

periodic updates and any unrelated correspondence.

This item supersedes State Records Application 87-63, item 80, 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 permanently.

195.03 Aircraft Leases and Contracts (Duplicates)

Dates: 1973 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: By type of aircraft

This record series consists of duplicate copies of aircraft leases, contracts and amendments to contracts. The agency record copy is maintained by the Office of Legal Counsel. (See Application 87-62, #152). The Purchasing Office retains their copy of this record series for six (6) years under the authority of Application 87-66, #120.

This item supersedes State Records Application 87-63, item 81, 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.

195.04 Payroll Reports (Duplicates)

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

This record series consists of payroll distribution sheets, fringe benefit reports (accrued

vacation and sick time report) and student worker timesheets.

This item supersedes State Records Application 87-63, item 82, 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.

195.05 Business Summary Collection Records (Duplicates)

Dates: 1984 -
Volume: 4 1/2 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Chronological

This record series contains records of monies collected by Air Institute. Included are charge slips (i.e., Visa, Mastercard) fuel records, close out records for cash registers, cash register tapes, records of change from the Bursar's Office (10's, 20's, quarters, etc.), payment records, cash balance sheets and collection reports (shows which part of operation is generating the most revenue).

This item supersedes State Records Application 87-63, item 83, 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.

Recommendation: Retain six (6) years in office, then dispose of provided no litigation is pending or anticipated.

195.08 Director's Office Correspondence and Administration File

Dates: 1973 -
Volume: 7 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical by subject, then chronological

These files contain original and duplicate correspondence and reference material generated or received by the Director's Office of the Air Institute. Examples of documents maintained in this file include: correspondence to and from the director; original and duplicate university memorandum; duplicate meeting minutes from university-wide committees; newsletters from various organizations; reports from various airport organizations (AAAE, Illinois Aviation Forum, IDOT, National Intercollegiate Flying Association) and related reference materials.

This item supersedes State Records Application 87-63, item 86, 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 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.

195.09 Advisory Committee Files (Originals)

Dates: 1982 -
Volume: 1/2 Cu. Ft.
Annual Accumulation Negligible
Arrangement: Chronological

This record series consists of original meeting minutes and agenda of the Air Institute's

Advisory Committee. Also included herein would be all official correspondence between the director and any committee members.

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