft.
Arrangement:	Chronological

This file contains master copies of all library newsletters and other publications originated by the University Library. The University Archives maintains copies of these publications permanently.

Recommendation: **Retain in office permanently. ***

135. Personnel Files (Duplicates)

Dates:	1950 -
Volume:	9 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of the personnel files maintained by the Library for faculty and civil service employees. Forms/documents found in these files are copies of faculty employment contracts, job descriptions, annual evaluations, annual employment status forms (for Civil Service only) which includes salary and classification, staff travel vouchers and requests, car pool requisitions, and correspondence with the director. Original personnel files for faculty are maintained in the Provost's Office and for civil service employees in the Civil Service Personnel Office for sixty-five (65) years.

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

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~~which shows starting and ending dates of employment.~~

~~Original records of students' participation in the University's Student Employment Program and Work Study Program are maintained by the University's Financial Aids Office for five (5) years. See item #29 of Application #85-148.~~

~~Recommendation: Retain for five (5) years in office after date of graduation or last attendance, then dispose of provided no litigation is pending or anticipated.~~

LIBRARY /ARCHIVES

140. Accessions List

Dates: 1971 -
 Volume: 1 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: By Topic

This record series consists of a typed list of all collections of records the Archives receives from university offices.

Recommendation: Retain until updated with more current listing then dispose of.

141. Administrative Correspondence and Reference File

Dates: 1971 -
 Volume: 0.75 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological by Year

This record series consists of the correspondence of the WIU Archives regarding the ordering of items for collections, the answering of inquiries, donors and donations.

Recommendation: Retain in the office for three (3) years, then dispose of.

REGISTRAR'S OFFICE

142. App1ication for Readmissions File **Closed and Superseded and Merged into 150A**

Dates: _____ 1985 (1 semester)
 Volume: _____ 1 Cu. Ft.
 Annual Accumulation: _____ 1 Cu. Ft.
 Arrangement: _____ Chronological

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~~These are computer printouts of students enrolled in a specific class.~~

~~Recommendation: Retain in office for five (5) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, in necessary, and no litigation is pending or anticipated.~~

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147A. Final Grade Reports

Dates:	1902 -
Volume:	204 Cu. Ft.
Annual Accumulation:	2 Cu. Ft.
Arrangement:	Chronological by Semester/ Alphabetical by Course Name

This record series is a semester report for each class offered in that term. It includes the names and final grades of students enrolled in each class.

It includes the names and final grades for students enrolled in each class.

This item 147A supersedes State Records Application #85-149, items #146 and #147, in order to reflect the University's current practice of maintaining "Final Class Listing" within "Grade Reports", to change the record series title, and to unify the retention, per the University's request.

Recommendation: Retain in office ten (10) years after date of generation, then transfer to the University Archives for permanent retention. If microfilmed, retain microfilm permanently in office. *

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150A. Student Master Record Files (Original)

Dates:	1900 -
Volume:	366 Cu. Ft.
Annual Accumulation:	10 Cu. Ft.
Arrangement:	Alphabetical/Chronological

This record series contains the official administrative files for each undergraduate and graduate student. It includes grades and transcripts; name changes; applications for admission, re-admission, and graduation; and routine student transaction files.

This item 150A supersedes State Records Application #85-149, items #142, #148, #150, #152 and #156, in order to reflect the University's current practice of maintaining "Application for Readmissions File", "Graduation Applications", "Name Change File", and "Student Transaction Files (Originals)" together with the "Student Master Record Files (Original)"; to unify these record series retentions; and to eliminate microfilming "Student Master Record Files (Originals)" and "Student Transaction Files (Originals)", per the University's request.

Recommendation: **Retain in office permanently. A microfilm copy of this series for the years 1902-1989 is on file in the University Archives; retain microfilm permanently. ***

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151. Minutes of Meetings (Originals) **Superseded by Item No. 151A**

Dates: _____ **1973** —
Volume: _____ **1.5 Cu. Ft.**
Annual Accumulation: _____ **Negligible**
Arrangement: _____ **Chronological**

~~This record series consists of minutes of the Long Range Planning Committee, Council on Admission, Graduation and Academic Standards (GAS) and Conference of College and University Machine Records.~~

~~Recommendation: Retain minutes in the office permanently. (Office may wish to transfer material to the University Archives at a later date)*~~

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152. Name Change File **Merged into 150A**

Dates: _____ 1950—
 Volume: _____ 1 Cu. Ft.
 Annual Accumulation: _____ Negligible
 Arrangement: _____ Alphabetical

~~This record series consists of index cards which are completed each time a former student notifies the Registrar's Office that their name has changed due to marriage, divorce or other circumstances. The index cards are cross-referenced between the student's former and current name.~~

~~Recommendation: Retain permanently in the office.~~

153. Returned/Unaccepted Diplomas **Closed**

Dates: _____ 1950—
 Volume: _____ 3 Cu. Ft.
 Annual Accumulation: _____ Negligible
 Arrangement: _____ Alphabetical

~~This record series consists of diplomas returned to WIU and never sought by the graduate. They may not have been received because of a name or address change that WIU or the U.S. Post Office may not have been aware of.~~

~~Recommendation: Retain ten (10) years in office, then dispose of.~~

154. Completed Forms for Requesting Transcripts **Closed**

Dates: _____ 1985—
 Volume: _____ 2 Cu. Ft.
 Annual Accumulation: _____
 Arrangement: _____ Chronological

~~This record series consists of forms requesting transcripts. If requested by a letter, this office completes the form and disposes of the letter.~~

~~Recommendation: Retain two (2) months~~

155. Summary of Major Declarations (Printout) **Merged into 155A**

Dates: _____ 1980—
 Volume: _____ 2 Cu. Ft.
 Annual Accumulation: _____ Negligible
 Arrangement: _____ Chronological; then alphabetical

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~~This record series consists of printouts of new students and their declared majors at the 10th day cutoff of each semester.~~

Recommendation: ~~Retain fifteen (15) years in office, then transfer to the University Archives for permanent retention.*~~

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156. Student Transaction Files (Originals) ~~Merged into 150A~~

Dates: _____ ~~1900 —~~
 Volume: _____ ~~108 Cu. Ft.~~
 Annual Accumulation: _____ ~~1.25 Cu. Ft.~~
 Arrangement: _____ ~~Alphabetical~~

~~This record series consists of file of each graduate or undergraduate student containing completed grade change forms, transcripts from other schools, substitution waivers, appeals, disciplinary action and routine correspondence. Also included is a Microfilm Indexes which lists on what reel of film a given file can be found. A security copy is on file in the University Archives.~~

~~Recommendation: Retain in office for five (5) years from the last date of matriculation, then microfilm and retain film permanently. A security copy is on file in the University Archives. Dispose of the original after microfilming has been completed and providing no litigation is pending or anticipated. *~~

157. 10th Day Enrollment Figures (Originals) ~~Merged with 155A~~

Dates: _____ ~~1973 —~~
 Volume: _____ ~~3.5Cu. Ft.~~
 Annual Accumulation: _____ ~~Negligible~~
 Arrangement: _____ ~~Chronological Superseded by Item No. 155A~~

~~This record of enrollment statistics of the 10th day of each semester (the student can enroll in a class).~~

~~Recommendation: Retain in the office ten (10) years, then transfer to the University Archives for thirty (30) years retention and subsequent disposal of all necessary audits under supervision of the Auditor General.~~

SPONSORED PROJECTS

158. Correspondence File

Dates: _____ 1982 -
 Volume: _____ 2.25 Cu. Ft.
 Annual Accumulation: _____ 0.75 Cu. Ft.
 Arrangement: _____ By Fiscal Year

This record series consists of all correspondence (on and off campus) for the University Research Office.

Recommendation: Retain in office for three (3) years then transfer any materials no longer possessing any administrative value to the University Archives for appraisal and possible further retention. *

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~~longer possessing any administrative value and transfer these materials to the University Archives for appraisal and possible further retention.*~~

165. Annual Report

Dates: _____ 1975-
 Volume: _____ 1/3 Drawer
 Annual Accumulation: _____ Negligible
 Arrangement: _____ Chronological

~~This record series consists of the annual report produced by the Dean of the College of Applied Sciences. Included in this report are major activities and accomplishments for the fiscal year, statements of goals and objectives, summaries of activities for grant proposals and tables summarizing appropriated resources and productivity of the College of Applied Sciences.~~

~~Recommendation: Retain five (5) years in office, then transfer records to the University Archives for appraisal and possible further retention.*~~

166. Faculty Personnel File (Duplicates)

Dates: _____ 1940-
 Volume: _____ 2 Cu. Ft.
 Annual Accumulation: _____ Negligible
 Arrangement: _____ Alphabetical

~~This record series consists of duplicate personnel files for the faculty of the College of Applied Sciences. Included in these files are copies of vitae, contracts, requests for sabbaticals, recommendations for appointments and letters (i.e., tenure/promotion/retention and recommendation). Original faculty personnel files are maintained in the Provost's Office. (See item #5 of Application #85-149).~~

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

167. Fiscal Transaction Files (Duplicates)

Dates: _____ 1983-
 Volume: _____ 1 Cu. Ft.
 Annual Accumulation: _____ Negligible
 Arrangement: _____ Chronological by Fiscal Year

~~This record series consists of vouchers, requisitions, Direct Pay Authorizations, equipment inventories and budget summaries. Original financial records are maintained in the University's Business Office for six (6) years (See application #85-147, items #56 and #63.~~

~~Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been~~

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~~completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.~~

168. Grade Substitution and Waiver Files (Duplicates)

Dates: _____ ~~1984~~
 Volume: _____ ~~0.5 Cu. Ft.~~
 Annual Accumulation: _____ ~~Negligible~~
 Arrangement: _____ ~~Alphabetical by Name~~

~~This record series consists of requests by students for academic waivers and Pass/Fail Options. Original forms are in the Registrar's Office.~~

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

169. Institutional Reports (Duplicates)

Dates: _____ ~~1975~~
 Volume: _____ ~~2 Cu. ft.~~
 Annual Accumulation: _____ ~~Negligible~~
 Arrangement: _____ ~~Chronological by Year~~

~~This record series consists of several different periodic reports on and by the College of Applied Sciences. Included are: reports to the Higher Education General Information Survey (HEGIS), which are sent to the U.S. Department of Education; Resources Allocation Management Plan (RAMP) studies, which are sent to the Board of Governors; Student Characteristics reports, breaking down the student body by age, race, sex, high school class rank, and home town/ county; and Goals and Objectives reports, stating the College's goal and for a given academic year.~~

~~Recommendation: Retain in office for five (5) years, then dispose of. (Offer to University Archives for accessioning prior to disposal.)*~~

170. Sick Leave Reports

Dates: _____ ~~1980~~
 Volume: _____ ~~1 Cu. Ft.~~
 Annual Accumulation: _____ ~~Negligible~~
 Arrangement: _____ ~~Alphabetical~~

~~This record series consists of sick leave and vacation requests for employees within the College of Applied Sciences.~~

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

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DEPARTMENT OF AGRICULTURE

171. Agriculture Organizations File

Dates: 1975 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series consists of the agricultural organizations file for the Department of Agriculture. This series contains information on all affiliated agriculture groups, e.g. F. F.A. (Future Farmers of America), Illinois Pork Producers, Federal Land Bank, Illinois Feed and Grain Association, etc. The records further include: brochures; special projects report; constitution and by-laws, and general correspondence.

Recommendation: Retain in office for three (3) years, then review files and dispose of all materials that no longer possess any administrative value. Any materials possessing long term/ historical value (e.g. constitution and by-laws) are to be maintained for permanent retention. *

172. Articulation File (Duplicates)

Dates: 1981 -
 Volume: 0.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical by Community College

This record series consists of duplicate records of departmental evaluations of courses offered by community colleges to determine or acknowledge that the Agricultural Department will accept a course/courses from a particular community college in lieu of a corresponding course offered at Western. Included in these files are correspondence with community colleges, course descriptions and program policy statements. Original Articular files are maintained in the Office of Admissions Management.

Recommendation: Retain in office until revised or superseded by more current/relevant information.

173. General Correspondence File

Dates: 1984 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Chronological

This records series consists of correspondence pertaining to recruitment of students for the Department of Agriculture.

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

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180. Student Organization Correspondence File

Dates: 1975 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series consists of correspondence regarding the functions and activities of student organizations (i.e. Agricultural Council, Hoof and Horn Club, Horticulture Club) in the Department of Agriculture.

Recommendation: Retain three (3) years in office, then review files and weed out any materials no longer possessing any administrative value, then transfer these records to the University Archives for appraisal and possible further retention. *

ARCHAEOLOGICAL RESEARCH LABORATORY

181. Administrative and General Correspondence (Originals and Duplicates)

Dates: 1976 -
 Volume: 0.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

This correspondence file documents the official and routine administrative transactions of the Archaeological Research Laboratory.

Recommendation: Retain three (3) years in office, then review files and weed out any materials no longer possessing any administrative value, then transfer these records to the University Archives for appraisal and possible further retention. *

182. Field Work Case Files (Originals)

Dates: 1976 -
 Volume: 7 Cu. Ft.
 Annual Accumulation: 0.75 Cu. Ft.
 Arrangement: By Feature Number, Structure Number and Chronological

These field work case files contain catalogs of collections from sites or surveys, excavation day books, (for each "Indian house") records of digs, storage pits (etc.), some black and white photographs of dig findings with some corollary slide photographs, and duplicate W.I.U. - Feature Data forms.

Recommendation: Retain in office or the University Archives on a permanent basis. *

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183. Field Work Case File and Pertinent Copies of Standardized Site Forms Related to "Phase II Testing" of the Littleton Field and Strip Mine Haul Road (Originals)

Dates: 1980 - 1981
 Volume: 3 Cu. Ft.
 Annual Accumulation: N/ A
 Arrangement: Chronological

This record series consists of a field work case file with copies of pertinent standardized site forms maintained exclusively with reference to "Phase IT Testing" of the Littleton Field and strip mine haul road.

Recommendation: **Retain in office or the University Archives on a permanent basis. ***

184. Orendorf Indian Site Field Work Case File and Related Documents (Originals and Duplicates)

Dates: 1971 - 1978
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: N/A
 Arrangement: Chronological

The Orendorf Indian Site was the largest excavation of its kind during the period 1971 - 1978. The Orendorf Site excavation was supported from a grant project award by the U.S. Department of the Interior to the Illinois Department of Conservation (as the administering State agency of the grant)

Part of the record series consists of field works case file documents (including some photographic slides) exclusively devoted to the development and findings of the Orendorf Site. Additional originals or record copy materials contained in this record series consist of some related correspondence, sketches, newspaper clippings, pertinent grant administration records, and original notes on the site.

The master set of this file series is maintained on a security (and permanent) basis in the University's Heating Plant Annex. A duplicate set is maintained by the Archaeological Research Laboratory for researchers' perusal and the incidental avoidance of wear and tear on the master set of records.

Recommendation: **Retain the master set of the record series on a permanent basis, and upon agreement of all offices concerned, maintain in the University Archives. Retain duplicate research perusal sets of the records until administrative/research value has expired, then dispose of. ***

185. Budget and Fiscal Records (Duplicates)

Dates: 1976 -
 Volume: 3.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of DPA's, vouchers, requisitions, property control files, purchase orders, invoices,

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Recommendation: **Retain in office or the University Archives on a permanent basis. ***

189. Personnel Files (Duplicates)

Dates: 1976 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

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 faculty, civil service/administrative personnel, and student workers.

Original personnel files of student workers 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 of sixty- five (65) years than the five (5) year period uniformly recommended for the Archaeological Research Laboratory.

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.

190. United States Department of Agriculture Aerial Survey Photos (Originals or Record Copies)

Dates: 1976 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Chronological

These photos are used by the Lab to plot archaeological research sites.

Recommendation: **Retain in office or the University Archives on a permanent basis. ***

191. Miscellaneous Administrative Reports and Draft and Final Copies of Scholarly Articles and Papers (Originals or Record Copies)

Dates: 1976 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Mixed Arrangement

The miscellaneous administrative reports comprising this series consist of contract reports and project status

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197. Unsuccessful—Emp1oyment Applications **Superseded by Application No. 18-22 Item No. 2**

~~Dates: 1972 - Volume: 4 cu. Ft.~~
~~Annual Accumulation: Negligible~~
~~Arrangement: Chronological~~

~~Recommendation: Retain in the office for three (3) years, then dispose of.~~

198. Faculty Personnel Files (Duplicates)

Dates: 1965 -
 Volume: 2 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series consists of personnel files for the faculty of the Department of Computer Sciences. Included are copies of faculty contracts; promotion and tenure materials; annual evaluations; letters of recommendation; copies of publications (articles, books) written by faculty members, along with their respective reviews; abstracts indicating awards earned and major accomplishments achieved; and department memorandum. The original personnel files for faculty are kept in the Provost's Office (see item #5 of Application #85-149).

Recommendation: Retain in the office for five (5) years following the date of separation of employment, then dispose of.

199. Student Files (Undergraduate and Graduate)

Dates: 1980 -
 Volume: 6 Cu. ft.
 Annual Accumulation: 1 Cu. Ft.
 Arrangement: Alphabetical by Name

This record series consists of individual files created for each student who chooses a major in Computer Sciences. Forms/documents which are found in a typical student file would be: high school transcripts, personal data information sheets, term papers and reports on special projects, letters of admission into program, award letters, grade reports, appointment letters for graduate assistantships, and correspondence. A department's student file is not the official record of a student's grades, courses taken, semester hours earned, and grade point average. This information is maintained by the Admissions and Records Office permanently as per item #150 of this application.

Recommendation: Retain for five (5) years in office after graduation or date of last attendance, then dispose of.

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ENGINEERING & TECHNOLOGY

212. Administrative Correspondence and Memoranda File

Dates: 1985 -
 Volume: 0.75 Cu. Ft.
 Annual Accumulation: 1.5 Cu. Ft.
 Arrangement: Alphabetical by Subject

This record series consists of the Administrative Correspondence and Memoranda to and from, and within the Department of Engineering Technology.

Recommendation: Retain in office three (3) years, then transfer to University Archives custody. Archives staff will review files and dispose of all material possessing no administrative, organizational, legal and/or historical significance and retain permanently documents possessing archival value. *

213. Annual Reports to the Dean's Office (Record Copy)

Dates: 1975 -
 Volume: 0.25 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of the annual report prepared by the Department of Engineering Technology highlighting the major accomplishments and achieved goals of the department during the previous year, and outlining the plans and goals for the next year.

Recommendation: Retain in office for five (5) years, then transfer to the University Archives for permanent retention. *

214. Budget and Fiscal Administration File (Duplicate)

Dates: 1978 -
 Volume: 12 Cu. Ft.
 Annual Accumulation: 1.5 Cu. Ft.
 Arrangement: By Fiscal Year

This record series consists of vouchers, voucher schedules, purchase orders, Direct Payment Authorizations, property control files, expenditure reports, and revolving accounts used by the department to purchase materials (wood, metal, plastic) for resale to students. Original fiscal records are maintained by the University's Business Office for six (6) years as per item #63 of Application #85- 147.

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.

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218. Internship Records **Superseded by Application No. 85-149 Item No. 218A**

Dates: _____ 1980—
Volume: _____ 9 Cu. Ft.
Annual Accumulation: _____ 2 Cu. Ft.
Arrangement: _____ Alphabetical by Name

~~This record series consist of individual folders created on each student who participated in an intern program offered by the Department of Business and Technology. Types of documents/forms found in a typical file would be: applications for admission, copies of student's transcript to date, performance evaluation, copies of correspondence with the student and the company, and a history of the internship (company worked for, dates worked, position, etc.).~~

~~Recommendation: Retain ten years after date of graduation or date of last attendance, then dispose of.~~

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LAW ENFORCEMENT ADMINISTRATION

222. Academic Program Review Files (Duplicates)

Dates: 1968 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains copies of academic program reviews for the department bachelor's and master's degree programs which are prepared by the chairperson of the department and submitted to the provost. Also included are copies of the department's five (5) year academic plan, the annual review of the college, and successful and unsuccessful program requests to the Board of Governors to expand the program/curriculum.

Recommendation: Retain in the 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. *

223. Department Administrative Reference File (Originals and Duplicates)

Dates: 1980 -
Volume: 4 Cu. Ft.
Annual Accumulation: 1 Cu. ft.
Arrangement: Alphabetical

This record series consists of original and duplicate correspondence and administrative reference files detailing matters of the function, procedures, organization and policy decision making of the Department of Law Enforcement Administration. Types of documents found in this file include:

- 1. Original agendas, meeting materials and minutes of the department's staff meetings.
- 2. Correspondence and copies of minutes of various university committees (i.e. Curriculum Committee, Dean's Council, Faculty/Senate Committee, Chairperson Committee, Graduation Committee, etc.)
- 3. Examination and testing policies of the Department
- 4. Affirmative Action policy and related reports and correspondence
- 5. Faculty evaluation policies
- 6. Class scheduling records
- 7. Grade appeals and
- 8. Faculty workload reports

Recommendation: Retain in the office for three (3) years, then review file and take the following steps for disposition:

- A. Dispose of correspondence/reference material which is merely informational or routine.

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B. Retain all originals of minutes of meetings (i.e. Department meetings), special surveys and reports, all current policies, procedures, rules and any material documenting activities and planning of the Department until they no longer have administrative value, then transfer to the University Archives for permanent retention. *

224. Arrangement and Assignment Records for Extension Classes (Duplicate)

Dates: 1975 -
Volume: 0.25 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

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.

