

## HISTORY

### **590.01 Student Files (Duplicates)**

Dates: 1962 -  
Volume: 12 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: By graduate or undergraduate, then  
Alphabetical

This record series consists of individual files created for each student who chooses a major in History. Forms/documents which are found in a typical student file would be: college and high school transcripts; admission forms; letters of application; grade sheets; personal photographs; copies of SIU transcripts; and correspondence.

Original records of students' courses taken, grades received, and degree earned are maintained by the university's Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 868, 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 the office for five (5) years after graduation or date of last attendance, then dispose of.

### **590.02 Fiscal Administration Files (Duplicates)**

Dates: 1960 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: By commodity or  
service type, then Chronological

This record series contains vouchers, requisitions, purchase orders, textbook order forms, and related correspondence.

This item supersedes State Records Application 87-63, item 869, 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 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.

### **590.03 Personnel Files (Duplicates)**

Dates: 1962 -  
Volume: 3 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of personnel files for the civil service employees and faculty of the History Department. Included are: employment applications; personnel requisitions; change of status forms; performance reviews; requests for vacation/sick leave; position descriptions; copies of faculty contracts; reports of research funds granted; sabbatical leave requests; and personnel related correspondence.

Official personnel files for the entire university are maintained for sixty-five years by the Office of Personnel Services.

This item supersedes State Records Application 87-63, item 870, 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 the office for five (5) years after separation from employment, then dispose of provided no litigation is pending or anticipated.

### **590.04 Payroll Information Files (Duplicates)**

Dates: 1976 -  
Volume: 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: By item, then Chronological

This record series consists of payroll information for the employees of the History Department. Included would be: time

recording sheets; Fringe Benefit printouts; Payroll Distribution printouts; and Time Transmittal printouts. The information is also maintained by the Fringe Benefits section of Personnel Services and the Payroll Office.

This item supersedes State Records Application 87-63, item 871, 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 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.

**590.05 Departmental Committee Meeting Minutes and Agenda (Originals)**

Dates: 1966 -  
Volume: 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This item supersedes State Records Application 87-63, item 872, 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 permanently - either in the office or the University Archives.

**590.06 Class Grade Sheets (Computer Printouts)**

Dates: 1962 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of computer printout grade sheets showing, for each class under the History Department, names of all students enrolled with corresponding hours earned, grade earned, identification number, and class rank (i.e., freshman, sophomore, junior or senior). Original grade sheets are

maintained on microfiche by the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 873, 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 five (5) years in the office, then dispose of.

**590.07 Class schedules (Duplicates)**

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

This record series consists of class schedules listing all classes taught by the History Department, the time and day(s) taught, room number, name of instructor, and credit awarded.

Original class schedules are maintained by the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 874, 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 five (5) years in the office, then dispose of.

**590.08 Budget Administration Files (Duplicates)**

Dates: 1969 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: By fiscal year

This record series contains the History Department's copy of their operating budget. Also included herein would be budget proposals, requests, and working papers.

Original budget files for the entire university are maintained by the Budget Office.

This item supersedes State Records Application 87-63, item 875, 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 three (3) 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.

### **590.09 Subject Correspondence and Reference File**

Dates: 1966 -  
Volume: 9 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Alphabetical by subject

These files contain original and duplicate correspondence and reference material generated or utilized by the History Department. Examples of predominant types of documents maintained in this file include: original and duplicate university memoranda; duplicate meeting minutes of campus-wide committees; budget information; commencement announcements; program reviews; lists of history majors; lists of doctoral theses in history; course enrollment statistics; policies, procedures, and guidelines; and various reports.

This item supersedes State Records Application 87-63, item 876, 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 three (3) 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.

**590.10 Research Fund Request Forms**

Dates: 1975 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of research fund request forms completed by faculty members petitioning the administration for small amount of funds for various research projects.

This item supersedes State Records Application 87-63, item 877, 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 three (3) years in the office, then dispose of provided no litigation is pending or anticipated.

**590.11 Instructor Grade Books (Originals)**

Dates: 1980 - 1984  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This item supersedes State Records Application 87-63, item 878, 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: Dispose of at the discretion of the agency.

**590.12 Key Control File**

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

This record series contains Key Control Assignment Slips which show the name and social security number of the person

assigned a key, the key number, department name, room number, and date. Slips to request keys, change locks or return keys are also included.

This item supersedes State Records Application 87-63, item 879, 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 the office for one (1) year after person is no longer assigned a key, then dispose of provided no litigation is pending or anticipated.