

PURCHASING
DIRECTOR'S OFFICE

190.01 Administrative Correspondence and Reference File

Dates: 1968 -
Volume: 7½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by subject

This record series contains the miscellaneous subject information of the Purchasing Department.

Recommendation: Retain three (3) years, then weed and dispose of any files that no longer have administrative value.

190.02 Letters of Approval of Contracts by the Board of Trustees

Dates: 1979 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Reverse Chronological

This record series contains correspondence from the Director of Purchasing routed to the Chancellor for the approval of the university's entry into contracts of \$25,000 to \$100,000 and to the Executive Committee of the Board of Trustees for contracts over \$100,000. For large contracts such as \$100,000-plus construction projects, it is required that the full Board of Trustees approve.

Recommendation: Retain in office for six (6) 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.

190.03 Board of Trustees Report File (Originals)

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

This record series contains monthly summary reports prepared by the Purchasing Department for the Board of Trustee's approval of purchase orders and contracts. The reports state the total number of purchase orders/contracts and total amounts of money involved, grouped according to size of contract: less than \$5,000; \$5,000 to \$15,000; and over \$15,000. A list of vendors is also attached, showing purchase order/contract number, vendor's name, description of what purchased and amount.

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.

190.04 Advertising Letter Files

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

This record series contains copies of advertising letters sent to news media in order to place ads to solicit bids for commodities, equipment or services needed by the university.

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.

190.05 Confirming Requisition Files

Dates: 1982 -

Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological then Numerical
by account number

This record series contains requisitions which were not initiated according to SIU Purchasing Policies and were processed only after acquiring the signature of the Vice President for Financial Affairs. In addition to the requisition, a file could contain a letter of justification, if one was submitted.

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.

190.06 Departmental Budget Files

Dates: 1968 -
Volume: 2½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by fiscal year

This record series contains information pertaining to the Purchasing Department's budget, including budget reappraisal information and budget adjustment forms. This record series is the internal expenditure file of the Purchasing Department containing monthly activity reports and other information by fiscal year.

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.

190.07 State and Federal Tax Exempt Files

Dates: 1976 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By state or federal, then
Alphabetical

This record series consists of form letters sent to vendors requesting the university's tax exempt certificate.

Recommendation: Retain in office permanently.

190.09

Personnel Files (Duplicates)

Dates: 1965 -
Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by employee's name

This record series contains current and former personnel files, consisting of applications, periodic evaluations and leave slips. Copies of the computer printouts from the Personnel Office that contains fringe benefit information on employees of the Purchasing Department are also included in this record series.

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

190.10

Cancelled Procurement Card Files (Originals)

Dates: 1998 –
Volume: 16 MB
Annual Accumulation: 4 MB
Arrangement: Alphabetical by name

This record series consists of procurement card files which contain information that identifies university employees possessing procurement cards. The cards are issued to employees who purchase miscellaneous goods/services (usually under \$3500). File contents include cardholder account forms, cardholder agreement forms, cancelled department card manager data, card manager agreement forms, list of cardholders, and cancelled approval information. The University will cancel the cards and the related agreements if the employee separates from

employment or violates rules governing the card's use. Agreements between the cardholder and the university are single duration and not renewable.

Recommendation: Scan and microfilm hard copies as processed, then destroy hard copy documents. Retain the electronic records and microfilm for ten (10) years following cancellation of card and related agreement, then destroy, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

***NO GUIDELINES FOR ELECTRONIC REPRODUCTION**