225. Course Outlines and Syllabi

Dates: 1968 -
Volume: 1.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical

Recommendation: Retain in the office for three (3) years, then transfer to the University Archives for appraisal and possible further retention. *

226. Fiscal Administration Records (Duplicates)

Dates: 1969 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series includes copies of budget printouts, travel vouchers and authorizations, direct pay authorizations, invoice vouchers, purchase orders, amendments and cancellations to purchase orders and other related supporting documents.

Recommendation: Retain in the office for three (3), 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.

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2.	Reports on Ethnic Totals
3.	Report on Student Characteristics
4.	Higher Education and General Information Survey (HECIS)
5.	Course Offerings
6.	Enrollment Tables
7.	Grade Analysis Reports
8.	Student Credit Hour Production
9.	Annual Report to the Board of Governors
10.	Faculty Load Studies

The originals of this record series are maintained by the IRP Office under the authority of State Records Application #85-145.

Most of the data contained in these reports are incorporated in RAMP documents which are maintained permanently under the Board of Governors approved records disposition Application #84-5, item #40.

Recommendation: Retain in the office for ten (10) years then dispose of.

231. Unsuccessful Job Applicant Files (Agency Record Copies) **Superseded by Application No. 18-22 Item No. 2**

~~Dates: 1980—~~

~~Volume: 1 Cu. Ft.~~

~~Annual Accumulation: Negligible~~

~~Arrangement: Chronological~~

~~This record series consists advertisements for vacancies in the department, letters of recommendation, applications for employment and resumes received from prisons applying for a position in the Department of Law Enforcement Administration.~~

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

232. Personnel Records (Duplicates)

Dates: 1968 -

Volume: 2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of duplicate copies of employee evaluations; retention, promotion and tenure records; salary change records; requests for leaves of absence; application for employment; and letters of resignation.

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

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233. Graduate Student Files (Agency Record Copy)

Dates:	1970 -
Volume:	16 Cu. Ft.
Annual Accumulation:	1 Cu. Ft.
Arrangement:	Alphabetical

This record series consists of the department's academic advisor's copies of transcripts, internship resumes, photographs, contracts for internship, applications for graduation, faculty evaluations, letters of recommendation for employment, and nominations for scholarship maintained on each graduate student in Law Enforcement Administration.

Recommendation: Retain in office for (5) years after graduation, then dispose of at the discretion of the agency.

234. Student Advisement Files (Agency Record Copies)

Dates:	1980 -
Volume:	4 Cu. Ft.
Annual Accumulation:	1 Cu. Ft.
Arrangement:	Alphabetical

This record series consists of individual files on students enrolled in the Law Enforcement Administration program. These files include copies of grade sheets, class waiver, degree planning sheets, advisor's notes, and related correspondence.

Recommendation: Retain in the office for ten (10) years after graduation, then dispose of.

235. Internship Program Placement File (Agency Record Copies)

Dates:	1968 -
Volume:	3 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series includes the internship agreement between the Department of Law Enforcement Administration at WIU and the cooperating federal, state or local criminal justice agency, evaluation by the cooperating agency and the student and related correspondence.

Recommendation: Retain for ten (10) years or until all administrative use has expired, whichever is longer, then dispose of at the discretion of the agency.

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236. Grant Files (Duplicates)

Dates:	1968 -
Volume:	1 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series contains a copy of the grant proposal and budget narratives for grants applied for by the Department. The Office of Research and Grants maintains the agency record copy of this record series under the authority of State Records Application #85-149.

Recommendation: Retain in the office for six (6) years after termination of all corresponding grants and related agreements, 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.

237. Research Training Center Program Files (Agency Record Copies)

Dates:	1968 -
Volume:	0.25 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

Included in the program files for the Research Training Center are internal reports summarizing grant work and workshops which the Research Training Center coordinates (such as the Rape Awareness Program) and evaluation and budgets for various workshops.

Recommendation: **Retain in the office for five (5) years, then review files and dispose of any materials lacking further administrative value. Material which documents the development of the center is to be retained permanently either in the office or by transferring to the University Archives for permanent retention. ***

MILITARY SCIENCE

238. Administrative Reference File (Duplicates)

Dates:	1983 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of correspondence, requests received from students wishing to be considered for the "Distinguished Military Student Award!", copies of the department's newsletter "The Western Cadet It which is produced by the cadets, nominations for the "Outstanding Teacher Award", workshop records (i.e. scheduling records,- budget records, etc.) for the High Adventure Camp for the Leisure Center which is a

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military skills workshop and is also used as a recruitment tool, and minutes, meeting materials and agendas for the department chair meetings (original/agency record copies).

Recommendation: Retain in the office for three (3) years, then review files and weed out any materials possessing long term historical value (i.e. policy formulation, chairman's meeting agendas, minutes, meeting materials) and transfer these records to the University Archives for permanent retention and dispose of those records which do not possess any historical value. *

239. Class Roster (Duplicates)

Dates: 1983 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

The agency record copy of this record series is maintained by the Registrar's Office under the authority of State Records Application #85—149, item #143.

Recommendation: Retain in the office for three (3) years, then dispose of.

240. Course Syllabus (Duplicates)

Dates: 1983 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain in the office for three (3) years, then transfer to the University Archives for appraisal and possible further retention. *

241. Fiscal Administration and Budget Records (Duplicates)

Dates: 1983 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the department's copies of various budget and fiscal administration records including purchase orders, amendments and cancellations to purchase orders, direct pay authorizations, requisitions, invoice and travel vouchers, and budget printouts.

The agency record copies of this record series are maintained for six (6) years by the Business Office under the authority of State Records Application # 63 of Application #85-147.

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245. Property Control Records (Duplicates)

Dates:	1983 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of property control inventories and property control transfer forms. The agency record copies of this record series are maintained by the Auxiliary Services Department under the authority of State Records Application #85-147.

Recommendation: Retain in the office for three (3) years, then dispose of.

246. Service Requests (Duplicates)

Dates:	1983 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

The agency record copies of service requests are maintained by the Auxiliary Services, under the authority of State Records Application #85-147, item #33.

Recommendation: Retain in the office for three (3) years, then dispose of.

COLLEGE OF ARTS AND SCIENCES - DEAN'S OFFICE

247. Administrative Correspondence and Reference File

Dates:	1972 -
Volume:	52.5 Cu. Ft.
Annual Accumulation:	4 Cu. Ft.
Arrangement:	Alphabetical by Subject

This record series consists of original and duplicate correspondence to and from the Dean's Office and other departments of the University, copies of budget requests, departmental reports, agenda and minutes of meetings from various related committees and associations.

Recommendation: Retain three (3) years in office, then review file and remove any materials possessing long-term historical value (minutes of meetings, policy formulation correspondence, significant departmental reports, etc.) and transfer these records to the University Archives for permanent retention. Records which do not possess any historical value are to be disposed of providing no litigation is pending or anticipated. *

Provost and Academic Vice President
RECORDS RETENTION SCHEDULE
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248. Personnel Files (Duplicates)

Dates:	1958 -
Volume:	31.5 Cu. Ft.
Annual Accumulation:	1 Cu. Ft.
Arrangement:	Alphabetical

This record series consists of personnel files for faculty, civil service employees, student employees and graduate assistants of the College of Arts and Sciences. Included in these files are copies of faculty contracts, promotions and annual evaluations, resumes and letters of recommendation. The original personnel files for faculty are maintained in the Provost's Office, for civil service employees in the Civil Service Personnel Office and for student employees and graduate assistants in the Financial Aids Office.

Recommendation: Retain in the office for five (5) years following the last date of attendance or separation of employment, then dispose of providing no litigation is pending or anticipated.

249. Class Enrollment Records (Duplicates)

Dates:	1968 -
Volume:	10 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological/Alphabetical

This record series consists of duplicate computer printouts of class enrollment reports, class counts and 10th Day Rosters of student enrollment in the College of Arts and Sciences.

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

250. Curriculum Development Files

Dates:	1972 -
Volume:	8.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	By Department

This record series consists of new course proposals and descriptions, requests for course revision and syllabi. Catalog descriptions from previous years are presently being maintained in the University Archives.

Recommendation: **Retain in office until revised or superseded by more current or relevant information, then transfer to the University Archives for appraisal for possible further retention. ***

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251. Fiscal Administration File (Duplicates)

Dates:	1980 -
Volume:	15 Cu. Ft.
Annual Accumulation:	3 Cu. Ft.
Arrangement:	Chronological

This record series consists of copies of vouchers, direct pay authorizations, requisitions and expenditures reports. Original fiscal records are maintained by the University's Business Office for six (6) years as per item #65 of Application #85-147.

Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

252. Faculty Administration and Correspondence File

Dates:	1980 -
Volume:	10.5 Cu. Ft.
Annual Accumulation:	2 Cu. Ft.
Arrangement:	Chronological

This record series consists of Credit Union Equivalency Reports (CUE's), Faculty Overload Reports, Organized Research Requests, Time Report Forms for Research and Consulting/Professional or Business Activities, Non-University Research or Consulting Service Forms, Extension Course Arrangement Forms, requests for leave (sabbatical, absence, administrative, workshops/conferences), reports of faculty members enrolled in classes, grant writing proposals and all related correspondence.

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

253. Faculty Authored Publications and Journal Articles

Dates:	N/A
Volume:	3 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical by Author

Recommendation: **After discretionary retention period in office, offer one set of master copies to University Archives/Library for possible accessioning. ***

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This record series consists of personnel files for the faculty and civil service employees of the Biological Sciences Department. Included are: copies of contracts, promotions and annual evaluations, copies of resumes, letters of recommendation, appointment papers, travel requests and vouchers and departmental memoranda. The original personnel files for faculty are kept in the Provost Office (see item #5 of Application #85-149) and for civil service employees in the Civil Service Personnel Office (see item #119 of Application #85-147).

Recommendation: Retain in the office for five (5) years following the date of separation of employment, then dispose of.

261. Student Employee and Graduate Assistant Personnel Files (Record Copy) **Superseded by Application no. 18-22 Item No. 3**

~~Dates: 1978—~~

~~Volume: 1 cu. Ft.~~

~~Annual Accumulation: Negligible~~

~~Arrangement: Alphabetical by Name~~

~~This record series consists of personnel files for the student employees and graduate assistants of the Biological Sciences Department. Original records of students' participation in the University's Student Employment Program and Work Study Program are maintained by the University's Financial Aids Office for five (5) years (see item # 29 of Application # 85—148.~~

~~Recommendation: Retain five (5) years in office after graduation of date or last attendance, then dispose of.~~

262. Student Files (Duplicates)

Dates: 1967 -

Volume: 30 Cu. Ft.

Annual Accumulation: 1.5 Cu. Ft.

Arrangement: Alphabetical by Name

This record series consists of computer printout lists of all students who are Biological Science majors and individual files created for each of those students. Forms/ documents which are found in a typical student file would be: high school transcripts with copy of admission document, term papers and reports on special projects, letters of evaluation, letters of admission into program, student petition to waive certain courses in program, grade change requests, and correspondence. A department's student file is not the official record of student's grade, courses taken, semester hours earned, and grade point average. This information is maintained by the Admissions and Records Office permanently as per Application #85-149, item #150.

Recommendation: Retain for five (5) years in office after graduation, then dispose of.

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266. Class Schedule Records

Dates:	1970 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	By Semester

This record series consists of the class schedules for each semester.

Recommendation: Retain in office for three (3) years, then dispose of.

267. Ethanol Alcohol Records (Agency Record Copies)

Dates:	1964 -
Volume:	Negligible (1 Folder)
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of "Reports of Tax Free Alcohol User" submitted to the U.S. Treasury Department, Bureau of Alcohol, Tobacco and Fire arms, state inspection reports, and application to process alcohol free of tax.

A copy of the "Report of Tax Free Alcohol Use" is also submitted to the university's Business Office.

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.

268. Equipment Inventory (Original)

Dates:	1967 -
Volume:	2 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This inventory gives the location of each piece of equipment and shows if a piece of equipment has been checked out.

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 carried on the inventory.

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269. Grade Sheets and Related Documents (Duplicates) Superseded by Application No. 18-22 Item No. 4

~~Dates: 1931—~~

~~Volume: 3 cu. Ft.~~

~~Annual Accumulation: Negligible~~

~~Arrangement: Alphabetical~~

~~This record series includes grade sheets, which are used by the director when preparing letter of recommendation and student progress reports.~~

~~Recommendation: Retain student pro ports until superseded by new updated listing.~~

~~Retain grade sheets for three (3) years or until all administrative use has expired (whichever) is longer, then dispose of.~~

270. Graduate Student Files (Duplicates)

Dates: 1968 -

Volume: 3 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of individual file for each graduate student in the Chemistry Department. Records typically included in a file are copies of graduate assistant contracts and supporting recommendation, records of name changes, graduate record exam scores, transcripts, and related correspondence. The official agency record copy of this record series is maintained by the Graduate School under the authority of State Records Application #85-149, item #72.

Recommendation: Retain in the office for five (5) years after graduation, then dispose of at the discretion of the agency.

271. Lab Inventory of Chemicals

Dates: 1967 -

Volume: 3 Cu. Ft.

Annual Accumulation: N/A

Arrangement: Alphabetical

This record series consists of a log book and card index files indicating amounts of chemicals used on a specific date.

Recommendation: Retain until all administrative use has expired.

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272. Grant Proposals

Dates:	1975 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical by Name of Proposal

This record series consists of grant proposals along with their revised versions, submitted to the Dean's Office and/or private agencies.

Recommendation: Retain in office for five (5) 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.

273. Meeting Minutes (Originals and Duplicates)

Dates:	1975 -
Volume:	4.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of the minutes of staff and committee meetings of the Chemistry Department, the Arts and Sciences Faculty Council, the Faculty Senate, the Curriculum Committee, and the Graduate Council.

Recommendation: **Retain original minutes permanently in office. Retain duplicates for five (5) years, then transfer to the University Archives for permanent retention. ***

274. Personnel Files (Duplicates)

Dates:	1975???
Volume:	3 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of personnel files for the faculty and civil service employees of the Chemistry Department. Included are personal information data sheets, copies of contracts, annual evaluations, employee status sheets, copies of grievances, and copies of articles and papers written by staff members (with Vitas where applicable). The original personnel files for faculty are kept in the Provost's Office (see item #5 Of Application #85-149).

The original personnel files for civil service employees are kept in the Civil Service Personnel Office (see item #119 of Application #85-147).

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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.

278. Budget and fiscal Records (Duplicates)

Dates:	1965 -
Volume:	2 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of DPA's, vouchers, requisitions, budget forms, monthly/annual computer printout expenditure reports, and travel and budget work files with line item projections. Originals or record copies of these files are maintained by the Business Service Office and the Budget Office.

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.

279. Curriculum Development Files (Originals)

Dates:	1978 -
Volume:	3 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

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 catalogs or excerpts of catalogs, class schedules, and original draft papers and memoranda of their revisions.

Recommendation: Retain in office until revised or superseded, then review files and weed out any materials no longer possessing any administrative value, then transfer these records to the University Archives for appraisal and possible further retention. *

280. Faculty Administration Files (Originals)

Dates:	1973 -
Volume:	4 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series contains Credit Unit Equivalency Reports, faculty retraining request/approval forms, research request forms, leave request forms (etc.) generated and maintained for general faculty training,

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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, Graduate Assistants, and student workers.

Original personnel files of student workers 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 exceptions, all such original personnel files will be scheduled for longer retention periods than the five (5) year period uniformly recommended for this Department.

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.

284. Staff Meeting Minutes (Originals)

Dates: 1965 -
Volume: 1 cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain five (5) years in office, then transfer to University Archives for permanent retention. *

285. Student Files (Departmental Copies)

Dates: 1970 -
Volume: 10.5 Cu. Ft.
Annual Accumulation: 0.75 Cu. Ft.
Arrangement: Alphabetical

These are the Department's copy(s) of student files (i.e., academic historical files of students 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; and copies of advisement forms and original notes, memoranda and working papers of intra- departmental advisement.

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.

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289. Clinical Therapist Personnel Administration Files (Originals and/or Record Copies)

Dates:	1977 -
Volume:	6 Cu. Ft.
Annual Accumulation:	0.75 Cu. Ft.
Arrangement:	Alphabetical and Chronological

These personnel files for clinical therapist include documentation of contact clock hours of clinic treatment rendered, screening results for speech/ language and the Education Department, semester clinic schedule rosters showing names of clients, specific cases, and the particular clinician by case, records of hours of supervised clinical experience, international student screening test result information, and ASHA (i.e., the body governing much of the programmatic aspects of the clinic and its therapist) regulatory guidelines pertinent to confidentiality and other issues of speech and hearing treatment administration matters.

Recommendation: Retain non-personnel items in office for five (5) years or until superseded and/or administrative use has expired, whichever is longer, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Retain personnel administration items in office for five (5) years after separation of the corresponding Clinical Therapists, then dispose of, providing no litigation is pending or anticipated and providing master copy personnel items (or essential data therefrom) are retained by other administrative offices of the University, namely the Office of the Provost, the Civil Service Personnel Office and/or the academic College or Department's administrative office(s). Retain in office or the University Archives for sixty- five (65) years if not duplicated or documented in the afore cited offices, then dispose of, if no litigation is pending or anticipated. *

290. Student Files (Clinic Program Level Copies) (Graduate, Undergraduate and Graduate Assistants)

Dates:	1962 -
Volume:	11.5 Cu. Ft.
Annual Accumulation:	0.5 Cu. Ft.
Arrangement:	Alphabetical by Student

These Speech and Hearing Clinic Program level copies of Student Files contain copies of transcripts, advising sheets, including degree planning documentation, previous and current clinical program participation historical documentation, copies of assistantship contracts (when applicable), program acceptance applications, background information on the program, and related correspondence.

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 audit have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

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291. Test Booklets and Scored Test Response Sheets (Originals)

Dates: 1957 -
Volume: 32.5 Cu. Ft.
Annual Accumulation: 1.25 Cu. Ft.
Arrangement: By Category

This record series consists of Original or record copy test booklets and scored test response sheets for speech, language, fluency and voice.

Recommendation: Retain test booklets until superseded or administrative use has expired, then dispose of. Retain scored test response sheets for ten (10) years, then dispose of, providing no litigation is pending of anticipated.

ENGLISH & JOURNALISM DEPARTMENT

292. Administrative Correspondence and Reference Files

Dates: 1978 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by Subject

This file series contains correspondence and reference material concerning the advisement center, public relations (news releases, etc.), curriculum planning, the Senate Committee and other committees, involving the Department of English and Journalism.

Recommendation: Retain in the office for three (3) years, then review files and weed out any materials no longer possessing any administrative value, then transfer these records to the University Archives for appraisal and possible further retention. *

293. Class Enrollment Lists

Dates: 1975 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of 10th day reports - lists of students enrolled in each class offered by the Department of English and Journalism at the beginning (tenth day) of each semester of each semester. Original 10th day reports are maintained by the Registrar's Office for forty (40) years as per item #157 of Application #85-149.

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297. Faculty Scheduling Files

Dates:	1975 -
Volume:	3 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological by Year, Alphabetical by Faculty

This record series consists of lists indicating what courses have been taught by each instructor and at what time.

Recommendation: Retain until updated or superseded by new lists, then dispose of.

298. File of Student Evaluations of Faculty **Superseded by Application 18-22 Item No. 5**

Dates:	1977 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of composite score of student evaluations. It is confidential to all but teachers under review.

Recommendation: Retain in office three (3) years, then dispose of providing all audits have been conducted under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

299. Fiscal Administration Files (Duplicates)

Dates:	1975 -
Volume:	8 Cu. Ft.
Annual Accumulation:	0.75 Cu. Ft.
Arrangement:	Chronological by Fiscal Year

This record series consists of vouchers, purchase authorizations, requisitions, property control records, and budget reports. Original financial records are maintained in the University's Business Office for six (6) years as per item #63 of Application #85-147.

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.

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300. Graduate Student Files (Duplicates)

Dates:	1975 -
Volume:	4 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of individual files for each graduate student who chooses and English and Journalism major. Forms/documents which are found in a typical student file would be: letters of application to the program, letters of recommendation, undergraduate records, degree proposal plans, and correspondence. A department's student file is not the official record of a student's grades, courses taken, semester hours earned, and grade point average. This information is maintained by the Admissions and Records Office permanently.

Recommendation: Retain for five (5) years in office after graduation or date of last attendance, then dispose.

301. Minutes of Department and Committee Meetings (Originals)

Dates:	1981 -
Volume:	2.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of minutes of meetings of the English Department and its committees: Faculty Welfare; Student Welfare; personnel; Tenured Faculty; Curricula; Scheduling; Re-Training; Composition; Committee on Committees; Business Affairs; and Visiting Writers. Also has the minutes of the Faculty Senate.

Recommendation: **Retain permanently in office. (Office may wish to transfer these records to the University Archives at a later date). ***

302. Reference File of English Majors and Minors

Dates:	1981 -
Volume:	1.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of a summary from the Admissions Office of student's educational background; planning sheets which may be revised; and their grades for those classes completed.

Recommendation: Retain in office five (5) years after date of graduation or last attendance, then dispose of providing no litigation is pending or anticipated.

