

TRAVEL SERVICE

480.01 Daily Shuttle Runsheets and Composites (Originals)

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

This record series consists of the daily shuttle runsheets and composites maintained by the Office of the Travel Service. The information generally includes a record of daily shuttle (bus) runs for STC (School of Technical Careers) to off campus class location sites (e.g., SIU Airport). The runsheets provide an accurate account of riders for each trip which is used in determining billing amounts.

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.

480.02 Charter Sheets (Originals)

Dates: 1983 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By reference number

This record series consists of the charter sheets maintained by the Office of the Travel Service. The information generally includes a record of buses chartered by various university departments for specific events (e.g., basketball team trip to another university). Charter sheets are used in determining billing amounts and the particular account the bill is charged to (e.g., Athletic Department).

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.

480.03 Credit Card Files (Originals)

Dates: 1986 -
Volume: 1 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Vehicle number order

This record series consists of the credit card files maintained by the Office of the Travel Service. The information generally includes a card file record (e.g., card number, department, time period) of credit cards assigned to various university owned vehicles. The records further include used (non-active) credit cards (e.g., Shell, Amoco, Union 76).

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

480.04 Transit Files (Originals)

Dates: 1983 -
Volume: 30 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological

This record series consists of the transit files maintained by the Office of the Travel Service. The Transit Service was primarily established for the convenience of visitors on university business. The records generally include dispatcher/driver logs retained to indicate which driver delivered each passenger/parcel to the proper destination and which person received (signed) for the particular parcel.

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

480.05 Vehicle Files (Originals)

Dates: 1983 -
Volume: 50¼ Cu. Ft.
Annual Accumulation: 12½ Cu. Ft.
Arrangement: By vehicle number

This record series consists of the vehicles files maintained by the Office of the Travel Service. The files generally contain a record of a vehicle's history from the date of purchase to the date of trade-in including: maintenance information (e.g., new parts, repairs), mileage, schedule file (e.g., the department the vehicle was assigned), and related vehicle account information.

Recommendation: Retain in the office for three (3) years after the date of sale, then dispose of providing all administrative value has expired.

480.06 License Files (Originals)

Dates: 1954 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Numerical by vehicle number

This record series consists of the title files maintained by the Office of the Travel Service. The records generally include a pending file of all vehicle owner titles which are retained in the office until the vehicle is sold and the title is relinquished to the new owner.

Recommendation: Retain in the office until final sale is completed, then transfer title.

480.07 Transit Ticket Files (Duplicates)

Dates: 1984 -
Volume: 3 3/4 Cu. Ft.
Annual Accumulation: 1¼ Cu. Ft.

Arrangement: By ticket number

This record series consists of the transit ticket files maintained by the Office of the Travel Service. The records generally include hard copies of sale receipts (ticket purchase forms) and used tickets.

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.

480.08 Run Book Sheets (Originals)

Dates: 1985 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of the run book sheets maintained by the Office of the Travel Service. The records generally serve as a scheduling log for all charter and shuttle runs by indicating the driver and bus used for each run.

Recommendation: Retain in office for two (2) years, then dispose of provided all administrative value has expired.

480.09 Charter Sheets (Originals)

Dates: 1983 -

Volume: 1½ Cu. Ft.

Annual Accumulation: Negligible

Arrangement: By reference number

This record series consists of the charter sheets maintained by the Office of the Travel Service. The records generally include bus charter sheets (e.g., buses chartered for athletic events) indicating the billing amount and the specific account the bill is charged to.

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.

480.10 Shuttle Runsheets and Composite Files (Originals)

Dates: 1983 -
Volume: 3 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Chronological

This record series consists of the shuttle runsheets and composite files maintained by the Office of the Travel Service. The records generally include daily runsheets (assignment sheets completed by drivers) and composites (billing documents) which serve as an accurate account of riders on each shuttlerun.

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.

480.11 Personnel Files (Civil Service) (Duplicates)

Dates: 1980 -
Volume: 13½ Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological/by name

This record series consists of the personnel files for civil service employees maintained by the Office of the Travel Service. The records generally include: sick leave, vacation time, performance evaluations, time cards/time sheets, time transmittals and benefit reports. The records also include time sheets for all student workers. Originals are maintained with the University Office of Personnel Services.

Recommendation: Retain all civil service personnel files in office for five (5) years following separation/determination of employment

of the respective employee(s), 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. All student worker time sheets may be disposed of after three (3) years.

480.12 General Correspondence Files (Originals & Duplicates)

Dates: 1984 -
Volume: 27 Cu. Ft.
Annual Accumulation: 9 Cu. Ft.
Arrangement: Chronological by topic

This record series consists of the general correspondence files maintained by the Office of the Travel Service. The records generally include requests for information (e.g., Women's Night Safety Program) and letters of vehicle justification.

Recommendation: Retain in office for three (3) years or until expiration of administrative value, whichever is longer, then dispose of.

480.13 Fiscal Administration Files (Duplicates)

Dates: 1973 -
Volume: 27 Cu. Ft.
Annual Accumulation: 1 3/4 Cu. Ft.
Arrangement: Chronological/Numerical

This record series consists of the fiscal administration files maintained by the Office of the Travel Service. The records generally include: purchase orders, invoice vouchers, inter-campus billings, fiscal officers reports, collection reports (all receipts for bills paid), account statements, and copies of the budget. Originals are maintained with the University Office of General Accounting.

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.

480.14 Historical Files (Originals)

Dates: 1967 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the historical files maintained by the Office of the Travel Service. The records generally include documents of historical importance to the Travel Service including: special reports, operational analysis and policy changes.

Recommendation: Retain in office permanently and/or transfer to the University Archives for permanent retention.