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This item supersedes State Records Application 87-63, item 108, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for five (5) years following graduation or date of last attendance, then microfilm. Retain agency copy of microfilm in office for fifteen (15) 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. Transfer a security copy of microfilm to a university designated storage facility for fifteen (15) years, then dispose of.

220.03 Student Files (Originals)

Dates: 1990 –
Volume: 378 Cubic Feet
Annual Accumulation: 18 Cubic Feet
Arrangement: Alpha by name of student

The Military Program for Vocational Education Studies offers a Bachelor of Science Degree at 15 U.S. Military installations. Student files are maintained at the military bases and upon completion of the program sent to SIU. These files include: application for admission; copies of transcripts; records to billing and payments; certificates to Veterans Administration; course request forms; grade slips, grade changes, add/drop cards; copies of evaluations of credits; VES forms 258/259, and graduation approvals.

This item supersedes State Records Application 97-43, item 220.02, in order to eliminate the 5 years waiting period after graduation or last attendance before microfilming.

Recommendation: Microfilm as received, then destroy originals in a secure manner after microfilm images have been verified. Retain office/departmental copy of microfilm for twenty (20) years following 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. Transfer a security copy of microfilm to a university designated storage facility for twenty (20) years following 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.