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303. Student Advisement Files - Journalism

Dates:	1975 -
Volume:	3 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical by Student Name

This record series is identical to the regular student advisement files, but established solely for the journalism minors.

Recommendation: Retain five (5) years after date of graduation or last attendance, then dispose of providing no litigation is pending or anticipated.

304. Writing Center Files

Dates:	1981 -
Volume:	4 Cu. Ft.
Annual Accumulation:	1 Cu. Ft.
Arrangement:	Chronological

This record series contains tutorial records for students utilizing the Writing Center which indicate who referred the student, the name of the tutor, the dates and times of each tutorial session along with a brief description of each session (problems encountered, progress made). Also included are weekly reports showing the students utilizing the Writing Center, the dates and times they were there, who referred them, how much time they spent there, and any additional comments.

Recommendation: Retain in office for five (5) years, then dispose of.

305. Writing Exam Answer Sheets

Dates:	1977 -
Volume:	30 Cu. Ft.
Annual Accumulation:	3.7 Cu. Ft.
Arrangement:	Alphabetical

This record series consists of the short-answer exam sheets for the Writing competency test.

Recommendation: Retain ten (10) years, then dispose of providing all audits have been completed by the Auditor General, if necessary, and no litigation is pending or anticipated.

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306. Undergraduate Student File Records for English Majors and Minors

Dates:	1981 -
Volume:	1.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

Records from admissions on their educational background; planning sheets (some may be revised) on their years at college and grades. Original records of student's courses taken, grades received, and degree earned are maintained by the University's Records Office permanently.

Recommendation: Retain in office for five (5) years after the date of graduation or date of last attendance at the University, then dispose of.

ESSAYS IN LITERATURE OFFICE

307. Accounts Receivable Files for Supplementary Publications Sales (Record Copies)

Dates:	1975 -
Volume:	3 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series contains copies of all order forms and receipts for works of literature this office sells to interested parties.

Recommendation: Retain in office 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.

308. Fiscal Files (Duplicates)

Dates:	1974 -
Volume:	3.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of College Account and Trust Account printouts monitoring funds appropriated for publishing expenses; requisitions for printing at University Printing Services; funds received from payment of subscriptions and other banking records; and copies of all requisitions. Original fiscal records are maintained by the University's Business Office for six (6) years as per item #63 of Application #85-147.

Recommendation: Retain in 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.

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309. "Essay in Literature" Manuscript Review and Editorial Files

Dates: 1974 -
Volume: 8 Cu. Ft.
Annual Accumulation: 0.75 Cu. Ft.
Arrangement: Chronological by Issue Date

Essays in Literature is a semi-annual journal devoted to literature and literary theory in the British and American traditions and the modern European languages. This record series contains published articles reviewing scholarly works on the subject of British, American and Foreign Literature, copyright authorizations, accepted manuscripts, evaluation forms, and correspondence.

Recommendation: Retain in the office for seven (7) years, then dispose of provided no litigation is pending or anticipated.

GEOGRAPHY DEPARTMENT

310. Administrative Correspondence and Reference File

Dates: 1977 -
Volume: 12 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This record series consists of correspondence with the Dean's Office, departmental memoranda, duplicate minutes from meetings of the Arts and Sciences Faculty Council and the Arts of Sciences Chair's Council. Included in these files are original minutes from meetings of academic committees (i.e., Curriculum, Personnel, Budget).

Recommendation: **Retain three (3) years in office, then review file and dispose of all informational or routine items which are not current or have been updated. Retain all original minutes of meetings permanently in the office or transfer to the University Archives. ***

311. Faculty Evaluation by Students (Originals) **Superseded by Application No. 18-22 Item No. 5**

~~Dates: 1979—
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological~~

~~This record series consists of evaluations (IBM sheets) of faculty members by students in the areas of:

Communication skills of the instructor~~

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~~Instructor's knowledge of the subject matter 3. Lab evaluations
4. Grade (A — F) student would assign to the course and the instructor 5. Evaluation of tests and
6. Over — all quality of instruction~~

~~The IBM sheets completed by students are then put through a computer, and a one (1) page computer analysis is generated. One (1) copy is retained in the department and additional copy is given to the instructor.~~

~~Recommendation: Retain the student evaluation sheets in the office for one (1) year, then dispose of provided no litigation is pending or anticipated. Retain the summary sheets in the office for three (3) years, then dispose of provided no litigation is pending or anticipated.~~

312. Faculty Schedule and Related Documents (Duplicates)

Dates: 1977 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series include copies of the faculty's assignments for each term, including arrangement records for extension and continuing education classes, and summer rotation plans.

Recommendation: Retain in the office for five (5) 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.

313. Faculty Workload File (Duplicates)

Dates: 1979 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of faculty Credit Union Equivalent (CUE) Reports consisting of yearly summaries of the faculty workload for the Geography Department. CUE's (Credit Union Equivalent's) are assigned to faculty in lieu of credit hours for teaching certain classes (i.e., lab hours, etc.)

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

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314. Department Reports and Professional Organization Reports (Duplicates)

Dates: 1976 -
Volume: 2.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series include copies of the College of Arts and Sciences Annual Report to the President, the Board of Governor’s review of Geography Department's Graduate Program, Admission's Office Annual Report, various reports from the Office of the President, and copies of the Annual Report of the National Council for Geographic Education, which is not a University Council, but the organization has been given office space on the campus as the current director of the Geography Department serves as a board member of the organization.

Recommendation: Retain in the 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. *

315. Fiscal Transaction File (Duplicates)

Dates: 1970 -
Volume: 1.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of copies of requisitions, purchase orders, vouchers (travel, invoice) and computer printouts of monthly expenditures. Original fiscal records are maintained by the University's Business Office for six (6) years as per item #63 of Application #85-147.

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

316. Faculty Personnel File (Duplicates)

Dates: 1960 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of copies of contracts, evaluations, grievances, letters of application and recommendation, Credit Unit Equivalent Reports (CUE), manuscripts of any published material by faculty and correspondence with faculty members. Original faculty files are kept in the Provost's Office (see item #5 of Application #85-149).

Recommendation: Retain in office for five (5) years following the date of separation from employment then

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dispose of providing no litigation is pending or anticipated.

317. Reports from the Office of Institutional Research and Planning (Duplicates)

Dates:	1972 -
Volume:	2 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical/Chronological

This record series consists of copies of various reports received from the Office of Institutional Research and Planning, including copies of:

1. Unit Cost Study
2. Student Characteristics
3. Student Credit Hour Production
4. Grade Analysis
5. Faculty Load
6. Course Offerings
7. Institutional Cost Study Data Reports

These reports are used by the Department in preparing five (5) and ten (10) year academic plans which are submitted by the University to the Board of Governors.

Recommendation: Retain in the office for ten (10) years or until all administrative use has expired, whichever is longer, then dispose of.

318. Student File (Active and Inactive)

Dates:	1940 -
Volume:	13 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of undergraduate and graduate student records. Included in these files are copies of letters of recommendation, petitions (waivers), grade appeals, transcripts, notices of Honors and Awards, and correspondence with faculty members. Original records of students' courses taken, grades received, and degree earned are maintained by the University's Records Office permanently as per item #150 of Application # 85-149.

Recommendation: Retain five (5) years in office after graduation or date of last attendance then dispose of providing no litigation is pending or anticipated.

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319. Budget and Fiscal File (Duplicates)

Dates: 1983 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of copies of vouchers, purchase orders, requisitions and direct pay authorizations.

Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

320. Curriculum Development Files

Dates: 1983 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of course descriptions and format, syllabi, lists of textbooks, evaluations (testing) procedures and course outline/ content.

Recommendation: **Retain in office until revised or superseded by more current information, then transfer to the University Archives for appraisal and possible further retention. ***

321. Faculty Resume List (Originals)

Dates: 1966 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of original faculty resumes. Copies of faculty resumes are also maintained on computer in the Dean's Office.

Recommendation: Retain five (5) years in office until superseded by more current information, then dispose of providing no litigation is pending or anticipated.

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322. Faculty Workload Reports (Duplicates)

Dates:	1983 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of duplicate faculty workload reports indicating the number of students and classes per instructor, class schedules and Credit Unit Equivalent (CUE) Reports. Original faculty workload reports are maintained in the office of the Dean of the College of Arts and Sciences and the Provost's Office.

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

323. Geology Club Files

Dates:	1970 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of bank account data and by-laws of various Geology clubs and the Sigma Epsilon Earth Science Fraternity. Minutes and agenda of meetings are not maintained in these files.

Recommendation: **Upon the expiration of administrative value, transfer to the University Archives for appraisal and possible further retention. ***

324. Personnel Files

Dates:	1966 -
Volume:	0.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of duplicate faculty, student employee and civil service personnel files for the Geology Department. Included in these files are copies of faculty contracts, letters of recommendation, annual evaluations, approval forms for course requests, resumes, appointment papers, requests for leave (sabbatical, sick, personal) applications and approval forms for research requests, and time and attendance records for civil service and student employees. Student, administrative and civil service employee files are presently being maintained in the office for two (2) years.

Recommendation: Retain in the office for five (5) years following the last date of attendance or separation from employment, then dispose of providing no litigation is pending or anticipated.

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325. Subject Correspondence File

Dates:	1983 -
Volume:	1.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical by Subject

This record series consists of a subject correspondence file that is currently being purged every two (2) years.

Recommendation: **Retain in office for two (2) years, then weed out any outdated or irrelevant correspondence and transfer these records to the University Archives for appraisal and possible further retention. ***

326. Student Files (Active and Inactive)

Dates:	1967 -
Volume:	2 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical by Name

This record series consists of active and inactive student files of the Geology Department. Included in these files are high school transcripts, copies of admission documents to Western Illinois University, letters of evaluation, student petitions to waive certain courses and correspondence. The official record of a student's grades, courses taken, semester hours earned and grade point average is maintained by the Admissions and Records Office permanently.

Recommendation: Retain for five (5) years after graduation or last date of attendance, then dispose of providing no litigation is pending or anticipated.

327. X—Ray Machine Usage and Exposure Level Data

Dates:	1977 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of x-ray machine usage and exposure level data. Included in these files is a log book of usage on the x-ray machine and radiation exposure reports. Log book and radiation exposure reports are inspected by officials from the Department of Nuclear Safety.

Recommendation: Retain in office for thirty (30) years, then dispose of providing no litigation is pending or anticipated.

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328. Alumni Newsletters

Dates: 1977 -
 Volume: 0.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

Recommendation: **Retain one (1) copy permanently in office or University Archives. ***

329. Alumni Surveys

Dates: 1976 -
 Volume: 0.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of the summations of annual surveys sent out to History Department alumni to determine their satisfaction with the program and document their current activities. (occupation, marital status, place of residence). This information is published in the History Department's newsletter, also, which is maintained permanently.

Recommendation: Retain in office for five (5) years, then dispose of.

330. Annual Reports to the Dean's Office (Record Copy)

Dates: 1967 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of the annual report prepared by the History Department highlighting important activities of faculty members, and major accomplishments and achieved goals of the Department during the previous year. It also outlines the future plans and goals of the Department.

Recommendation: **Retain in office for five (5) years, then transfer to the University Archives for permanent retention. ***

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331. Subject/General Correspondence File

Dates: 1975 -
 Volume: 4 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical by Subject

This file contains the notes, memoranda, internal working papers and correspondence of the History Department.

Recommendation: Retain in office for three (3) years then transfer to University Archives custody. Archives staff will review files and dispose of all material possessing no administrative, organizational, legal, and/or historical significance and retain permanently documents possessing archival value. *

332. Civil Service Employee Contracts (Duplicates)

Dates: 1967 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

The original copies of these contracts are maintained in the Civil Service Personnel Office (see item #119 of application #85-147).

Recommendation: Retain in office for five (5) years following the date of separation of employment, then dispose of.

333. Curriculum Development Files

Dates: 1967 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: By Course

This record series contains: course descriptions and format, course syllabi, textbooks to be used, evaluating (testing), and course outline/content. This record series would also contain new course proposals by the Department. Course outlines are frequently revised from one academic year to the next.

Recommendation: Retain in office until revised or superseded then transfer to the University Archives for appraisal and possible further retention. *

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334. Faculty Correspondence File

Dates:	1957 -
Volume:	0.75 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical by Name

This file contains letters from the Department to faculty members, mostly congratulatory letters regarding papers, research, and other accomplishments.

Recommendation: Retain in office until separation of employment then transfer to University Archives custody. Archives staff will review files and dispose of all material possessing no administrative, organizational, legal and/or historical significance and retain permanently documents possessing archival value. *

335. Faculty Personnel Files (Duplicates)

Dates:	1957 -
Volume:	6.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of personnel files for the faculty of the History Department. Included are copies of faculty contracts, promotions and annual evaluations, copies of resumes, letters of recommendation, appointment papers, travel requests and vouchers and department memoranda. The original personnel files for faculty are kept in the Provost's Office (see item #5 of Application #85-149).

Recommendation: Retain in the office for five (5) years following the date of separation of employment, then dispose of.

336. Fiscal Administration File (Duplicates)

Dates:	1967 -
Volume:	1.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	By Fiscal Year

This file contains the vouchers (purchase, contractual, and travel), voucher schedules, purchase orders, Direct Payment authorizations, and requisitions of the History Department. Original financial records are maintained in the University's Business Office for six (6) years as per Application #85-147, item #63.

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.

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337. Meeting Minutes (Originals)

Dates:	1967 -
Volume:	0.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of the minutes of departmental committee meetings.

Recommendation: **Retain permanently in the office or the University Archives. ***

338. Program Reviews

Dates:	1967 -
Volume:	0.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of copies of departmental program reviews conducted by the Board of Governors (every five [5] years) and the National Council on Teacher Education.

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

339. Student Files - Graduate and Undergraduate (Duplicates)

Dates:	1965 -
Volume:	6.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical by Name

This record series consists of individual files for each student who chooses a Biological Science major. Forms/documents which are found in a typical student file would be: high school transcripts with copy of admission document, term papers and reports on special projects, letters of evaluation, student petition to waive certain courses in program, grade change requests, and correspondence. A department's student file is not the official record of a student's grades, courses taken, semester hours earned, and grade point average. This information is maintained by the Admissions and Records Office permanently.

Recommendation: Retain for five (5) years in office after graduation or date of last attendance, then dispose of.

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retention, and workload distribution purposes. A five (5) year retention period has been recommended for similar files maintained by Eastern Illinois University (under Application #84-64, Item #94).

Recommendation: Retain (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.

343. Budget and Fiscal Records (Duplicates)

Dates:	1970 -
Volume:	2 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of DPS's, vouchers, purchase orders, invoices, billings, budget forms, monthly/annual computer printout expenditure reports, and travel and budget and work files with

line item projections. Originals or record copies of these files are maintained by the Business Services Office and the Budget Office.

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.

344. Staff Meeting Minutes (Originals)

Dates:	1970 -
Volume:	0.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

Recommendation: **Retain five (5) years in office, then transfer to the University Archives for permanent retention. ***

345. Personnel Files (Duplicates)

Dates:	1970 -
Volume:	1 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

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 faculty, Civil Service/administrative personnel, Graduate Assistants, and student workers.

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Original personnel files of student workers 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 (sixty-five [65] years) than the five (5) year period uniformly recommended for this Department.

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.

346. Annual Reports and Related Statistical Reports (Record Copies)

Dates:	1980 -
Volume:	1.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This file contains the office copies of State of University Report(s), College Level and Departmental/ Program level annual reports with Institutional Research and Planning Reports and supplemental or supporting documents, such as Instructional Cost Study Data, and summary reports of instructional television services and International Programs information. Additional copies of these documents are maintained within the College of Arts and Sciences Dean's Office and will be scheduled for disposition from that office.

Recommendation: **Retain five (5) years in office, then offer to the University Archives for accessioning. If offer is rejected, dispose of or return upon discretion of office. ***

347. Student Files (Departmental and Program Office Copies)

Dates:	1970 -
Volume:	2 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

These are the Department's and Program's copy(s) of student files (i.e., academic historical files of students 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; and copies of advisement forms and original notes, memoranda and working papers of intra-Departmental advisement.

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.

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contractual service vouchers. Also included are budget printouts. Original fiscal records are maintained by the University's Business Office for six (6) years as per item #63 of Application #85-147.

Recommendation: Retain in 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.

351. Program Files (Alice Kibbe Life Science Station)

Dates:	1964 -
Volume:	4 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical by Subject

The Alice L. Kibbe Life Science Station is a scientific research and instructional unit of WIU, established in 1964. It is a permanent field installation designed and operated to offer opportunities for special study to qualified scientists, students and persons interested in all branches of science. The University also operates that station as a nature preserve to protect unique natural features from unnecessary human disturbance.

This record series contains the working files and other material documenting the operations and proceedings of the Kibbe Life Science Station. Included are; Management plans, the Master Plan for Conservancy Property, legal documents (deeds, court orders), copies of regulations for running the station, annual reports, publicity material (brochures, news articles), photographs from Nature Preserves, New Proposals for Nature Preserves, Property Control records, building records (proposals, blueprints), Illinois Nature Preserves Commission records, evaluations of the Station's manager, enrollment information on students, information on extension courses offered at the Station, and other correspondence.

Recommendation: **Retain in the office until administrative value has expired, then transfer to the University Archives for evaluation and potential accessioning of records possessing archival value. ***

REGIONAL, RURAL AND COMMUNITY STUDIES

352. Administrative Correspondence File (Originals and Duplicates)

Dates:	1971 -
Volume:	1 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	By Subject and Chronological

This is correspondence with memoranda and related reference duplicates of various departments pertinent to issues and matters concerning the Institute. Much of the correspondence refers to workshops and conference of interest.

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359. Book Review Editor's Correspondence File (Agency Record Copies)

Dates:	1985 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of correspondence relating to books submitted for review and possible publication in the Journal.

Recommendation: Retain in the office for five (5) years, then dispose of provided no litigation is pending or anticipated.

360. Civil Service Personnel File (Duplicate)

Dates:	1966 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of individual folders for each Civil Service personnel who has worked for the journal. The folders contain job descriptions, evaluations, insurance material of the employees and requests to fill vacancies. The original personnel files for civil service employee are kept in the Civil Service Personnel Office (see item #119 of Application # 85-147).

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

361. Commercial Advertisement and Agreements File

Dates:	1966 -
Volume:	5 Inches
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of records of paid advertising clients of the journal; "exchange" advertisement agreements with other publications (giving them free advertising space for payment-in-kind); proofs of advertisements; contracts; and all related correspondence.

Recommendation: Retain in office five (5) years, then dispose of.

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368. Lists of Checks Deposited (Agency Record Copies)

Dates:	1966 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series lists each check received, the name of the subscriber/contributor, the check number, the amount of each check and the date deposited.

Recommendation: Retain in the office for six (6) 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.

369. Index of Reprints and Abstract File

Dates:	1979 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of an index of articles printed in the Journal of Developing Areas that have been reprinted in other publications and copies of such reprints sent from respective publications.

Recommendation: **Retain in the office permanently.**

370. Offprint Request File

Dates:	1980 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of correspondence from authors contributing to the journal, requesting a copy of their pieces as they appeared when published.

Recommendation: Retain in office for three (3) years, then dispose of.

371. Original Manuscripts

Dates:	1983 -
Volume:	7.5 Cu. Ft.
Annual Accumulation:	3 Cu. Ft.
Arrangement:	Alphabetical

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This record series consists of manuscripts submitted for publication in the Journal of Developing Areas, an international journal in which articles relating to scientific, economic, humanistic, philosophical and cultural developments are featured in each issue.

Recommendation: Retain in the office for two (2) years, then dispose of provided no litigation is pending or anticipated.

372. Master Copy File

Dates:	1966 -
Volume:	2 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of a master copy of every issue after its publishing.

Recommendation: **Retain one (1) copy of each issue permanently, either in the office or the University Archives. All Other copies may be retained at the discretion of the agency. ***

373. Postal Applications, Permits for Mailing and Related Correspondence (Agency Record Copies)

Dates:	1966 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

Recommendation: **Retain the one (1) time application (such as the application for second-class mail permit and the application for postage meter permit in the office permanently.**

Retain in the office for one (1) year after the expiration of the permit, those applications for bulk mail permits and business reply permits.

Retain correspondence for three (3) years or until all administrative use expired, whichever is longer.

374. Printing Contracts (Duplicates)

Dates:	1966 -
Volume:	1 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of copies of bids to print the Journal, bid specifications, a copy of the contract (these are usually 2 year contracts) and any related correspondence (i.e. with the Purchasing Office).The agency record copy of the contract is maintained by the Purchasing Office for five (5) years.

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Recommendation: Retain in the office for five (5) years, then dispose of provided no litigation is pending or anticipated.

378. Subscriber File (Agency Record Copies)

Dates: 1966 -
 Volume: 9 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Numerical by Subscription Number

This record series contains the names and addresses of subscribers to "Journal of Developing Areas" and the expiration date of their subscriptions. Active subscriptions are recorded on 2.5 Cubic Feet of key-punch cards going back to 1984. Inactive subscriptions are recorded on a printout.

Recommendation: Retain until superseded or updated with more current information, then dispose of.

MATHEMATICS DEPARTMENT

379. Administrative Correspondence File

Dates: 1980
 Volume: 3 Cu. Ft.
 Annual Accumulation: 0.5 Cu. Ft.
 Arrangement: Alphabetical by Subject

This record series consists of university and college-related correspondence regarding such topics as; student workers, schedules, textbook orders and requests, course syllabi, and test analysis forms.

