

SIU ARENA

240.01 Survey Files (Originals)

Dates: 1970 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: None

This record series consists of the Survey files maintained by the S.I.U. Arena Office. The records generally include results/summaries of surveys taken of other universities (e.g. University of Illinois) and the public at large (e.g. newspapers). The surveys are used to assess public interest in the variety of events (e.g. concerts, sports) presented at the arena.

Application 87-65, item 180.01, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

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

240.02 Ticket Sale Summary Books (Originals)

Dates: 1970 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: None

This record series contains ticket sale summary books for each concert put on at the S.I.U. Arena giving the ticket prices, total number of each type of ticket sold, and total amount of sales (in dollars).

Application 87-65, item 180.02, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain six years in the office, then offer to the University Archives for possible accessioning. If Archives staff refuses such offer 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.

240.03 Fiscal Administration File (Duplicates)

Dates: 1963 -
Volume: 42 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: By account, then by fiscal year

This record series consists of copies of all bills charged against the SIU Arena, work orders, vouchers, purchase orders, and requisitions. The originals of these records are maintained by the General Accounting, Purchasing, and Disbursements Offices.

Application 87-65, item 180.03, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain three years in the 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.

240.04 Arena Schedules (Originals)

Dates: 1965 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of schedules giving the dates and times of all meetings and events held at the SIU Arena.

Application 87-65, item 180.04, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain permanently - either in the office or the University Archives.

240.05 Administrative Correspondence and Reference Files

Dates: 1964 -
Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by subject

These files contain original and duplicate correspondence and reference material generated or utilized by the SIU Arena's administrative office. Examples of predominant types of documents maintained in this file include: original and duplicate University memoranda; duplicate meeting minutes of campus-wide committees; seating diagrams; copies of rules and policies; duplicate police incident reports; insurance information; monthly vehicle usage reports; and audit reports.

Application 87-65, item 180.05, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain three years in the office, then dispose of all duplicate, informational, or routine items. Transfer remaining accumulation to the University Archives for evaluation and possible accessioning of records possessing archival value.

240.06 Event Files

Dates: 1974 -
Volume: 14 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of files created for each event held in the SIU Arena. Included are: Requests for Use of SIU Arena forms; ads for the event; floor diagram set-ups; turnstile counts; backdoor guest lists; cost summaries for ushers and janitors; and correspondence with production companies.

Application 87-65, item 180.06, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain five years in the office, then dispose of all duplicate, informational, or routine items. Transfer remaining accumulation to the University Archives for evaluation and possible accessioning of records possessing archival value.

240.07 Payroll Information Files (Duplicates)

Dates: 1982 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: By item, then chronological

This record series consists of payroll information for the employees of the SIU Arena. Included would be: Fringe Benefit printouts; Payroll Distribution printouts; and Time Transmittal printouts. This information is also maintained by the Fringe Benefits section of Personnel Services and the Payroll Office.

Application 87-65, item 180.07, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain three years in the 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.

240.08 Personnel Files (Duplicates)

Dates: 1967 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of personnel files for the civil service employees, administrators, and student workers of the SIU

Arena. Included are hiring papers, evaluations, requests for vacation/sick leave, Student Work Authorizations, and correspondence. Original personnel files are maintained by Personnel Services and the Office of Student Work and Financial Assistance.

Application 87-65, item 180.08, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in the office for five years after separation from employment, then dispose of.

240.09 Custodial Shift Reports

Dates: 1984 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of checklists filled out by custodians each shift indicating the completion of specific required duties and the number of hours of student labor utilized.

Application 87-65, item 180.09, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in the office until expiration of all administrative value, then dispose of.

240.10 Building Construction Files (Originals and Duplicates)

Dates: 1963 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Varied

This record series consists of files documenting the construction and modification of the SIU Arena. Included would be

duplicate construction contracts, duplicate contract specification sheets, original blueprints, and related correspondence. Original contracts and specification sheets are maintained by the Capital Development Board under the authority of approved State Records Applications 78-23M and 87-42M.

Application 87-65, item 180.10, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain permanently in the office.