Recommendation: **Retain in office for three (3) years, then review files and weed out any materials no longer possessing any administrative value, then transfer these records to the University Archives for appraisal and possible further retention. ***

380. Annual Reports to the Dean's Office (Record Copy)

Dates: 1979 -
 Volume: 0.75 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological by Year

This record series consists of the annual report prepared by the Mathematics Department highlighting the major accomplishments and achieved goals of the department during the previous year, and outlining the plans and goal for the next year.

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Recommendation: **Retain in office for five (5) years, then transfer to the University Archives for permanent retention. ***

381. Awards File

Dates: 1965 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series consists of a file for each mathematics student who has received an award for his or her studies in the field. The file has information on each award given and the student's efforts in acquiring it.

Recommendation: Retain in office for five (5) years after graduation or last attendance at the University, then dispose of providing no litigation is pending or anticipated.

382. Budget and Fiscal Files (Duplicates)

Dates: 1976 -
 Volume: 3.75 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological by Fiscal Year

This record series consists of a bi-weekly Accounting Systems Report which monitors what revenue has been spent and what remains. (At the conclusion of the fiscal year, all reports are disposed of except the final report.) Also included are purchase orders and requisitions. Original fiscal records are maintained by the University Business Office for six (6) years as per item #63 of Application #85-147.

Recommendation: Retain in office three (3) years and dispose of providing all audits have been made under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

383. Enrollment Files

Dates: 1981 -
 Volume: 3 Cu. Ft.
 Annual Accumulation: 1 Cu. Ft.
 Arrangement: Chronological

This record series contains printouts on registered students, enrollment pattern reports, timetables and schedules for the Mathematics Department. These files are used for planning purposes.

Recommendation: Retain in office for three (3) years, then dispose of.

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This record series consists of applicants a file for each graduate student, and those that were denied admission into graduate school. These files contain students' class schedules; list of courses to be taken and those completed; grades and other related correspondence. Original records of courses taken, and grades received are maintained by the University's Registrar's Office permanently.

Recommendation: Retain five (5) years after date of graduation or last attendance, and dispose of providing no litigation is pending or anticipated.

388. Minutes of Department and Committee Meetings (Originals)

Dates:	1983 -
Volume:	1.5 Cu. Ft.
Annual Accumulation:	0.75 Cu. Ft.
Arrangement:	Chronological

This series consists of minutes of the Mathematics Department as a conglomeration and also the meetings of the following committees: Advisory Council, Personnel, Graduate, Undergraduate Advisement and Placement, Math Education, Honors, Lower Division Curriculum, Statistics, ICTM Meeting, Computer Science, Colloquium, High School Visitation, Library Extension, Undergraduate curriculum, Math Contest, Pre-Engineering.

Recommendation: **Retain three (3) years, then transfer to the University Archives for permanent retention. ***

389. Personnel Files (Duplicates)

Dates:	1979 -
Volume:	15 Cu. Ft.
Annual Accumulation:	--
Arrangement:	Alphabetical by Name

This record series consists of an individual file for each faculty member. These files contain contracts; student evaluations; and related correspondence. Original personnel files for faculty members are maintained by the Provost's Office for sixty-five (65) years as per item #5 of Application # 85-149.

Recommendation: Retain five (5) years after the date of separation from the University, then dispose of providing no litigation is pending or anticipated.

390. Personnel Recruitment and Retention Files **Superseded by Application No. 18-22 Item No. 2**

Dates:	1980-
Volume:	1.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

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Provost and Academic Vice President
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Recommendation: Retain three (3) years in office, then dispose of providing no litigation is pending or anticipated.

394. Manuscripts (Originals)

Dates:	1971 -
Volume:	1.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of original fiction and poetry manuscripts submitted to the Mississippi Valley Review. Copies of original manuscripts are presently maintained in the University Archives.

Recommendation: **Retain one (1) copy of manuscript in office and transfer to the University Archives for permanent retention. ***

395. Printing Requisitions (Duplicates)

Dates:	1974 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of requisitions for printing of the Mississippi Valley Review which publishes selected short stories and poetry twice a year.

The Mississippi Valley Review is published by the College of Arts and Sciences; however, records of subscriptions and expenditures for publication costs are handled by the Department of English and are maintained under the Authority of State Records Application #85-149.

Recommendation: Retain in the office for three (3) years then dispose of.

PHILOSOPHY AND RELIGIOUS STUDIES DEPARTMENT

396. Alumni Correspondence File

Dates:	1964 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of the names and addresses of, along with correspondence to and from alumni of the Department of Philosophy and Religious Studies.

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Recommendation: Retain at the discretion of the agency.

397. Annual Reports to the Dean's Office (Record Copy)

Dates:	1971 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of the annual report prepared by the Department of Philosophy and Religious Studies highlighting the major accomplishments and achieved goals of the department during the previous year, and outlining the plans and goals for the next year.

Recommendation: Retain in office for five (5) years, then transfer to the University Archives for permanent retention. *

398. Class Scheduling Record

Dates:	1974 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by Semester

This record series consists of lists of courses offered, at what times, at what locations, and the instructor assigned to the course.

Recommendation: Retain in the office for three (3) years, then dispose of.

399. Correspondence

Dates:	1975 -
Volume:	0.25 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical by Topic, Alphabetical by Source

This record series consists of correspondence from outside of and within the Philosophy and Religious Studies office. This includes inquiries from prospective students; announcements on workshops and related events; and cover letters for brochures. Also included are advising files which contain notes by instructors taken during interviews with prospective students.

Recommendation: Retain in office three (3) years, then review files. Weed out any materials possessing long-term historical or administrative value and retain in office or University Archives. Dispose of remaining materials providing all audits have been completed under supervision of the Auditor General and no litigation is pending or anticipated. *

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400. Course Syllabi

Dates:	1980 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by Semester

This record series consists of course syllabi for all classes offered by the Department of Philosophy and Religious Studies.

Recommendation: **Retain in office three (3) years then transfer all revised or superseded course syllabi to the University Archives for appraisal and possible further retention. ***

401. Faculty Evaluations **Superseded by Application No. 18-22 Item No. 5**

Dates:	1980 -
Volume:	Negligible
Annual Accumulation:	Negligible
Accumulation:	Alphabetical

~~This record series consists of questionnaires completed by student's evaluating their instructors.~~

~~Recommendation: Retain three (3) years in office, dispose of.~~

402. Evaluations (Faculty) (Duplicates) **Superseded by Application 18-22 Item No. 5**

Dates:	1980 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

~~Originals maintained by Office of the Vice President for Academic Affairs. Recommendation: Retain two (2) years in office, then dispose of.~~

403. Faculty and Civil Service Personnel Files (Duplicates)

Dates:	1960 -
Volume:	2 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of personnel files for the faculty and civil service employees of the Department of Philosophy and Religious Studies. Included are copies of contracts; applications; letters of recommendation; letters of promotion, tenure and/or retention; sabbatical and annual leave form; grant proposal forms; and

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titles of papers written and published by faculty members. The original personnel files for faculty are kept in the Provost's Office and maintained for sixty-five (65) years as per item #5 of Application #85-149, and for Civil Service employees in the Civil Service Personnel Office and maintained for sixty-five (65) years as per item #119 of Application #85-147.

Recommendation: Retain in office for five (5) years following the date of separation of employment, then dispose of.

404. Fiscal Administration Records (Duplicates)

Dates:	1980 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series includes copies of budget printouts, travel and invoice vouchers, purchase orders, direct pay authorizations, purchase requests, service contracts and other related supporting documents required for the procurement of goods and services for the department.

The agency record copies of this record series are maintained by the Business Office under the authority of State Records Application #85-147, item #63.

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.

405. Faculty Workload Reports

Dates:	1960 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series contains information which enables the courses to be evaluated in such a manner to evenly distribute the teaching workload among the faculty.

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

406. General Administrative and Correspondence Files

Dates:	1968 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

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This record series consists of the general administrative and correspondence files of the Department of Philosophy and Religious Studies. Included are copies of the Department's two (2) and five (5) year academic plans, correspondence to the Dean and the Provost, correspondence regarding Affirmative Action and other topics.

Recommendation: Retain in office for three (3) years, then review files and weed out any materials no longer possessing any administrative value, then transfer to the University Archives for appraisal and possible further retention. *

407. Grade Appeal Records (Duplicates) ~~Superseded Application No. 18-22 Item No. 4~~

Dates:	1980
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

~~This record series consists of letters from students appealing a grade given to them by a faculty member of the Philosophy and Religious Studies Department.~~

~~Also included is correspondence from the faculty member giving the grade, grade appeals policy and a copy of the final decision from the Council on Admissions, Graduation and Academic Standards.~~

~~Recommendation: Retain in the office for three (3) years, then dispose of provided no litigation is pending.~~

408. Leave Request Files

Dates:	1980 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of leave requests (for vacation, sick days, etc.) by the employees of the Department of Philosophy and Religious Studies.

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

409. Lists of Vacancies (Personnel)

Dates:	1960 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical by Position

This record series consists of requests to fill positions; lists of names to be interviewed; authorizations to fill

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positions; and the names of people selected to fill vacancies.

Recommendation: Retain for three (3) years following expiration of vacancy, then dispose of provided no litigation pending or anticipated.

410. Prospective Student Advisement Files (Originals)

Dates:	1975 -
Volume:	Negligible (Folder)
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series includes correspondence with prospective students from the chairman of the department, correspondence with tutors, and interview records with prospective students. (If the students major is one of the fields of study in the department, then these forms/correspondences become part of the student files for declared majors.)

Recommendation: Retain for four (4) years, then dispose of.

411. Scholarship Records (Duplicates)

Dates:	1974 -
Volume:	1 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of records of unsuccessful and successful scholarship applicants. Included are copies of the applications for scholarship, essays submitted by the student, transcripts, and related correspondence. The agency record copies of this record series are retained by the Development Office under the authority of State Records Application #85-148, item #31.

Recommendation: Retain in the office for four (4) years then dispose of.

412. Service Requests and Work Orders

Dates:	1980 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

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

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413. Student Files (Duplicates)

Dates:	1964 -
Volume:	1 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of computer printout lists of all students who are Philosophy and Religious Studies majors or minors and individual files created for each of these students. Forms/documents which are found in a typical student file would be: high school transcripts with admission document, letters of recommendation, advisement records, and correspondence. A department's student file is not the official records of a student's grades, courses taken, semester hours earned, and grade point average. This information is maintained by the Admissions and Records Office permanently.

Recommendation: Retain for five (5) years in office after graduation or date of last attendance, then dispose of.

414. Minutes and Reports of University Committees (Agency Record Copies and Duplicates)

Dates:	1980 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

Included are minutes, agendas and some sub-committee reports of the Philosophy and Religious Studies Department Meetings (agency record copies) Chairman's Meetings of the College of Arts and Sciences (duplicates), and the Faculty and Senate Committee (duplicates).

Recommendation: **Retain in the office for five (5) years, then transfer to the University Archives for permanent retention any agency record copies of minutes, sub-committee reports, etc. Duplicate copies may be disposed of at the discretion of the department director. ***

PSYCHOLOGY DEPARTMENT

415. Administrative Files

Dates:	1966 -
Volume:	4.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical by Subject

This record series consists of correspondence and reference material maintained by this office. Subject matter contained within this file would be: Copies of course syllabi; program planning sheets; copies of

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research and planning reports containing statistics pertinent to enrollment management; workload reports; applications for graduate assistantships; applications for the Hotline Program; budget transfer forms; and other related material.

Recommendation: Retain three (3) years in office, then review file and weed out any material no longer possessing any administrative value, then dispose of. Materials retained after initial weeding are to be retained until expiration of administrative value, then dispose of. Prior to any disposals, records are to be offered to the University Archives for possible further retention. *

416. Departmental Annual Reports

Dates:	1967 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of copies of the annual reports prepared by the Psychology Department. These reports include the department's goals and objectives; enrollment and budget information; a summary of accomplishments; activities of the prior year plus a summary of any articles, awards, and grants received by the faculty, and other matters concerning faculty, office equipment, and other modernization of the facilities.

The original is filed with the Dean's Office. See item #247 of this application.

Recommendation: Retain in the office for at least three (3) years, then offer to University Archives when no longer of administrative value. *

417. Budget/Fiscal Records (Duplicate)

Dates:	1970 -
Volume:	1 Cu. Ft.
Annual Accumulation:	1 Binder Per Year
Arrangement:	Chronological

This record series consists of copies of the Psychology Department's budget and related expenditure documents (i.e. purchase orders, requisitions, bills, invoices, ledgers, travel vouchers, computer printouts and monthly expenditures).

The agency record copies of this record series are maintained by the Business Office.

Recommendation: Retain in office for three (3) fiscal years, then dispose of.

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418. Committee Minutes (Original)

Dates: 1966 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical by Subject, Chronological

This record series consists of the minutes of five (5) committees under the jurisdiction of the Psychology Department. These committees are: Personnel, Curriculum, Graduate, Research, and Grade Appeals.

Recommendation: **Retain in office permanently. (Office may wish to transfer to the University Archives at a later date). ***

419. Developed Student Examinations

Dates: 1983 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: 0.75 Cu. Ft.
 Arrangement: Alphabetical by Faculty

This record series consists of master copies of tests developed by the faculty that are given in their classes.

Recommendation: Retain in office five (5) years, then review for value to current classes. The tests may be disposed of at this time or until superseded by a new one.

420. Faculty Files (Duplicates)

Dates: 1960 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

Included are attendance records of faculty members, letters of recommendation, letters of acceptance of the position, evaluations, letter, verifying tenure, and letters of promotion.

Recommendation: Retain for five (5) years after separation from the University then dispose of.

421. Personnel Records (Duplicates)

Dates: 1965 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

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This record series consists of personnel files for the administrative and civil service personnel of the department. These files contain notices of raises; notice of promotions; employment contracts; annual evaluations; and letters-of-Merit.

The original personnel for staff are found in the President's Office. The original for Civil Service employees will be found in the Civil Service Office.

Recommendation: Retain files for five (5) years after separation of employment with the University, then dispose of providing no litigation is pending or anticipated.

422. Student Files (Record Copy)

Dates: 1966 -
 Volume: 4.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series consists of a record folder for all graduate and undergraduate students of this department. The folders contain: grade slips; advising notes; degree plans; grade appeal records and copies of graduation applications. All essential data regarding the student's academic record is maintained permanently by the Registrar's Office.

Recommendation: Retain five (5) years in office following date of graduation or day of last attendance at the University, then dispose of providing no litigation is pending or anticipated.

PSYCHOLOGY CLINIC

423. Clinic Case Files (Originals)

Dates: 1982 -
 Volume: 3 Cu. Ft.
 Annual Accumulation: 1 Cu. Ft.
 Arrangement: Alphabetical

This record series consists of the clinic case files for the Psychology Clinic. The Clinic functions as a training program for students in the Psychology program, and serves community members, students, and faculty in family/marital counseling. The records generally include: initial intake report from patients first visit; correspondence with other physicians; treatment plans; probation summaries; and termination sheets.

Recommendation: Retain in office for three (3) years after the date the file becomes inactive, then dispose of.

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~~anticipated. Retain original minutes of meetings permanently in office or transfer to University Archives (See Application 84-64, Item # 136).*~~

427. Class Count Reports (Duplicates)

Dates:	1975 -
Volume:	0.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This report shows the enrollment in each course and contains a summary report showing the maximum number of students who can enroll in each class, the number of graduate hours earned per class, number of students withdrawn, etc.

The agency record copy of this report is to be retained for five (5) years before transfer to the University Archives by the Office of Institutional Research and Planning under the authority of State Records Application #85-145, item #33.

Recommendation: Retain in the office for three (3) years then dispose of.

428. Class Schedules

Dates:	1967 -
Volume:	0.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of class arrangements and schedules by semester.

Recommendation: Retain in office for three (3) years, then review file and dispose of the records which have no administrative value. Retain the remaining records until all administrative value has expired, then dispose of providing no litigation is pending or anticipated.

429. Faculty Workload Reports (Duplicates)

Dates:	1978 -
Volume:	0.5 cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of faculty workload/Credit Union Equivalent reports of faculty assignments, extension and continuing education courses and research for those faculty members on a nine (9) or ten (10) month contract. Included in these files are workload assignments, projected enrollments, credit hours, extension credit units and location and total credit units.

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

430. Fiscal Records (Duplicates)

Dates: 1967 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series include copies of indirect cost per student reports, budget printouts, travel vouchers, and authorizations, book orders, telephone bills, service contracts and service requests.

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.

431. Grade Sheets (Duplicates) **Superseded by Application 18-22 Item No. 4**

~~Dates: 1970~~
~~Volume: Negligible~~
~~Annual Accumulation: Negligible~~
~~Arrangement: Chronological~~

~~Recommendation: Retain in the office for three years then dispose of.~~

432. Copies of Graduate Thesis Reports

Dates: 1969 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: **Retain at the discretion of the agency. Prior to any disposals, office is to offer records to the University Archives for possible further retention. ***

433. Minutes of Meetings (Originals and Duplicates)

Dates: 1967 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the original minutes of meetings of committees (i.e., Departmental, Graduate,

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Executive, Planning and Advising). Included in these files are copies of minutes of meetings of the Arts and Sciences Faculty Council, Dean's Council and Faculty Senate.

Recommendation: **Retain original minutes of meetings permanently in office, retain all other materials in office until expiration of administrative value, then dispose of. Office may wish to transfer original minutes of meetings to the University Archives at a later date. ***

434. Personnel Files (Duplicates)

Dates:	1967 -
Volume:	4.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of duplicate copies of faculty contracts, evaluations, attendance records, grievance forms, letters of recommendations, resumes, copies of articles published about or by the employee, records of sabbatical leaves, travel authorizations, records of tenure and other related correspondence.

Recommendation: Retain in the office for five (5) years after separation, then dispose of provided no litigation is pending or anticipated.

435. Faculty Personnel File (Duplicates)

Dates:	1967 -
Volume:	6 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical or Chronological

This record series consists of copies of annual evaluations, letters of tenure/promotion/retention and recommendation. Original personnel files for faculty are in the Provost's Office (see item #5 of Application #85-149).

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

436. Student Files (Duplicates)

Dates:	1967 -
Volume:	9 Cu. Ft.
Annual Accumulation:	0.5 Cu. Ft.
Arrangement:	Chronological/Alphabetical

This record series consists of individual files created for each graduate and undergraduate student in Sociology and Anthropology Department. Forms and/or documents found in a student's file would include:

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COLLEGE OF BUSINESS AND TECHNOLOGY - DEAN'S OFFICE

439. Academic Waiver Reports

Dates: 1978 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Alphabetical

This series is composed of copies of petitions from students for an appeal of their grades (the originals are filed with the Department's Appeal Committees). Included are correspondence with involved parties, reports on the progress of the appeal, and an explanation of subsequent grade changes (i.e., due to appeals, absences, waivers, etc.).

Recommendation: Retain in office for five (5) years then dispose of.

440. Administrative Files

Dates: 1980 -

Volume: 14 Cu. Ft.

Annual Accumulation: 2.8 Cu. Ft.

Arrangement: Alphabetical by Topic

This record series consists of the correspondence/reference files for the College of Business and covers both matters of routine importance and matters detailing the functions, organization and policy decision-making within the college. Included within this record series are copies of minutes from department and committee meetings within the college (i.e. Departments of Accountancy, Management Information Resources, Economics, Management and Marketing and Finance); minutes of WIU's Dean's Council; copies of planning and development goals of WIU submitted to the B.O.G.; records of grants; copies of preliminary surveys and the subsequent accreditation of the American Assembly of Collegiate Schools of Business; copies of purchase orders and invoices used to administer the office for the previous year (destroyed after that); Admissions' Evaluations Committee report from the Registrar on new standards and requirements; commencement plans and class schedules.

Recommendation: Retain in office for three (3) years, then review files and take the following steps for disposition:

- A. Dispose of correspondence/reference material which is merely informational or routine.
- B. **Retain all original (or only existing copy) of minutes of meetings, special surveys and reports, all current policies, procedures, rules and any material documenting activities and planning of the College of Business until they no longer have administrative value, then transfer to the University Archives for permanent retention. ***

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441. Annual Reports (Originals)

Dates:	1980 -
Volume:	0.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of the original annual reports prepared by the College of Business and each of its five departments (Accountancy, Management Information Resources, Economics, Management, Marketing and Finance) These reports include goals and objectives for the college and each department; enrollment and budgets for each department; summaries of goals, budget, and accomplishments of the College's three student centers (Center for, Business, sponsoring the Economics and Business Halls of Fame; Center for Executive development which sponsors programs for insurance and real estate courses ; and Undergraduate Advising which discusses enrollment and curriculum) . Also discussed are activities and accomplishments of the past year plus any articles, awards, and grants received by faculty; and any matters concerning faculty, office equipment and modernization of facilities.

Copies are sent to the President, Provost and all departments within the college.

Recommendation: **Retain in office until no longer of administrative value, then transfer to the University Archives for permanent retention. ***

442. Faculty and Staff Personnel Files (Duplicates)

Dates:	1965 -
Volume:	6 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

Included in this record series are files of the office's five administrators and four civil service employees. These files contain copies of contracts; evaluations; resumes (of faculty); any research papers published by faculty; and job descriptions for each of the positions in this office. The original personnel files for faculty are kept in the Provost's Office (see item #5 of Application #85-149), and for civil service employees in the Civil Service Personnel Office (see item #119 of Application #85-147).

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

443. Student Personnel Files (Duplicates) **Superseded by Application No. 18-22 Item No. 3**

Dates:	1985 —
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of a personnel folder on students employed directly by this office.

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Original records students' participation in the University's Student Employment Program the Work Study Program are maintained by the University's Financial Aids Office for five (5) years (see item #29 of Application 85-148).

Recommendation: Retain for five (5) years in office, then dispose of.

444. Student Relations Files

Dates:	1983 -
Volume:	0.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of materials on correspondence with business students' organizations and fraternities; student recruiting and orientation materials; a file on the Bachelor of Business 2 & 2 Program (for transfer students) containing information and correspondence with prospective students and related correspondence.

Recommendation: Retain in office for five (5) years, then dispose of.

ACCOUNTING AND FINANCE

445. Administrative Correspondence Files (Originals & Duplicates)

Dates:	1973 -
Volume:	0.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical and Chronological

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.

Recommendation: Retain for 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. *

446. Curriculum Development Files (Originals)

Dates:	1975 -
Volume:	3 Cu. Ft.
Annual Accumulation:	1/3 Cu. Ft.
Arrangement:	Chronological

Provost and Academic Vice President

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No.	Record Series Title, Description and Recommendation
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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 catalogs or excerpts of catalogs, class schedules, and original draft papers and memoranda of their revisions.

Recommendation: Retain in office until revised or superseded, then transfer to the University Archives for appraisal and possible further retention. *

447. Job Description Files (Originals)

Dates:	1975 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	By Position

These are intra-departmental position descriptions for various civil service/administrative/clerical positions employed within the Department's Office.

Recommendation: Retain until revised or superseded, then dispose of.

448. Faculty Administration Files (Originals)

Dates:	1975 -
Volume:	1 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series contains 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 Application item #94).

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.

449. Budget and Fiscal Records (Duplicates)

Dates:	1973 -
Volume:	2.25 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of DPA's, vouchers, requisitions, property control records, purchase orders, invoices, billings, budget forms, monthly/annual computer printout 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.

Provost and Academic Vice President

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No.	Record Series Title, Description and Recommendation
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Recommendation: Retain for 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.

450. Associated Fraternity Files (Originals or Record Copies)

Dates: 1980 -
Volume: 4 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This file series consists of the formation documents and related administrative and business records of the academic and professional fraternity for accountancy. Types of records include membership lists, copies of the charter, by-laws speakers lists, meeting minutes, and local account financial records, including bank statements, cancelled checks, and ledgers.

Recommendation: Retain the following documents in the office or the University Archives on a permanent basis: membership lists, charter, by-laws, speakers lists and meeting minutes. Related financial records are to be disposed of upon discretion of local fraternity chapter officers. *

451. Grade Appeal Case Files (Originals & Duplicates) Supersedes by Application No. 18-22 Item No. 4

~~Dates: 1982—
Volume: 0.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year~~

~~This record series includes the Department's case files of grade appeal consisting of Grade Appeals Petition Sheets, supporting documentation submitted by students, relevant narrative information the faculty involved related correspondence, and copies of letter of decision of the Appeal Committee.
The proposed retention per for this record series is based on: the recommendation made for grade appeals files maintained by Eastern Illinois University (per Application #84-64 item no. 82).~~

~~Recommendation: Retain in the office for one (1) academic year after the student has left the University, then dispose.~~

452. Card File Index on Departmental Library Holdings (Original)

Dates: N/A
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: N/A

Recommendation: Dispose of upon discretion of office.

Provost and Academic Vice President
RECORDS RETENTION SCHEDULE
 (Application of Authority to Dispose of State Records)

Item No.	Record Series Title, Description and Recommendation
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453. Listings of Students Majoring in Accountancy (Originals)

Dates: 1975 -
 Volume: 1 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical and Chronological

Recommendation: Retain in office until the lapse of ten (10) years from the generation or creation date of the listings or until the expiration of all administrative and research value whichever occurs first, then dispose of.

454. Staff Meeting Minutes (Originals)

Dates: 1973 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Chronological

Recommendation: **Retain five (5) years in office, then transfer to the University Archives for permanent retention. ***

455. Duplicate Book Orders

Dates: 1980 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Alphabetical by Work Title

These book orders are retained for internal curriculum development reference purposes. Original orders are transmitted to the corresponding vendors or providers.

Recommendation: Retain until expiration of administrative value, then dispose of.

456. Personnel Files (Duplicates)

Dates: 1968 -
 Volume: 3.5 Cu. Ft.
 Annual Accumulation: Less than 0.5 Cu. Ft.
 Arrangement: Alphabetical

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 faculty, civil service/administrative personnel, Graduate Assistants, and student workers.

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Item No.	Record Series Title, Description and Recommendation
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Original personnel files of student workers 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 uniformly recommended for this Department.

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.

457. College of Business and Departmental Level Annual Reports (Record Copies)

Dates:	1975 -
Volume:	0.75 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

Additional duplicates of these are maintained by and will be scheduled for disposition from the College of Business Dean's Office.

Recommendation: Retain in office for five (5) years, then transfer one (1) copy of each report to the University Library and/or Archives. *

458. WIU Accounting Society File (Originals or Record Copies.)

Dates:	1975 -
Volume:	1 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	N/A

This file maintained for the University's Accounting Society contains lists of officers and members, speakers, local financial account records and banquet organization records.

Recommendation: Retain in office or the University Archives on a permanent basis lists of officers and members and speakers. *

459. Student Files (Departmental Copies)

Dates:	1970 -
Volume:	4 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

These are the Department's copy(s) of student files (i.e., academic historical files of students majoring in the Department's curricula or academic field). This series includes files on both undergraduate and graduate

Provost and Academic Vice President**RECORDS RETENTION SCHEDULE**

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students. File 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.

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.

ECONOMICS AND DECISION SCIENCES

460. The Journal of Behavior Economics Master File Copies and Related Subscriber/Reviewer Files
(Originals or Record Copies)

Dates: 1972 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Master file copies of issues of the Journal of Behavior Economics and related subscriber/reviewer files of subscription ledger books, subscribers/ reviewer lists, check stubs, special requests, orders and complaint letters comprise this file series. Copies of actual journal issues are provided to the University Archives.

Recommendation: Retain master file copies of the Journal in the office on a discretionary basis. Retain all other materials in office until all administrative value, and any auditing requirements have been exhausted, then dispose of.

461. Master File Copies of Finished Printed Research Papers

Dates: 1971 -
Volume: 30 Cu. Ft.
Annual Accumulation: 2.25 Cu. Ft.
Arrangement: Chronological

The Center for Business/Economic Research serves as a publication and clearing house for research related to topics of concern to the College of Business. This record series consists of master file copies of such finished printed research papers authored and/or edited by faculty and associates.

Recommendation: **Retain in office or the University Archives on a permanent basis. ***

462. Research Publication Supporting Working Papers (Originals or Record Copies)

Dates: 1976 -
Volume: 36 Cu. Ft.
Annual Accumulation: 4 Cu. Ft.
Arrangement: Chronological

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This file series contains the supporting papers of published research works maintained in the Center. Record types included within this file consist of survey questionnaires with responses, statistical analyses, tables, charts, handwritten notes of research and correspondence. Also, newspaper clippings and other documentation of pertinent reference/research sources are contained within the series.

Recommendation: **Retain three (3) years in office, then with the assistance of the University Archives staff, review files and retain permanently in either the 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. ***

ECONOMICS & DECISION SCIENCES DEPARTMENT

463. Director's Administrative Reference File (Agency Record Copies & Duplicates)

Decision Sciences use Items Nos. 482-487

Dates:	1977 -
Volume:	6 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series includes duplicate copies of minutes of Faculty/ Senate Meetings (1982-), the original/agency record copies of minutes of the Economics Department 's Staff Meetings (1980-), copies of alumni surveys, copies of faculty surveys, job search records for faculty positions , and related affirmative action policies and procedures correspondence with professional organizations (i.e., National Association of Economics) property control inventories, service contracts, reviews of the department's graduate program, photographs for brochures for the department, undergraduate program evaluations, annual reports of the department, etc.

Recommendation: **Retain in office for three (3) years, then review file and dispose of records of routine importance or general information. Retain all original/agency record copies of minutes of meetings, special studies and reports, all current policies, procedures, rules and any material documenting the planning/organization of the Economics Department in the office permanently or transfer to the University Archives for permanent retention.**

464. Faculty Scheduling Records (Duplicates)

Dates:	1969 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series includes copies of the faculty's assignments for each term, including arrangement records for extension and continuing education classes, and summer rotation plans.

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Recommendation: Retain in office for five (5) 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.

465. Faculty and Civil Service Personnel Files (Duplicates)

Dates: 1968 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of duplicate copies of the faculty and civil service personnel files for the Economics Department. Included in these files are copies of contracts, letters of promotion/tenure/retention, congratulatory letters, resumes and requests for appointments. Original personnel files for faculty are in the Provost's Office (see item #5 of Application #85-149). Original personnel files for civil service employees are in the Civil Service Personnel Office (see item #119 of Application #85-147).

Recommendation: Retain in the office for five (5) years following the date of separation, then dispose of providing no litigation is pending or anticipated.

466. Fiscal Administration Records (Duplicates)

Dates: 1984 -
Volume: 0.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the department's copies of various budget and fiscal administration records, which include purchase orders, direct pay authorizations, invoice and travel vouchers, and budget printouts.

The agency record copies of this record series are maintained for six (6) years by the Business Office under the authority of State Records Application.

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required.

467. Grade Appeal Records (Duplicates) **Superseded by Application 18-22 Item. No. 4**

Dates: ~~1981-~~
Volume: ~~Negligible (1 folder)~~
Annual Accumulation: ~~Negligible~~
Arrangement: ~~Chronological~~

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

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RECORDS RETENTION SCHEDULE
 (Application of Authority to Dispose of State Records)

Item No.	Record Series Title, Description and Recommendation
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468. Graduate Student Files (Duplicates)

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

This record series consists of copies of active and inactive Graduate Student Files for the Economics Department. Included in these files are copies of applications for grant assistantships, graduate degree plans, graduate school applications, correspondence with advisors and mailing list. Original records of student's courses taken, grades received, and degree earned are maintained by the University's Records Office permanently.

Recommendation: Retain in office for five (5) years following graduation or last date of attendance, then dispose of providing no litigation is pending or anticipated.

469. Grant Proposals File (Duplicates)

Dates:	1981 -
Volume:	0.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of preliminary drafts of proposals, transmittal sheets and a proposal submitted by the University Research Council. Original proposals are maintained in the Research Office.

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

EXECUTIVE STUDIES AT QC

470. Administrative Correspondence and Reference File

Dates:	1982 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of Awards Program Planning Documents, Affirmative Action Reports, biographical sketches for programs, correspondence with the Board of Governors and copies of policies outlining the function and organization of the Executive Development Center.

Recommendation: Retain in office for three (3) years, then review file and take the following steps for disposition:

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RECORDS RETENTION SCHEDULE
 (Application of Authority to Dispose of State Records)

Item No.	Record Series Title, Description and Recommendation
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1. Retain all special surveys and reports and any material documenting the planning and policy formulation of the Executive Development Center - either in the office or in 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.

471. Annual Reports

Dates:	1982 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of the annual report prepared by the Executive Development Center and submitted to the College of Business and Western Illinois University.

Recommendation: Retain one set of annual reports in the office. Transfer one set of annual reports to the University Archives for permanent retention. *

472. Budget and Fiscal Administration File

Dates:	1981 -
Volume:	1.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of copies of purchase orders, transmittal sheets, deposit slips, balance sheets, travel vouchers, accounts payable/ receivable ledgers, expenditures related to programs and ledger accounts including grant funds awarded to the Small Business Development Center and the Technology Commercialization Center. Original fiscal records are maintained by the University's Business Office for six (6) years as per item #63 of Application #85-147.

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.

473. Economic Development Program Files (Original)

Dates:	September 1983 -
Volume:	0.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series includes minutes from the meetings of the Economic Development Steering Committee, training program materials, lists of contracts (i.e., Community leaders, prospective businesses which might locate in the area), copies of newspaper articles, regional promotional materials and various planning documents.

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Recommendation: Retain in the office until expiration of administrative value, then transfer to the University Archives for permanent retention. *

474. Grant Records (Duplicates)

Dates: 1983 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of copies of grant proposals and quarterly monitoring reports. Also included in these files are copies of grants received from the Department of Commerce and Community Affairs and grants awarded to the Small Business Development Center and the Technology Commercialization Center.

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

475. Mailing Lists

Dates: 1985 -
 Volume: 30 diskettes
 Annual Accumulation: Negligible
 Arrangement: None

This record series consists of mailing lists utilized by the Executive Development Center in assisting regional businesses and public sector organizations in the training and development of programs. Included in these lists are names of savings and loans, insurance companies, banks, small businesses and Chambers of Commerce.

Recommendation: Retain in office for one (1) year or until superseded by more current or relevant information, then dispose of providing no litigation is pending or anticipated.

476. Personnel Records (Civil Service Only) (Duplicates)

Dates: 1980 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

Included in this record series are duplicate copies of applications for employment, resumes, evaluations, letters of commendation, attendance record, records of leaves of absence, letters of resignation, etc.

The agency record copies of this record series are maintained by WIU's Civil Service Personnel Office under the authority of State Records Application #85-147 item #119.

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

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 (Application of Authority to Dispose of State Records)

Item No.	Record Series Title, Description and Recommendation
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477. Program Files (Originals)

Dates:	1982 -
Volume:	4 Cu. Ft.
Annual Accumulation:	1.5 Cu. Ft.
Arrangement:	Chronological and by Program

This record series consists of the program records for the various programs and services offered through the Executive Development Center, which offers training and development programs for both private and public sector organizations within WIU's service section, as well as consulting services and research assistance.

Included are records for the Small Business Development Center, which began in July of 1985, including quarterly reports submitted to the Illinois Department of Commerce and Community Affairs (DCCA); client files for the Small Business Development Center Network Counseling and Training Assistance Program; and correspondence, policies and grants from DCCA.

This record series also includes program records for the Technical Commercialization Center, and the Illinois Quad City Small Business Development Center (i.e. meeting agendas and minutes from March 1985).

Other records contained in this record series includes notes on prospective clients, notes to faculty, program scheduling records, job placement bulletins, workshop "hand-out" materials, texts of presentations given at workshops, lists of workshop participants, faculty pay schedules, proposals for program to companies budget records, evaluations of the workshops, and registration and fee information.

Recommendation: **Retain in the office until expiration of administrative value, then transfer to the University Archives for permanent retention. ***

478. Unsuccessful Programs File

Dates:	1982 -
Volume:	0.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of copies of program brochures, tentative schedules and unused contracts with small businesses and public sector organizations.

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

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 (Application of Authority to Dispose of State Records)

Item No.	Record Series Title, Description and Recommendation
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479. Property Control Records (Duplicates)

Dates: 1985 -
 Volume: Negligible (1 folder)
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of property control transfer forms and property control inventory reports.

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required.

480. Student Worker Time Cards (Duplicates) **Superseded by Application #18-22 Item No.**

~~Dates: 1981 -~~
~~Volume: Negligible~~
~~Annual Accumulation: Negligible~~
~~Arrangement: Alphabetical~~

~~This record series consists of copies of student worker time cards. Original records of students' participation in the University's Student Employment Program and the Work Study Program are maintained by the University's Financial Aids Office for five (5) years (see item # 29 of Application # 85-148).~~

~~Recommendation: Retain in the office of one (1) year, then dispose of providing no litigation is pending or anticipated.~~

481. Vehicle Requests (Duplicates)

Dates: 1984 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Chronological

The official copy of this record series is maintained by the Auxiliary Services Office under the authority of the State Records Application #85-147, item #22.

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

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Item No.	Record Series Title, Description and Recommendation
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completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

485. Grade Lists (Duplicates) **Superseded by Application No. 18-11 Item # 4**

Dates: 1983 –
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of pies of grade sheets by semester.

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

486. Graduate Students Files

Dates: 1947 -
 Volume: 3 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series contains individual files for each graduate student. Included in the file are grades, schedules, any correspondence, copies of decisions on grade appeals and waivers, and other related material. Original records of courses taken, grades received, and degrees conferred are maintained by the University's Records Office permanently.

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

487. Faculty and Civil Service Personnel Files (Duplicates)

Dates: 1947 –
 Volume: 3 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series contains records of employment including copies of resumes; contracts; student evaluations; travel reports; and copies of any papers that faculty members have had published. The original personnel file for faculty are kept in the Provost's Office (see item #5 of Application #85-149), and for civil

service employees in the Civil Service Personnel Office (see item #119 of Application #85-147).

Recommendation: **Retain in the office for five (5) years following the date of separation, then dispose of provided all faculty papers have been offered to the University Archives. ***

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 (Application of Authority to Dispose of State Records)

Item No.	Record Series Title, Description and Recommendation
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Recommendation: Retain in the office for one academic year after the student has left the University, then dispose of provided no litigation is pending or anticipated.

491. Minutes of Meeting of the Faculty in the Department of Management (Original)

Dates: 1973 -
 Volume: 1 legal folder
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of the minutes of the department's meeting. Included in the meetings is the introduction of new faculty, new issues before the department, and allocations for the faculty's copying.

Recommendation: **Retain all originals of minutes until they no longer have administrative value, then transfer to the University Archives for permanent retention. ***

COLLEGE OF BUSINESS AND TECHNOLOGY - ADVISING/CAREER DEVELOPMENT CENTER

492. Administrative Correspondence Files

Dates: 1983 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: 0.5 Cu. Ft.
 Arrangement: By Subject

This record series consists of the administrative correspondence files for the Advising and Career Development Center. The records generally include all reports, memos, letters and documents received and generated by the Center.

Recommendation: **Retain in office for three (3) years, then review files and weed out materials possessing long-term historical value, and transfer these records to the University Archives for permanent retention. Records which do not possess any historical value are to be disposed of. ***

493. Business Student Advisement Files

Dates: 1980 -
 Volume: 49.5 Cu. Ft.
 Annual Accumulation: 10 Cu. Ft.
 Arrangement: Alphabetical

This record series consists of the business student advisement files for the Advising/Career Development Center. The records generally include advisor worksheets; substitution or waiver forms; grade reports; graduation check lists; printouts of the students assigned to advisors along with social security numbers; and

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Item No.	Record Series Title, Description and Recommendation
	General correspondence.

Recommendation: Retain for five (5) years after graduation or date of last attendance, then dispose of.

494. Reference Card Files

Dates: 1981 -
 Volume: - 1.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series consists of a 3 x 5 reference card file which reflects changes in academic majors for College of Business students.

Recommendation: Retain in office for four (4) years, then update and/or dispose of as necessary.

SUPPLY CHAIN MANAGEMENT

495. Budget/Fiscal Records (Duplicates)

Dates: 1982 -
 Volume: 0.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: By Fiscal Year/Line Item

This record series consists of the budget/fiscal records for the Department of Marketing, Finance and Transportation. The records generally include monthly expenditure reports; purchase orders; invoice vouchers; bills, receipts; budget preparation workpapers; and related correspondence. Original fiscal records are maintained by the University's Business Office for six (6) years as per item #63 of Application #85-147.

Recommendation: Retain in 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.

496. Curriculum Development Files

Dates: 1982 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: --

This record series consists of the curriculum development files for the Department of Marketing, Finance and Transportation. The records generally include enrollment reports, class schedules, catalogs and computer printouts listing students/majors.

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Item No.	Record Series Title, Description and Recommendation
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Recommendation: Retain in office until revised or superseded, then transfer to the University Archives for appraisal and possible further retention. *

497. Faculty Development Files

Dates: 1982 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: --

This record series consists of the faculty development files for the Department of Marketing, Finance and Transportation. The records generally include C.U.E. (Credit Unit Equivalency) reports and research requests from the faculty.

Recommendation: Retain in office for three (3) years, then dispose of provided all administrative value has expired.

498. General/Administrative Correspondence Files

Dates: 1982 -
 Volume: 8 Cu. Ft.
 Annual Accumulation: 2.5 Cu. Ft.
 Arrangement: Subject/Chronological

This record series consists of the general/administrative files for the Department of Marketing, Finance and Transportation. The records generally include information detailing matters of the functions, procedures, organization and policy decision making of the Marketing Finance and Transportation Departments. Types of documents reports from the College of Business; academic plans; statewide reports on University Business Colleges; and correspondence with other Universities/Colleges.

Recommendation: Retain for three (3) years in office, then review files and transfer all original or only existing copies of materials with historical value to the University Archives for appraisal and possible further retention. *

499. Grade Appeal/Grade Change Files Superseded by Application No. 18-22 Item No. 4

Dates: 1983 –
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: --

This record series consists of grade appeal changes for the Department of Marketing, Finance and Transportation. It contains appeals made by students of grades given in courses includes faculty members notes, decisions and correspondence.

Provost and Academic Vice President
RECORDS RETENTION SCHEDULE
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Item No.	Record Series Title, Description and Recommendation
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Recommendation: Retain in office for one (1) academic year student has left the University, then dispose of.

500. Personnel Files

Dates:	1980 –
Volume:	2 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of the personnel files for the Department of Marketing, Finance and Transportation. The records generally include copies of faculty contracts, annual evaluations, copies of resumes, copies of student worker/graduate assistant contracts, and department memoranda.

Original records of students' participation in the University's Student Employment Program and the Work Study Program are maintained in the University's Financial Aids Office for five (5) years (see item #29 of Application #85-148).

Recommendation: Retain in office for five (5) years following the date of separation of employment, then dispose of.

501. Property Control Files

Dates:	1975 -
Volume:	0.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Numerical

This record series consists of the Property Control files for the Department of Marketing, Finance and Transportation. The records generally include inventory/listing of all departmental property/ equipment (e.g., desks, typewriters, etc.).

Recommendation: Retain in office for three (3) years, then dispose of providing all administrative value has expired, or until superseded by a more current listing.

502. Staff Meeting Minutes

Dates:	1984 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of the staff meeting minutes for the Department of Marketing, Finance and Transportation. The records include discussions on office policy (e.g., priority use of equipment) and teaching assignments.

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Recommendation: **Retain in office until administrative value has expire then transfer to the University Archives for appraisal and possible further retention. ***

CENTER FOR INTERNATIONAL STUDIES

503. Proofs of Fliers (Agency Record Copies)

Dates: 1984 -
 Volume: 2 Cu. Ft.
 Annual Accumulation: 1 Cu. Ft.
 Arrangement: Alphabetical by Department

This record series consists of copies of brochures, fliers, related correspondence and copies of “layouts” for individual programs of the department (extension classes; independent study program).

Recommendation: Retain until all administrative use has expired, then dispose of.

504. Catalog Production File

Dates: 1982 -
 Volume: 3 Cu. Ft.
 Annual Accumulation: 1 Cu. Ft.
 Arrangement: Chronological by Year/Alphabetical by Department

This record series consists of galley and page proofs of the School of Continuing Education Catalog.

Recommendation: Retain in office for six (6) months, then dispose of.

COLLEGE OF EDUCATION AND HUMAN SERVICES – DEAN’S OFFICE

505. Administrative Correspondence & Reference File

Dates: 1970 -
 Volume: 22 Cu. Ft.
 Annual Accumulation: 1.5 Cu. Ft.
 Arrangement: Alphabetical

This record series consists of correspondence and reference which outlines the policies, procedures and function of the College of Education. Examples of records maintained in these files are: academic plan reports; various reports produced by the College of Education (i.e., Academic Program Review, Credit Unit Reports); records pertaining to selections of Deans and Chairpersons (i.e., newspaper articles, application letters, resumes, affirmative action monitoring reports, credentials of applicants) and minutes of campus-wide committees.

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Recommendation: Retain for three (3) years in office, then review file and remove any materials possessing long term historical value (minutes of meetings, significant departmental reports, policy formulation correspondence, etc.) and transfer these records to the University Archives for permanent retention. Records that do not possess any further administrative value are to be disposed viding no litigation is pending or anticipated. *

506. Attendance Records (Duplicates)

Dates: 1980 -
 Volume: 0.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of printouts showing available sick days, family sick days, personal days available for faculty and the accumulated sick and vacation time and sick and vacation time available of administrative personnel.

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.

507. Department Correspondence (Originals & Duplicates)

Dates: 1975 -
 Volume: 4 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical by Department

This record series consists of staff meeting minutes, subcommittee records, meeting materials and correspondence with the staff in the Education Administration and Supervision Department, the Counselor Education and College Student Personnel Office, the Elementary Education and Reading Department, the Educational Foundations Office, the Learning Resources Department, and the Special Education and Advising Center.

Recommendation: Retain in the office for three (3) years, then dispose of records no longer having any archival value. Retain in the office or transfer to the University Archives those records having archival value (i.e., staff meeting minutes). *

508. Enrollment Statistics - 10th Day Rosters (Duplicates)

Dates: 1980 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Chronological

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This record series consists of the 10th Day Rosters of student enrollment in the College of Education as of the 10th day of the term.

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

509. Faculty Promotion, Tenure, and Reappointment Records (Duplicates)

Dates:	1975 -
Volume:	5 Cu. Ft.
Annual Accumulation:	0.5 Cu. Ft.
Arrangement:	Chronological

The original/agency record copy of this record series is filed in the Provost's Office. This record series includes copies of Retention, Promotion and Tenure Summaries, applications for Tenure, Application for Retention, letters of recommendation from the faculty, letters of denial and/or approval from the Dean for promotion, tenure or reappointment, and letters from the Department's Personnel Committee.

Recommendation: Retain in the office for five (5) years after separation of employment with the University, then dispose of provided no litigation is pending or anticipated.

510. Faculty Workload Reports (Originals)

Dates:	1978 -
Volume:	7.5 Cu. Ft.
Annual Accumulation:	1 Cu. Ft.
Arrangement:	Chronological

This record series consists of original faculty workload reports for each instructor. Included in these files are credit unit reports, extension course arrangement forms, lists of extension courses offered off-campus by semester, room scheduling forms, official changes in class schedules and proposed class schedules by semester.

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

511. Fiscal Transaction File (Duplicates)

Dates:	1972 -
Volume:	7 Cu. Ft.
Annual Accumulation:	N/A
Arrangement:	Chronological

This record series consists of copies of computer printouts showing monthly expenditures, budget allocations, account balances, requisitions, printing orders, direct pay authorizations, vouchers (i.e., invoice,

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travel) and annual budget proposals (narratives). Original fiscal records are maintained by the University's Business Office for six (6) years as per item #63 of Application #85-147.

Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

512. Final Grade Distribution File **Superseded by Application 18-22 Item No. 4**

Dates: _____ 1980 —
Volume: _____ Negligible
Annual Accumulation: _____ N/A
Arrangement: _____ Chronological

~~This record series consists of computer printouts indicating the final grade distribution by semester for each professor in the College of Education.~~

~~Recommendation: Retain in office for five (5) years following graduation or the last date of attendance, then dispose of no litigation is pending or anticipated.~~

513. Graduate Assistant Applications (Duplicates)

Dates: _____ 1980 -
Volume: _____ 1 Cu. Ft.
Annual Accumulation: _____ Negligible
Arrangement: _____ Chronological

This record series includes the dean's copy of the Request for an Assistantship, a copy of the contract, if awarded, and correspondence affirming or denying the appointment.

Recommendation: Retain in office for five (5) years after graduation, then dispose of provided all audits have been completed under the authority of the Auditor General, if required.

514. Grant Proposals File (Duplicates) **Superseded by Application 85-149F Item No. 514A**

Dates: _____ 1980 —
Volume: _____ 5 Cu. Ft.
Annual Accumulation: _____ 1 Cu. Ft.
Arrangement: _____ Chronological

~~This record series consists of duplicate copies of rejected and accepted grant proposals submitted to the dean by departments within the College Education.~~

~~Included in these files are budget materials, training plans, objectives and samples of syllabi, course, teaching and evaluation materials. Original records of grant proposals are maintained in the Office of Research and~~

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~~Grants.~~

~~Recommendation: Retain for five (5) years in office, then dispose providing no litigation is pending.~~

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514A. Grant Records

Dates:	1980 -
Volume:	36 Cubic Feet
Annual Accumulation:	1 Cubic Feet
Arrangement:	Chronological

This record series consists of duplicate copies of proposals and awarded grants, grant actions, budget materials, and reports received by the departments, centers, and institutes within the College of Education and Human Services (COEHS). The files may also include original records relative to the administration of grants by units within COEHS including correspondence, contract materials, application documents, workshop evaluations and registration forms. Agency record copies of grant records are maintained for a period of six (6) years by the Office of Sponsored Projects.

This items supersedes State Records Application #85-149, item #514 in order to change the record series title to "Grant Records", revise the description and recommendation (to provide for media-neutral) per agency request. (No change in the overall length of the retention period is requested).

Recommendation: Retain in the office for five (5) years after completion of the grant, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

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515. Majors in Education – Computer-Generated Reports

Dates: 1980 –
 Volume: 3 Cu. Ft.
 Annual Accumulation: N/A
 Arrangement: Chronological

This record series consists of computer-generated reports of freshman admissions listings by major, lists of graduates by semester and lists of majors by department within the College of Education.

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

516. Committee Minutes (Originals or Duplicates)

Dates: 1960 -
 Volume: 6 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical by Committee Name

This record series includes original minutes of the University's Teacher Education Committee which date back to 1960, other minutes in this record series are duplicates and date back to 1980. Minutes of other committees contained in this record series are from the following committees:

1. Graduate Academic Affairs Committee which is responsible for approving graduate courses
2. Undergraduate Academic Affairs Committee which is responsible for approving undergraduate courses
3. Faculty Council which is responsible for appointing faculty members to various committees in the college
4. Quad-city Graduate Study Center Committee which is responsible for handling any employee complaints and approving programs at the Quad-city Graduate Study Center
5. Minutes of Dean's Council Meetings
6. Minutes of the Administrative Council which is made up of all chairpersons in the College of Education

Recommendation: **Retain in the office permanently all original/agency record copies of any minutes of committee meetings. (Office may wish to transfer these records to the University Archives at a later date. Duplicate copies of meeting minutes shall be retained until the expiration of administrative value, then disposed of). ***

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Application #85-145, item #34.

Recommendation: Retain in the office for five (5) years, then dispose of at the discretion of the agency.

520. Service Requests (Duplicates)

Dates: 1981 -
 Volume: 0.5 Cu. Ft.
 Annual Accumulation: Negligible Arrangement: Chronological

This record series consists of requests for work to be performed the Physical Plant such as moving or repairing equipment. The agency record copy is retained by the Physical Plant under the authority of State Records Application #85-147 item #129.

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.

521. Telephone Billing Files (Duplicates)

Dates: 1984 -
 Volume: Negligible
 Annual Accumulation: N/A
 Arrangement: Chronological

This record series consists of copies of telephone bills of the College of Education. Office of Auxiliary Services has original bills.

Recommendation: Retain in office for two (2) years, then dispose of providing no litigation is pending or anticipated.

COLLEGE OF EDUCATION & HUMAN SERVICES
ADVISING CENTER/CERTIFICATION OFFICES

522. Administrative Correspondence & Reference File

Dates: 1976 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series consists of administrative correspondence. Included in these files are enrollment studies, evaluations of courses and students who have completed the pre-student teaching clinical experience (100 clock hours).

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Recommendation: Retain for three (3) years in office, then with the assistance of the University Archives staff, review files and retain permanently in either the office or the University Archives, materials possessing archival value and dispose of the balance of materials after completion of the foregoing review(s) providing no litigation is pending or anticipated. *

523. Annual Report

Dates:	1970 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of the annual report generated by the Advising Center/Certification Office and submitted to the Dean of the College of Education.

Recommendation: Retain for five (5) years in office, then transfer to University Archives for permanent retention. *

524. Budget Preparation and Administration File

Dates:	1982 –
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of the budget preparation file for the Advising Center/Certification Office. Original budget preparation files are maintained by the Budget Office.

Recommendation: Retain for 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.

525. Minutes of Meetings (Originals)

Dates:	1964 -
Volume:	2 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of the original minutes of meetings of the following committees: Selection, Retention and Appeals.

Recommendation: Retain permanently in office. *

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526. Senior Division Files (Active & Inactive)

Dates:	1960 –
Volume:	3 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of active and inactive senior division files. Included in these files are applications for senior division, health reports and advisor's recommendations.

Recommendation: Retain in office for five (5) years following graduation or the last date of attendance, then dispose of providing no litigation pending or anticipated.

527. Speech & Hearing Screening Tests

Dates:	1971 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of copies of speech and hearing screening tests as required for CA & S (Communication Arts and Sciences) 241. Original tests are maintained at the Speech and Hearing Clinic.

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

528. Student Advisement Files

Dates:	1978 -
Volume:	19.5 Cu. Ft.
Annual Accumulation:	2.5 Cu. Ft.
Arrangement:	Alphabetical

This record series consists of undergraduate and graduate student advisement files of students enrolled in the following programs in the College of Education: Elementary Education/Early Childhood; Learning Disabilities/Mental Retardation/Emotionally Disturbed - Socially Maladjusted.

Recommendation: Retain in the office for five (5) years after the date of graduation or date of last attendance at the University, then dispose of providing no litigation is pending/or anticipated.

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529. Student Teaching Clearance Files

Dates: 1982 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of student teaching clearance records maintained by the Advising Center/Certification Office. Included in these files are applications for student teaching, lists of student teachers by semester and student teaching clearance files for the current semester.

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

530. Teacher Certification Files (Graduate & Undergraduate)

Dates: 1960 -
Volume: 32.5 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological & Alphabetical

This record series consists of undergraduate and graduate teacher certification files. Included in these files are entitlement cards and certification worksheets, out-of-state applications, entitlement notification letters, inactive certification worksheets, active certification applications, graduation lists, selection and retention appeals and certification correspondence (i.e., departmental, state, individuals).

Recommendation: Retain for ten (10) years after graduation, then dispose of providing no litigation is pending or anticipated.

COUNSELOR EDUCATION & COLLEGE STUDENT PERSONNEL

531. Administrative Correspondence & Reference File

Dates: 1979 -
Volume: 5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of correspondence with the Personnel Committee (i.e., letters of tenure/promotion), NCATE (National Council of Accreditation in Teacher Education) and CACREP (Council for Accreditation of Counseling and Related Educational Programs). Included in these files are Affirmative Action Reports, instructional cost studies, property control inventories, notices and requests to fill faculty positions, budget schedules and correspondence with the Counselors Conference (i.e., letters, questionnaires).

Recommendation: Retain for three (3) years in office, then review files and remove any materials containing

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535. Course Evaluation Forms (Originals) **Superseded by Application No. 18-22 Item No. 5**

Dates: ~~1980~~
 Volume: ~~2 Cu. Ft.~~
 Annual Accumulation: ~~Negligible~~
 Arrangement: ~~Chronological~~

~~This record series consists of ratings made by students for courses enrolled in the department. These ratings are then used as one component in making evaluations faculty for merit, promotion and tenure.~~

~~Recommendation: Retain in the office for five (5) years after separation of employment from the University, then dispose of provided no litigation is pending or anticipated.~~

536. Curriculum Development File

Date: 1979 -
 Volume: 0.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series consists of summer school rotation schedules, class schedules, textbook orders, course revalidation material, copies of grades, class schedules for off-campus courses and sectioning forms outlining the number of sections per course.

Recommendation: Retain original course outlines in the Dean's Office for three (3) years, then dispose of providing course outline has been revised or superseded by a new version.

537. Fiscal Administration File (Duplicates)

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

This record series consists of travel authorizations, budget printouts, requisitions, telephone billings, vouchers, purchase orders and other fiscal transaction reports from the Accounting Office documenting the expenses of the Department.

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

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538. Five and Ten year Academic Plans (Duplicates)

Dates: 1969 -
 Volume: 1 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

Recommendation: Retain in the office for ten (10) years or until all administrative use has expired, then transfer to the University Archives for appraisal and possible further retention. *

539. Minutes of Meetings (Originals)

Dates: 1979 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of the original minutes of meetings of the Graduate and Personnel Committees.

Recommendation: Retain in office permanently. (Office may wish to transfer these records to the University Archives at a later date). *

540. Faculty Personnel File (Duplicates)

Dates: 1950 -
 Volume: 3 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series consists of copies of faculty contracts, annual evaluations, vitae, letters of commendation, summer school contracts and letters of tenure/promotion. Original personnel records for faculty are kept in the Provost's Office (see item #5 of Application #85-149).

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

541. Scholarship File

Dates: 1979 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series consists of scholarships awarded by the Department of Counselor Education and College Student Personnel. Included in these files are applications and letters of awards and rejection of applicants

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for various scholarships.

Recommendation: Retain permanently in office all records of scholarships awarded to individuals. Retain for three (3) years in office all letters of rejected applicants, then dispose of provided no litigation is pending or anticipated.

542. Student Files (Active & Inactive)

Dates: 1968 -
 Volume: 6 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series consists of active and inactive student files for the College Student Personnel Program. Included in these files are copies of transcripts, resumes, letters of reference and information pertaining to oral interviews. Original records of students' courses taken, grades received and degree earned are maintained by the University's Records Office permanently as per item #150 of Application #85-149.

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

COLLEGE OF EDUCATION AND HUMAN SERVICES - EDUCATIONAL LEADERSHIP

543E. General Administrative Correspondence

Dates: 1983 -
 Volume: N/A
 Annual Accumulation: N/A
 Arrangement: Alphabetical

This record series consists of computer disks containing correspondence which may be of value in the future, proposals, and goals for the next two years.

Recommendation: Retain in office for three (3) years, then dispose of provided all administrative value has expired.

544. Budget & Fiscal Administration Files (Duplicates)

Dates: 1978 -
 Volume: 8 Cu. Ft.
 Annual Accumulation: 1 Cu. Ft.
 Arrangement: By Fiscal Year

This record series consists of vouchers, voucher schedules, purchase orders, Direct Payment Authorizations, travel worksheets and expense sheets, budget summaries; and budget requests. Original financial records are

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maintained in the University's Business Office for six (6) years (see item #63 of Application #85-147)

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.

545. Curriculum Development Files

Dates:	1985 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of the master copies of brochures describing departmental programs and courses and the original course outlines. This information is also maintained on computer disks.

Recommendation: **Retain in office until revised or superseded, then transfer to the University Archives for appraisal and possible further retention. ***

546. Placement Files

Dates:	1979 -
Volume:	4 Cu. Ft.
Annual Accumulation:	0.5 Cu. Ft.
Arrangement:	Alphabetical

This record series contains copies of job openings and information cards on students utilizing the placement service. These cards indicate the student's name, address, telephone number, background education, salary expectation and position preference.

Recommendation: Retain in office for five (5) years after graduation or date of last attendance, then dispose of.

547. Student Files - Graduate & Undergraduate (Duplicates)

Dates:	1973 -
Volume:	52 Cu. Ft.
Annual Accumulation:	10 Cu. Ft.
Arrangement:	Alphabetical by Name

This record series consists of individual files created for each student who chooses a major in Educational Administration and Supervision. Forms/documents which are found in a typical student file would be: admission applications for student teaching, student teaching personal data sheets and autobiographical essays, evaluation sheets, time records of student teaching, graduate degree plans, certification plans, term papers and critiques with corresponding evaluations, applications for graduate assistantships, graduation

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Recommendation: Dispose of all information or routine item after three (3) months. Retain all the materials for three (3) years in office, then review file and take the following steps for disposition:

Recommendation: **Dispose of all informational or routine items after three (3) months. Retain all other materials for three (3) years in office, then review file and take the following steps for disposition: Retain all original minutes of meetings, special surveys and reports and any material documenting the planning and policy formulation of the Education Foundation Department permanently - either in the office or in the University Archives. ***

Dispose of materials lacking further administrative value due to supersedure by more current information, or due to materials having no ongoing reference value to the Department.

553. Faculty Workload Reports

Dates:	1978 -
Volume:	2 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological by Year

This record series consists of Faculty Workload Reports for each instructor in the Education Foundation Department. These reports contain information which enables 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.

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

554. Fiscal Administration (Duplicates)

Dates:	1982 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by Fiscal Year

This record series consists of vouchers, voucher schedules, purchase orders, Direct Payment Authorizations, accounting journals, paid bills, cancelled checks, budget summaries, and budget requests. Original financial records are maintained in the University's Business Office for six (6) years (see Application #85-147, item #63).

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.

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READING

555. Continuing Education Class Records (Duplicates)

Dates: 1982 -
 Volume: Negligible (1 binder)
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of records of arrangements for off-campus classes (i.e., backboards needed, A-V equipment, size of room needed and what hours, textbook required, etc.).

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.

556. Correspondence and Reference File

Dates: 1978 -
 Volume: 5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series consists of copies of class counts, schedules, syllabi and correspondence with the Board of Governors, faculty and committees (i.e., Graduate, Undergraduate, Personnel and Scholarship). Included in these files are Institutional Research and Planning (IRP) statistics and reports.

Recommendation: **Retain for three (3) years in office, then review files and weed out any material no longer possessing any administrative value and transfer these records to the University Archives for appraisal and possible further retention. ***

557. Fiscal Administration Files (Duplicates)

Dates: 1982 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical and Chronological

This record series consists of copies of travel vouchers, direct pay authorizations, purchase orders, requisitions, contracts for services and computer printouts of monthly expenditures. Original fiscal records are maintained by the University's Business Office for six (6) years as per item #63 of Application #85-147.

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.

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558. Grant Records (Duplicates) **Closed – Use 514A**

~~Dates: 1978 — 2014~~

~~Volume: 3 Cu. Ft.~~

~~Annual Accumulation: Negligible~~

~~Arrangement: Alphabetical by title~~

~~This record series consists of duplicate copies of grant proposals budget narratives and related grant administration correspondence. The agency record copy of this record series is maintained by the Office of Research and Planning under the of State Records Application #85 — 149, item 514.~~

~~Recommendation: Retain in the office for six (6) 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.~~

559. Personnel Files (Duplicates)

Dates: 1975 -

Volume: 4 Cu. Ft.

Annual Accumulation: 0.5 Cu. Ft.

Arrangement: Alphabetical

These files contain duplicate copies of contracts, letters of congratulations from the department chairperson, copies of papers presented by the employee, retention, promotion and tenure materials, and other correspondence to the chairperson concerning the employee.

Recommendation: Retain in office for five (5) years after separation of employment from the university, then dispose of provided no litigation is pending or anticipated.

560. Minutes of Meetings (Original)

Dates: 1982 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of the original minutes of bimonthly faculty meetings within the Elementary Education and Reading Department. Copies of minutes are sent to the Dean of the College of Education.

Recommendation: **Retain permanently in office. (Office may wish to transfer these records to the University Archives at a later date. ***

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Item No. _____ Record Series Title, Description and Recommendation _____

INSTRUCTIONAL DESIGN AND TECHNOLOGY

561. Inactive Application Files **Superseded by No. 18-22 Item No. 2**

Dates: _____ **1985 -**
Volume: _____ **Negligible**
Annual Accumulation: _____ **Negligible**
Arrangement: _____ **Chronological**

~~This record series consists of the inactive applications for employment in part-time positions available from the Learning Resources Department.~~

~~Recommendation: Retain in office for one (1) year, then dispose of.~~

562. Budget Records (Duplicates)

Dates: _____ **1977 -**
Volume: _____ **Negligible**
Annual Accumulation: _____ **Negligible**
Arrangement: _____ **By Fiscal Year**

This record series consists of the budget records for the Learning Resources Department. The records primarily include budget preparation and request forms along with related notes, workpapers, and correspondence. Original fiscal records are maintained by the University's Business Office for six (6) years as per item #63 of Application #85-147.

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.

563. Correspondence Files

Dates: _____ **1968 -**
Volume: _____ **8 Cu. Ft.**
Annual Accumulation: _____ **Negligible**
Arrangement: **--**

This record series consists of the general correspondence files for the Learning Resources Department. The records cover both student and departmental affairs. The files generally include: student recruitment letters; copies of job descriptions; scholarship award correspondence; annual departmental review reports and copies of enrollment management reports, etc.

Recommendation: **Retain in office for three (3) years, then review files and weed out any materials no longer possessing any administrative value, then transfer to the University Archives for appraisal and possible further retention. ***

Provost and Academic Vice President
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Item No. _____ Record Series Title, Description and Recommendation _____

564. Course Scheduling Files

Dates: 1976 -
 Volume: 2 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: By Semester

This record series consists of the course scheduling files for the Learning Resources Department. The records generally include copies of the Department of Registration's scheduling forms and related internal working papers, notes and correspondence.

Recommendation: Retain in office for three (3) years, then review files and dispose of those documents no longer possessing any administrative value.

565. Curriculum File

Dates: 1972 -
 Volume: 0.25 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Numerical

This record series consists of the course files for the Learning Resources Department. The records contain detailed narrative descriptions of all courses offered under the Department.

Recommendation: **Retain originals in the Dean's Office for three (3) years, then transfer to the University Archives for appraisal and possible further retention.** * Duplicates are to be retained until revised or superseded, then disposed of.

566. Faculty Administration Files

Dates: 1980 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series consists of the faculty administration files for the Department of Learning Resources. This is a separate series, maintained outside the regular personnel files, which contains data/information on faculty workload criteria and workload performance evaluations.

Recommendation: Retain in office for five (5) years, then dispose of provided all administrative value has expired.

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567. University Mini and Maxi Grants Files

Dates:	1977 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by Fiscal Year

This record series consists' of the University mini and maxi grants files for the Learning Resources Department. Grants are classified according to amount — up to \$1200.00 is considered a mini grant; up to \$3000.00 is considered a maxi grant. The period of grant duration varies, with one year the maximum limit. The records further include: applications for grants; notices of acceptance/rejection; and final reports on the operation of the grants program.

Recommendation: Retain for six (6) years in office, then dispose of provided all audits (federal and state) have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

568. Faculty/Civil Service Personnel Files (Duplicates)

Dates:	1972 -
Volume:	2 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of the faculty/civil service personnel for the Learning Resources Department. The records generally include resumes, letters of recommendation, promotions, copies of faculty speeches, and committee members lists, etc.

Recommendation: Retain in office for five (5) years following the date of separation of employment, then dispose of.

569. Property Control Files

Dates:	1967 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	--

This record series consists of the property control files for the Learning Resource Department. This is an inventory/listing of all property and equipment for the Department.

Recommendation: Retain in office until superseded by a more current listing, then dispose of.

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- a) Program description
- b) Student/clientele demand for the program
- c) Enrollment summaries and projections
- d) Manpower data
- e) How the programs meet student needs
- f) The strengths and long term potential of the program and
- g) Recommendations resulting from the program review

Recommendation: Retain in the office for ten (10) years or until all administrative use has expired, then transfer to the University Archives for appraisal and possible further retention. *

573. Administrative Correspondence

Dates: 1983 -
 Volume: 3 Cu. Ft.
 Annual Accumulation: 1 Cu. Ft.
 Arrangement: Alphabetical

This record series includes correspondence with other departments, faculty, inquiries from students concerning certification, confirmations that a student has completed a particular course, correspondence with the Affirmative Action Office, and lists of graduate and undergraduate students.

Recommendation: Retain in the office for three (3) years, then review files and weed out any materials possessing long-term historical value (i.e., policy formulation correspondence etc.) and transfer these records to the University Archives for permanent retention and dispose of those records which do not possess any historical value. *

574. Annual Department Reports (Duplicates)

Dates: 1983 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of a copy of the department's annual report which is submitted to the Dean of the College of Education. This report shows the goals and objectives met and not met from the previous fiscal year, the department's major accomplishments, the goals and objectives for the forthcoming fiscal year, current enrollment data, a department evaluation, and activities of faculty members such as workshops conducted, presentations, etc.

Recommendation: Retain in the office for two (2) years or until all administrative use has expired, whichever is longer, then dispose of.

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575. Book Order Lists

Dates:	1983 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by Semester

This record series consists of lists of textbook requests from faculty for classes by semester. Copies of these requests are sent to the University Bookstore.

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

576. Class Rosters (Duplicates)

Dates:	1984 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

Recommendation: Retain in office for three (3) years, then dispose of.

577. Class Withdrawal Forms (Duplicates)

Dates:	1983 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

The originals of this record series are submitted to the Registrar's Office.

Recommendation: Retain in the office for two (2) years, then dispose of.

578. Continuing Education Records File

Dates:	1983 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by Semester

This record series consists of course arrangement forms and registration applications for Special Education courses offered through Extension by the School of Continuing Education.

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

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579. Special Education Cooperatives Lists

Dates:	1983 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of correspondence with various Special Education Cooperatives to promote enrollment in the Special Education Program at Western. Included in these files is information on material presented at workshops by faculty members.

Recommendation: Retain in office for three (3) years, then review files and remove any outdated material due to supersedure by more current information and dispose of providing no litigation is pending or anticipated.

580. Course Schedules (Duplicates)

Dates:	1982 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

Recommendation: Retain in office for three (3) years, then dispose of.

581. Curriculum Lab Listings File

Dates:	1983 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of updated lists of tapes, books and reference material found in the Curriculum Library in the Department of Special Education.

Recommendation: Retain at discretion of agency.

582. Faculty and Departmental Evaluation Criteria **Superseded by Application No. 18-22 Item No. 5**

Dates:	1983 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

~~This record series consists of copies of information regarding publications, presentations and professional activities of faculty members of Special Education Department. This information is used as criteria for~~

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~~evaluating faculty.~~

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

583. Faculty Workload Reports

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

Recommendation: Retain in the office for five (5) years, then dispose of provided no litigation is pending or anticipated.

584. Fiscal Administration File (Duplicates)

Dates:	1982 -
Volume:	9 Cu. Ft.
Annual Accumulation:	3 Cu. Ft.
Arrangement:	Chronological by Fiscal Year

This record series consists of copies of computer printouts showing monthly expenditures, copies of requisitions, direct pay authorizations, purchase orders, invoices, travel vouchers, telephone bills and printing orders. Included in these files are records for contractual services (i.e., rental of office equipment, subscriptions, postage and registration fees for conferences). Original fiscal records are maintained by the University's Business Office for six (6) years as per item #63 of Application #85-147.

Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

585. Grade Listings (Duplicates)

Dates:	1982 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Numerical by Course Number

The original of this is submitted to the Registrar's Office.

Recommendation: Retain in office for five (5) years, then dispose of.

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586. Grant Proposals File

Dates:	1983 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of budget narratives and proposals for grants submitted by faculty members of the Department of Special Education.

Recommendation: Retain for six (6) years in office, then dispose of providing no litigation is pending or anticipated.

587. Graduate Assistantship Applications & Internship Agreements

Dates:	1964 -
Volume:	4 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of copies of applications for assistantship and internship programs offered by the Special Education Department. Included in these files are copies of Internship Agreements with participating school districts.

Recommendation: Retain for ten (10) years after graduation or date of last attendance, then dispose of providing no litigation is pending or anticipated.

588. Graduate Student Files (Active & Inactive)

Dates:	1964 -
Volume:	4 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of copies of applications for graduate school and the Special Education Department, type of degree plan, Graduate Record Examination Scores (GRE), and letters of recommendation. Original records of student's courses taken, grades received, and degree earned are maintained by the University's Records Office permanently as per Application #85-149, item #150.

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

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589. Committee Minutes (Originals and Duplicates)

Dates: 1983 -

Volume: 0.5 Cu. Ft.

Annual Accumulation: 0.25 Cu. Ft. Arrangement: Chronological

This record series consists of the original/agency record copies of the agendas and minutes of meetings of the Special Education faculty and the Special Education Graduate Committees.

This record series also includes duplicate copies of the minutes of other university committees such as the Elementary Education Counselor Education and Student Personnel Department meetings, the Undergraduate Academic Affairs Committee, the Faculty/Senate Committee, the Dean's Council, the Administrative Council and the Faculty Council.

Recommendation: **Retain any agency record copies in the office permanently. Retain duplicates of other committee actions in the office for three (3) years then transfer to the University Archives for appraisal and possible further retention. ***

590. Department of Special Education Graduate Newsletter

Dates: 1983 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

The newsletter is produced semi-annually by the Department and is distributed to undergraduate and graduate students enrolled in Special Education and participants in the special education cooperative.

Recommendation: **Retain until the expiration of administrative value and transfer to the University Archives for appraisal and possible further retention. ***

591. Personnel Files (Duplicates)

Dates: 1979 -

Volume: 2 Cu. Ft.

Annual accumulation: Negligible

Arrangement: Alphabetical

This record series consists of duplicate personnel files for faculty and civil service employees of the Special Education Department. Included in these files are copies of faculty contracts, statements of salary increases, requests for tenure and promotion, letters of recommendation and correspondence with faculty members. The original personnel files for faculty are in the Provost's Office (see item #5 of Application #85-149). Original civil service personnel files are in the Civil Service Personnel Office (see item #119 of Application #85-147).

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603. Faculty Work Loads

Dates: 1975 -
 Volume: 15 Cu. Ft.
 Annual Accumulation: 1.5 Cu. Ft.
 Arrangement: Alphabetical

This record series consists of the Faculty Work Loads for the College of Fine Arts. The records generally include credit unit equivalency (CUE's) totals, and instructor teaching assignments for the academic year.

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

604. Graduate Assistantship Files

Dates: 1968 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological by Fiscal Year

This record series consists of the graduate assistantship files for the College of Fine Arts. The records generally include the student's name, address, social security number, account they were paid from, salary per month, initial request for an assistantship (contract from the graduate office), description of job duties, and the number of hours worked per week.

Recommendation: Retain in office for five (5) years following the date of separation of employment, then dispose of.

605. Grant File (Duplicates)

Dates: 1978 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series consists of the grants file for the College of Fine Arts. The records generally include copies of faculty grants applying to faculty development/ the research office, the Western Illinois University foundation, and the Illinois Arts Council. The records also include applications for grants by faculty under the College of Fine Arts Development Grants program. This is an internal system, if the budget allows, that enables faculty to develop projects of their own.

Recommendation: Retain for six (6) years in office, then dispose of providing all audits (federal and state) have been complete under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

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anticipated.

FINE ARTS DEVELOPMENT

613. Administrative/Reference File

Dates: 1984 -
 Volume: 3.5 Cu. Ft.
 Annual Accumulation: 3.5 Cu. Ft.
 Arrangement: Alphabetical by Topic

This record series consists of correspondence received and generated by this office. This series also includes copies of vehicle requests, requests for travel forms (originals of which are in the Business Office), and inventory of exhibiting artists in this region, and other related correspondence.

Recommendation: Retain for three (3) years in office, then weed out any material of long-term historical value to be reviewed by University Archives. * Dispose of the records remaining provided all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.

614. Fiscal Transaction File (Duplicates)

Dates: 1983 -
 Volume: 3 Cu. Ft.
 Annual Accumulation: 3 Cu. Ft.
 Arrangement: Chronological

This record series consists of copies of Direct Pay Authorizations, travel vouchers of the Regional Touring Theater Company, and copies of grant proposals and regrating applications submitted to the College of Fine Arts Development. Original fiscal records are maintained by the University's Business Office for six (6) years as per item #63 of Application #85-147.

Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.

615. Regional Touring Theater Company Road Trip Files

Dates: 1975 -
 Volume: 3 Cu. Ft.
 Accumulation: Negligible
 Arrangement: Chronological for Current Bookings, Alphabetical by City after 1st Semester

This record series consists of requests for performances of Fine Arts Development productions. Attached to this letter of request is an arrangement form ("Information Blank") giving information of arrangements, a copy of a confirmation sent to the sponsor, invoices accumulated during that performance and other related

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correspondence. Files from productions of each current semester are temporarily kept separate from prior files. At the conclusion of the semester, they are filed with the prior files, alphabetically - according to the city the production was shown in.

Recommendation: Retain in office for three (3) years, then review files and transfer all materials which document the RTTC program to the University Archives for permanent retention. Materials which are of no historical value may be disposed of. *

ART DEPARTMENT

616. Fiscal Transaction File

Dates: 1979 -
 Volume: 4 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of copies of requisitions, direct pay authorizations, vouchers and budget printouts generated by the University's Business Office and sent to the Art Department. Original fiscal records are maintained by the University's Business Office for six (6) years as per item #63 of Application #85-147.

Recommendation: Retain in the office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

617. Faculty Files (Duplicates)

Dates: 1973 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series contains individual files for each faculty member. Each file consists of a contract, a list of course assignments, student evaluations, support materials for consideration before promotion, and any correspondence related to an individual faculty member record or performance of their duties. Each file consists of a contract, a list of course assignments, student evaluations, support materials for consideration before promotion, and any correspondence related to and individual faculty member record of performance of their duties. Original personnel files for faculty members are maintained in the Provost's Office for 65 years as per item #5 of Application #85-149.

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

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application, a copy of the Tuition Waiver form from the Office of Financial Aids, and a copy of the letter from the department announcing the award. Original files of scholarships tuition waivers or other forms of financial aid are maintained by the University's Office of Financial Aids as per item #30 of Application #85-148.

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

ART GALLERY

625. Budget Maintenance Reports

Dates:	1983 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of a line item account of spending for student and permanent personnel, operating expenses of utilities, supplies, etc. This is reviewed in conjunction with the budget printouts (also included in this series) sent from the Business Office to compare actual spending to the prepared budget. Original fiscal records are maintained by the University's Business Office for six (6) years as per item #63 of Application #85-147.

Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

626. Exhibition Files

Dates:	1979 -
Volume:	10 Cu. Ft.
Annual Accumulation:	1.6 Cu. Ft.
Arrangement:	Chronological by Event

This record series consists of an individual file for each event hosted by the gallery. Each file contains a contract, condition reports (stating the condition of material as it is received and returned), any background information concerning the exhibit, publicity material and news releases, news clippings, shipping charges and all related correspondence.

Recommendation: **Retain in office for three (3) years, then review files and weed out any materials no longer possessing any administrative value, then transfer to the University Archives for appraisal and possible further retention. ***

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MUSIC DEPARTMENT

630. Administrative Correspondence and Reference File

Dates: 1975 -
 Volume: 0.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series consists of original and duplicate correspondence with prospective students, alumni and various professors within the Music Department. Included in these files are minutes of meetings of the following committees: Planning, Faculty Senate, Curriculum, Graduate and Dean's Council and academic plan reports submitted to the Vice President for Academic Affairs.

Recommendation: Retain in office for three (3) years, then review file and dispose of records of routine importance or general information.

Retain in office permanently or transfer to the University Archives for permanent retention all original records of minutes of meetings, special studies and reports, all current policies, procedures, rules and any material documenting the planning/organization of the Music Department.

631. Annual Report

Dates: 1980:
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of the annual report prepared by the Music Department highlighting the goals achieved, future goals and accomplishment of the Music Department during the previous year.

Recommendation: Retain one complete set of annual reports in the office permanently. Transfer one complete set of annual reports to the University Archives for permanent retention. Dispose of all other copies. *

632. 10th Day Class Rosters

Dates: 1970 -
 Volume: 2 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of a computer printout listing the students in all sections of every class offered.

Recommendation: Retain in office for three (3) years, then dispose of.

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633. Faculty Workload Files

Dates: 1978 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Chronological and Alphabetical by Name

This record series consists of the courses each faculty member has been assigned to teach. Also included in these files are enrollment estimates and course credit listings. Faculty Workload Reports have been maintained on computer printouts for the last five years.

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

634. Fiscal File (Duplicate)

Dates: 1970 -
 Volume: 4.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological by Fiscal Year

This record series consists of computer printouts of the annual budget sent from the Business Office, typed (unofficial) budgets for the department's subdivisions (i.e., equipment, recruiting, planning, etc.), and the student payroll budget. Also included in this series is an "Accounts Payable" section. This contains an individual file for each vendor conducting business with the Music Department, and has all purchase orders, contacts, invoices and related correspondence with a vendor. Original fiscal records are maintained by the University's Business Office for six years as per item #63 of Application #85-147.

Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

635. Graduate Student Files (Duplicates)

Dates: 1984 -
 Volume: 2 Cu. Ft.
 Annual Accumulation: 2 Cu. Ft.
 Arrangement: Alphabetical by Name

This record series consists of copies of contracts, letters of recommendation, transcripts and applications for the graduate program and assistantship within the Music Department. Original records of student's courses taken, grades received, and degree earned are maintained by the Registrar's Office permanently as per item #150A of Application #85-149I. Original personnel files for graduate assistants are kept in the Financial Aids Office for five (5) years as per item #3 of the University Wide Application #18-22.

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

636. Faculty Personnel Files

Dates: 1972 -
 Volume: 0.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical by Name

This record series consists of copies of tenure/promotion letters, contracts, letters recognizing faculty members for special achievements or awards and correspondence related to a faculty member's performance. Original personnel files for faculty are kept in the Provost's Office (see item #5 of Application #85-149).

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

637. Talent Grant/Tuition Waiver

Dates: 1978 -
 Volume: 3 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series consists of a file for each individual who applies to the program for a grant or waiver. This file contains a letter of application, contracts with the department to perform two ensembles, announcement of the award (copy) and related correspondence. Original records of

scholarships, tuition waivers, or other forms of financial aid are maintained permanently by the University's Office of Financial Aids as per item #30 of Application #85-148.

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

638. Travel Control File

Dates: 1980 -
 Volume: 3.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical by Name

This record series contains all original travel requests (the duplicates go to the Business Office), car requests, travel vouchers and copies of all receipts from faculty for expenses incurred.

Recommendation: Retain for 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

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641. General Correspondence (Originals and Duplicates)

Dates: 1985 -
 Volume: 6 Cu. Ft.
 Annual Accumulation: 6 Cu. Ft.
 Arrangement: By Subject and Chronological

This is a general correspondence file maintained by the office. Most of the correspondence subject matter centers on the scheduling of special events for choral.

Recommendation: Retain in office for one (1) academic year, then offer to the University Archives for appraisal and possible further retention. *

642. Student Attendance Records for Choral Organizations (Originals)

Dates: 1985 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: 1.5 Cu. Ft.
 Arrangement: Chronological and by Organization

These are the records of choral students' attendance for various choral organizations, such as University Choir or the University Singers,

Recommendation: Retain in office for one (1) academic year, then dispose of.

643. Student Files (Duplicates)

Dates: 1984 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: 0.75 Cu. Ft.
 Arrangement: Alphabetical and Chronological

These files maintained on individual students in choral contain summary student demographic and academic information, including records of grades awarded for choral. More encompassing information is maintained on student documented within this file either in the Registrar's permanent academic record file or in any departmental student files maintained by the Music Department.

Recommendation: Retain in office for two (2) academic years, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

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MUSIC EXTENSION DEPARTMENT

644. Correspondence and Reference File

Dates: 1977 -
 Volume: 0.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of correspondence/reference material on the following activities: All-Star Band Week-End; All-Star Choir Week-End; Junior and Senior High Band Clinics; Marching Band Camp; summer music camps and jazz festivals. Also contained in these files are lists of registrants for various camps and festivals and photographs of participants in these musical activities.

Recommendation: Retain for three (3) years in office, then review files and weed out any materials no longer possessing any administrative value, then transfer to the University Archives for appraisal and possible further retention. *

645. Fiscal Transaction File (Duplicates)

Dates: 1984 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of cancelled checks, deposit slips and related correspondence pertaining to summer music camps and All-Star Music Camps. Original fiscal records are maintained by the University's Business Office for six (6) years as per item #63 of Application #85-147.

Recommendation: Retain in the office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

646. Summer Music Camp Application

Dates: 1972 -
 Volume: 10 Cu. Ft.
 Annual Accumulation: 0.75 Cu. Ft.
 Arrangement: Alphabetical

This record series consists of all applications to the Annual Band Camp Western sponsors and a copy of all letters announcing admission.

Recommendation: Retain in office for six (6) years, then dispose of providing no litigation is pending or anticipated.

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been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Any record possessing long term administrative or historical value (e.g. constitution) is to be retained permanently in office.

UNIVERSITY THEATER

650. University Theater Program File

Dates: 1970 -
 Volume: 2 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of photographs, posters, slides, newspaper advertisements and clippings, programs, reviews, record shots of sets and costumes, records of attendance at shows and equipment inventories of past productions sponsored by the Theater Department.

Recommendation: Retain permanently in office or transfer to the University Archives for weeding and permanent retention of materials possessing archival value. *

651. Administrative Reference Files (Originals & Duplicates)

Dates: 1978 -
 Volume: 0.5 Cu. Ft.
 Annual Accumulation: Negligible Arrangement: Chronological

This record series consists of the administrative reference files. for the Office of Theater/Summer Music Theater. The records generally include correspondence/reference material on the following areas:

- 1) Annual Departmental Reports (5 year academic plans)
- 2) University Council Committee and Task Force
- 3) Faculty Senate Committee
- 4) University Council on Talent Grants/Tuition Waivers
- 5) Institutional Research and Planning (IRP) reports (5 years)

Recommendation: Dispose of after three (3) months all informational or routine items. Retain all other materials for three (3) years in office, then review file and take the following steps for disposition.

- 1) Retain all original minutes of meetings, special surveys and reports and any material documenting the planning and policy formulation of the College of Fine Arts permanently - either in the office or in 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 to the college.

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658. Production Files (Originals)

Dates: 1959 -
 Volume: 5.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of the production files for the Office of Theater/Summer Music Theater. The records generally include slides, still photographs, newspaper clippings, advertisements, reviews, announcements attendance records, copies of programs and videos of productions.

Recommendation: **Retain permanently in office or transfer to the University Archives. ***

659. Property Control Inventory Records (Originals)

Dates: 1969 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of the property control inventory records for the Office of Theater/Summer Music Theater. The records include physical inventory and property transfer sheets for the department.

Recommendation: Retain current property inventory listing until superseded by new report, then dispose of.

660. Regional Touring Company Records

Dates: 1974 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Academic Year

This record series consists of the regional touring company records for the Office of Theater/Summer Music Theater. This series is primarily a reference source which records the different shows presented, lists of actors in the production, brochures and general correspondence.

Recommendation: **Retain permanently in office or transfer to the University Archives. ***

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~~664. Budget & Fiscal Records (Duplicates)~~

Dates: _____ 1959 —
 Volume: _____ 9 Cu. Ft.
 Annual Accumulation: _____ Negligible
 Arrangement: _____ Chronological by year; Alphabetical by topic

~~This record series consists of budget reports, requisitions, purchase orders and any other related correspondence. Original fiscal records are maintained by the University's Business Office for six years as per item #63 of Application 85—147.~~

~~Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.~~

~~665. Personnel Files (Duplicates)~~

Dates: _____ 1968 —
 Volume: _____ 9 Cu. Ft.
 Annual Accumulation: _____ 0.5 Cu. Ft.
 Arrangement: _____ Alphabetical

~~This file series consists of an individual file for each administrator faculty member, and graduate assistant. These files each include a contract, evaluations by department chairman and the personnel committee of each department, attendance records, vitae, letters of reference and related correspondence. The original personnel files for faculty are kept in the Provost's Office (see item #5 of Application 85—149)/ for Civil Service employees in the Civil Service Personnel Office (see item #119 of Application 85—147), a for graduate assistants in the Graduate Office (see item #72 of Application 85-149).~~

~~Recommendation: Retain for five (5) years in office after separation, then dispose of.~~

~~666. Administrative Correspondence~~

Dates: _____ 1980 —
 Volume: _____ 20 Cu. Ft.
 Annual Accumulation: _____ 4 Cu. Ft.
 Arrangement : _____ Alphabetical by topic

~~This record series consists of correspondence with the Provost concerning curriculum, students, recipients of scholarships, and with the committees which the Department 's Chairman participates in (Enrollment management and Restructuring of Academic Units). Also included are the correspondence of the Chairman's management duties of the "Adult Fitness Program" such as correspondence with clients and completed medical forms, newsletters and other material concerning fitness used in the adult and Corporate Fitness classes.~~

~~Recommendation: Retain for three (3) years in office, then review file and dispose of all informational or~~

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~~routine items which are not current or have been revised. Retain all special surveys and reports and any material documenting unique activities and significant policy decisions permanently in the office or transfer such material to the University Archives.~~

CAMPUS RECREATION
Includes the Golf Course

667. Budget File (Duplicates)

Dates: 1985 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of a printout of budget expenditure report prepared by the University Business Office. It also includes a line item account of expenditures and all revenue of the Office of Campus Recreation. Original fiscal records are maintained by the University's Business Office for six years as per item #63 of Application #85-147.

Recommendation: Retain for 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.

668. Student Personnel File ~~Superseded by Application #18-22 Item No. 3~~

~~Dates: _____ 1984 -
 Volume: _____ 1.5 Cu. Ft.
 Annual Accumulation: _____ 1.5 Cu. Ft.
 Arrangement: _____ Alphabetical~~

~~This record series consists of time sheets and the original employment application. Original records of students' participation in the University's Student Employment Program and the Work Stu Program are maintained by the University's Financial Aids Office for five (5) years. See item #29 of Application #85-148.~~

~~Recommendation: Retain in office for five (5) years and dispose of providing litigation is pending or anticipated.~~

669. Entry File

Dates: 1985 -
 Volume: 4.5 Cu. Ft.
 Annual Accumulation: 4.5 Cu. Ft.
 Arrangement: Alphabetical by Event

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This record series consists of completed entry blanks of students wishing to participate in any of the 150 events sponsored each year by the Office of Campus Recreation.

Recommendation: Retain one (1) year and dispose of.

670. Activity Report

Dates: 1984 -
Volume: 1 binder
Annual Accumulation: Negligible
Arrangement: Chronological by Game

This record series consists of students who participated in each intra mural event sponsored by the Office of Campus Recreation, the location, date, and final score.

Recommendation: Retain for two (2) years, then dispose of.

671. Student Participant File of Intramural Sports

Dates: Fall 1985 -
Volume: 1.5 Cu. Ft.
Annual Accumulation: 1.5 Cu. Ft.
Arrangement: Alphabetical

This record series consists of an eligibility card completed when a student declares his or her eligibility for a sport, and another card which monitors the amount of time each student participates in the course of the year. These are maintained so that awards can be given to the best and most active athlete at year's end.

Recommendation: Retain in office for one (1) year, then dispose of.

DEPARTMENT OF HEALTH SCIENCE & SOCIAL WORK

672. Curriculum Development Files

Dates: 1968 -
Volume: 5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This records series contains course descriptions and formats, course syllabi/textbooks to be used, evaluating (testing) and course outlines/content. This record series would also include copies of new course proposals by the department. Course outlines are often revised from one academic year to the next.

Recommendation: Retain in office until beginning of the 1995-96 school year, then transfer to the University

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Archives for appraisal and possible further retention. *

673. Annual Reports to the Dean's Office (Record Copy)

Dates: 1975 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the annual report prepared by the Department of Health Sciences highlighting the major accomplishments and achieved goals of the department during the previous year and outlining the plans and goals for the next year.

Recommendation: Retain in office for five (5) years, then transfer to the University Archives for permanent retention. *

674. Student Files (Duplicates)

Dates: 1968 -
Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By Graduate & Undergraduate; then Alphabetical

This record series consists of computer printout lists of all students who are Health Science majors and individual files created for each of those students. Forms/documents which are found in a typical student file would be high school transcript with copy of admission document, term papers and reports on special projects, letters of evaluation, student petition to waive certain courses in the program, grade change requests and correspondence. The department's student file is not the official record of a student's grades, courses taken, semester hours earned, and grade point average. This information is maintained by the Admissions & Records Office permanently per item #150 of Application #85-149.

Recommendation: Retain for five (5) years in office after graduation or date of last attendance, then dispose of.

675. Administrative Correspondence and Memoranda File

Dates: 1968 -
Volume: 1.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the correspondence and memoranda of the Department of Health Sciences concerning their Paramedic Program and other activities.

Recommendation: Retain in office for three (3) years, then transfer to University Archives custody. Archives

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staff will review files and dispose of all material possessing no administrative, organizational, legal and/or historical significance and retain permanently documents possessing archival value.

676. Faculty Administration Files

Dates: 1979 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series contains Credit Unit Equivalencies, Workload and Overload reports, and class schedules.

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

677. Faculty Personnel Files (Duplicates)

Dates: 1968 -
 Volume: 5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series consists of personnel files for the faculty of the Health Sciences Department. Included are copies of faculty contracts, promotions and annual evaluations, student evaluations, copies of resumes, letters of recommendation, copies of grant proposals and department memoranda. The original personnel files for faculty are kept in the Provost's Office (see item #5 of Application #85-149).

Recommendation: Retain in office for five (5) years following the date of separation of employment, then dispose of.

678. Staff Meeting Minutes & Agendas (Originals)

Dates: 1968 -
 Volume: 0.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

Recommendation: Retain in office or University Archives permanently.

679. Budget & Fiscal Administration File (Duplicates)

Dates: 1968 -
 Volume: 2 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: By Fiscal Year

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This record series consists of vouchers, voucher schedules, purchase orders, Direct Payment Authorizations, paid bills, cancelled checks, accounting journals, budget summaries and budget requests. Original financial records are maintained in the University's Business Office for six years (see item #63 of Application #85-147).

Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the vision of the Auditor General, if necessary, and no litigation is pending or anticipated.

680. Scholarship Files (Originals)

Dates:	1975 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series concerns the two scholarships given out by the Health Sciences & Social Work Department - the W. I. Tanner scholarship and the Dr. Vivian Lowell scholarship. Included are the standards for selection, the format for application, notices of award and successful and unsuccessful applications.

Recommendation: **Retain files of awarded scholarships in office permanently. Files of unsuccessful applicants are to be retained in the office for three (3) years, then dispose of.**

DEPARTMENT OF RECREATION, PARKS & TOURISM ADMINISTRATION

681. Student Files (Duplicates)

Dates:	1968 -
Volume:	21 Cu. Ft.
Annual Accumulation:	1.5 Cu. Ft.
Arrangement:	Alphabetical by Name

This record series consists of quarterly computer printout lists of all students who are Recreation, Park & Tourism Administration majors and individual files created for each of those students. Forms/documents which would be found in a typical student file are high school transcripts with copy of admission document, term papers and reports on special projects, letters of evaluation, letters of admission into the program, student petitions to waive certain courses in the program, grade change requests, graduation applications, class schedules, resumes and correspondence. The department's student file is not the official record of a student's grades, courses taken, semester hours earned and grade point average. This information is maintained by the Admissions & Records Office permanently as per item #150 of Application #85-149.

Recommendation: Retain for five (5) years in office after graduation or date of last attendance, then dispose of.

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682E. Alumni Information

Dates: 1968 -
 Volume: N/A
 Annual Accumulation: N/A
 Arrangement: Alphabetical

This record series consists of computer disks listing the current names, addresses and occupations of WIU Recreation & Park Administration alumni.

Recommendation: Retain in office for sixty-five (65) years, then dispose of.

683. Faculty Personnel Files (Duplicates)

Dates: 1968 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series consists of personnel files for the faculty of the Recreation & Park Administration Department. Included are copies of faculty contracts, promotions and annual evaluations, copies of resumes, letters of recommendation, appointment papers, salary information, Credit Unit Equivalency reports and department memoranda. The original personnel files for faculty are maintained by the Provost's Office for sixty-five years (see item #5 of Application #85-149).

Recommendation: Retain in office for five (5) years following the date of separation, then dispose of.

684. Budget & Fiscal Administration File (Duplicates)

Dates: 1980 -
 Volume: 3 Cu. Ft.
 Annual Accumulation: 0.5 Cu. Ft.
 Arrangement: By Fiscal Year

This record series consists of vouchers (travel, purchase, etc.) voucher schedules, requisitions, purchase orders, Direct Payment Authorizations, paid bills, cancelled checks, accounting journals, budget summaries and budget requests. Original fiscal records are maintained in the University's Business Office for six years (see item #63 of Application #85-147).

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.

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691. Grade Listings (Duplicates) **Superseded by Application No. 18-22 Item No. 4**

Dates: 1949 — Volume: 1 cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: By Term

This series consists of records of all Physics classes given each term along with a listing of all the students and their final grades for each class. Original records of students' courses taken and grades received are maintained by the University's Registrar Office permanently as per item #150 of this application.

Recommendation: Retain at the discretion of the agency.

692. Research Files (Originals and Duplicates)

Dates: 1968 -
 Volume: 2 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological by Date of Initialization

This record series consists of files created for each research project proposed or begun by the Physics Department. Included in these files would be: research contracts, and requisitions (for items required by the research). The University Research Office maintains the research proposals for six (6) years as per item #161 of Application #85-149.

Recommendation: **Retain in the office for five (5) years after completion of project then offer to University Archives for possible accessioning. If University Archives rejects such offer dispose of record series, provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. ***

POLITICAL SCIENCE DEPARTMENT

693. Personnel Files (Duplicates)

Dates: 1966 -
 Volume: 5 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series consists of folders containing documents and records pertaining to each faculty member that has taught political science since the beginning of this department in 1966. Such items in a faculty member's file are copies of contracts; any requests for leaves of absence; and a form completed when returning to work that explains the reason for any absence.

Also included in this series is a single folder containing all evaluations of all faculty.

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696. Graduate Committee Files (Duplicate)

Dates:	1974 -
Volume:	1.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological/Alphabetical

This record series consists of documents generated by the Graduate Committee, that determines which student will be admitted to graduate school and is responsible for any matters pertaining to this department's graduate students. This series contains copies of the contracts with graduate assistants; documentation and evaluations of graduate-level curriculum development; recruiting records; and minutes of the committee meetings. Original documents maintained by the Dean of the College of Arts and Sciences.

Recommendation: Retain in office five (5) years following the date of separation of Grad-student from enrollment in the University, then review files and transfer any materials having long-term historical value to the University Archives for appraisal and permanent retention. *

697. Curriculum Development File

Dates:	1974 -
Volume:	1.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of documentation of new and proposed courses, and projected and actual enrollment figures for the courses.

Recommendation: Retain in office three (3) years and dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

698. Department Meeting Minutes (Original)

Dates:	1977 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This series consists of the minutes of department meetings. Copies of the minutes are sent to the faculty, none are sent outside of the Department.

Recommendation: When administrative value has expired, transfer to the University Archives for appraisal and possible further retention. *

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699. Faculty Workloads (Duplicate)

Dates:	1983 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

Originals maintained by the Dean of the College of Arts and Sciences.

Recommendation: Retain in office five (5) years, and dispose of providing no litigation is pending or anticipated.

700. General Administrative Correspondence

Dates:	1983 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical by Topic

This record series consists of correspondence generated and received by this office from the Dean; other departments; faculty; students; civic and commercial organizations; government bodies; and copies of inter-office memoranda.

Recommendation: Retain in office three (3) years, then review files and weed out any materials no longer possessing any administrative value, then transfer to the University Archives for appraisal and possible further retention. *

701. Property Control Files

Dates:	1977 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of copies of all requisitions of the Physical Plant, and a computer printout for the inventory of equipment and materials used by this office.

Recommendation: Retain in office three (3) years, then dispose of.

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are maintained by the University's Business Office for six (6) years as per item number #65 of Application #85-147.

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.

705. Class Enrollment Sheets (Originals)

Dates:	1976 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	By Semester

This record series consists of sheets listing all courses offered by the Kinesiology Department each semester and the number of men and women enrolled in each course.

Recommendation: Retain in the office for ten (10) years, then dispose of.

706. Class Scheduling Records (Duplicate)

Dates:	1973 -
Volume:	1.5 cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of lists of courses offered by this department and the time, location, and instructor of all sections of each course. This record is generated each semester by the Registrar, which retains it for four (4) years before transferring it to the University Archives for permanent retention as per Application #85-149 item number #145.

Recommendation: Retain in office three (3) years, then dispose of.

707. Outlines (Agency Record Copy)

Dates:	1970 -
Volume:	2.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Course Number

This record series consists of course outlines for all courses offered by this Department. A typical outline includes: a description of course content; a listing of the course's objectives; the course outline and a listing of assignments.

Recommendation: Retain in office three (3) years, then dispose of providing course outline has been

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CENTER FOR INNOVATION IN TEACHING & RESEARCH (CITR)

720. Program Administration Files

Dates: 1979 -
 Volume: 16 Cu. Ft.
 Annual Accumulation: 0.75 Cu. Ft.
 Arrangement: Chronological

These program administration files document the processes followed by the office in staging workshops, presentations, and teleconferences held for the development of faculty classroom instruction skills. The files contain documents serving as announcements of workshop/conference instructional venues, dates, times, program descriptions, lists of participants and/or registration lists, handouts, bibliographies, and attendant working papers, correspondence, and memoranda.

Types of program workshops and conferences documented include the National Faculty Exchange Program, the Faculty Mentoring Program (for students in residence halls), the Faculty Retraining Program (for working in other departments), the Technology Proficiency Program, and various instructional workshops dealing with multi-cultural issues, syllabus preparation, and new faculty orientation.

Recommendation: Retain in office for ten (10) years or until administrative value has expired, whichever is longer, then offer to transfer to the University Archives for its screening and/or accessioning. If such offer is refused by University Archives staff, 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. *

721. Grant Administration Files for Classroom Instruction (Originals)

Dates: 1979-
 Volume: 4 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

These are original files documenting grant programs administered by the Office of Faculty Development for the furtherance of faculty classroom instructional skills. File series contents include grant proposals, related financial reports, final reports summarizing program outcomes, and related correspondence.

Recommendation: Retain in office for five (5) years following the termination and/or completion of the corresponding grant project(s), then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, no litigation is pending or anticipated, and providing all final reports of the grant program results are first offered to the University Archives for its acquisition and permanent retention. *

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CENTER FOR INTERNATIONAL STUDIES

725. Student Information/Screening Forms for International Study (Originals)

Dates:	1998 -
Volume:	1 Cu. Ft.
Annual Accumulation:	0.5 Cu. Ft.
Arrangement:	Alphabetical by Name

This record series consists of documents which are used by the University to screen students who display an initial interest in studying abroad. Data include student's name, identification number, birth date, local address, phone number, email, major/minor, type of foreign language, country of interest, travel dates, gender, academic adviser, source of knowledge concerning the program, grade point average, and number of earned hours. If a student qualifies and continues to show interest in the "study abroad program," a separate/central file is developed as a "Student Travel Abroad File" maintained for twenty five (25) years per item #726 of this application.

Recommendation: Retain in office for five (5) years following graduation or last date of attendance, 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.

726. Student Travel Abroad Files

Dates:	1995-
Volume:	4 Cu. Ft.
Annual Accumulation:	1 Cu. Ft.
Arrangement:	Chronological by Year, Alphabetical by Name

This record series consists of files which verify a student's participation in the study abroad program. Contents include: passport applications; statement of purpose forms; faculty/staff recommendation forms; academic approval request forms; worksheets for study abroad expenses; waiver of liability and hold harmless agreement study abroad forms; international identity card applications; student release of information forms; illegal drug use policy forms; minors of interest to study abroad; participant information/registration forms; student guides for travel and study abroad programs; transcripts of grades; forms concerning foreign applicants to the program; photos of passports; financial aid documents; code of student conduct; and supporting correspondence.

Northern Illinois University maintains "Student Files" (concerning students studying abroad) for twenty-five (25) years following completion of program per item #840.03 of application #89-27.

Recommendation: Retain in office for twenty-five (25) years following completion of program, then dispose of (by shredding) provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Provost and Academic Vice President
RECORDS RETENTION SCHEDULE
 (Application of Authority to Dispose of State Records)

Item No. _____ **Record Series Title, Description and Recommendation** _____

727. Administrative Correspondence with Related Memoranda and Attachments

Dates: 1995-
 Volume: 4 Cu. Ft.
 Annual Accumulation: 1 Cu. Ft.
 Arrangement: Chronological by Year, Alphabetical by Name

This record series consists of correspondence exchanged by the School of Continuing Education (Study Abroad Program) and other offices of WIU, federal/state governmental bodies, and groups/individuals external to WIU. Files include initial drafts, working papers, memos, conference and event information, and activity reports.

Recommendation: Retain in office for three (3) years, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all extraneous materials after retaining all record series items having archival value for permanent retention. *

728. Fiscal Administration Files

Dates: 1995-
 Volume: 2 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological by Year, Alphabetical by Name

This record series consists of documents which summarize fiscal transactions completed in the administration of the Travel Abroad Program. Contents include cancelled checks, bills, invoices, vouchers, budget data, purchase orders, and payment authorizations. The University's Business Office maintains agency record copies of bills, invoices, purchase orders, and payment authorizations for six (6) years per items #42, #57, and #64 of application #85-147. Original state vouchers and invoices are maintained for three (3) years per item #2 of application #97-47. Original state purchase orders are maintained for ten (10) years per item #1 of application #90- 86.

Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

729. Agreement Files

Dates: 1982 -
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Random

This record series consists of agreements between WIU and foreign educational institutions concerning student exchange and other types of academic study. Files also include descriptions of events related to the agreement, promotional activities for the student exchange, and supporting correspondence. Agreements

