

COLLEGE OF APPLIED ARTS & SCIENCES

ADVANCED TECHNICAL STUDIES

805.01 Administrative and General Correspondence with Related Documents (Originals and Duplicates)

Dates: 1980 -
Volume: 4 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological and by subject

In addition to the administrative and general correspondence, documentation within this file includes salary evaluations of faculty, annual Achievement and Planning Reports, master syllabi, course proposals/descriptions, and minutes of the Departmental Curriculum Committee, the Follow-up Committee (on graduates), and the Scholarship Committee.

This item supersedes State Records Application 87-63, item 1125, 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 with the assistance of the University Archives staff, review files and retain on a permanent basis in either the department's office or the University Archives (if accepted by Archives) materials possessing archival/research value and dispose of the balance of materials after completion of the foregoing review(s), providing no litigation is pending or anticipated.

805.02 Student Files (Originals and Duplicates)

Dates: 1976 -
Volume: 63 1/2 Cu. Ft.
Annual Accumulation: 6 Cu. Ft.
Arrangement: Alphabetical

These student files contain both graduate and undergraduate program enrollment and participation documentation in the form of applications for program acceptance, related advisement forms, graduation applications and clearance forms, letters of acceptance or recommendations for acceptance, weekly progress reports and mid-term and final evaluations, copies of excerpts of grade transcripts, and internship/fieldwork application and participation records. University-wide masters are scheduled for an appropriated long-term or permanent retention period for the Office of Admissions and Records and the university's Graduate School.

This item supersedes State Records Application 87-63, item 1126, 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 after graduation or period of last enrollment, 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.

805.03 Personnel Files (Duplicates)

Dates: 1976 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

These are the department's personnel files covering faculty members, civil service employees, and student workers. The files contain resumes, applications for employment, performance evaluations, time and attendance records, living authorizations, and letters or forms documenting employee separation. University-wide record copies of personnel files are maintained by the Office of Personnel Services and the Office of Student Work and Financial Assistance in the case of student workers. These latter files will be scheduled for retention periods of sixty-five (65) years and five (5) years after termination of employment and/or enrollment in SIU-Carbondale respectively. (This file series includes, as well, files of candidates or applicants who were never hired.)

This item supersedes State Records Application 87-63, item 1127, 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 after separation and/or the last term of enrollment in SIU-C, 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. (Retain files of applicants or candidates not hired for five (5) years commencing from the date of the applicable records, then dispose of providing no litigation is pending or anticipated.)

805.04 Budget and Fiscal Administration Records (Duplicates)

Dates: 1983 -
Volume: 5 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series includes vouchers, schedules, requisitions, purchase orders, Contract Obligation Documents and/or Miscellaneous Obligation Documents, AMO system computer printout account status reports/ledgers, and property control files. University-wide record copies of these forms and records are maintained by the Accounting and Disbursements Offices.

This item supersedes State Records Application 87-63, item 1128, 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.

805.05 Program Development Files (Duplicates)

Dates: 1986 -
Volume: 2 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: Chronological

This file series contains grade lists and class enrollment reports (including 10th day enrollment reports). These are internal reference copies for planning teaching schedules (etc.) received from the offices of record (i.e., the Offices of Admissions and Records and Institutional Research).

This item supersedes State Records Application 87-63, item 1129, 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 two (2) years in office, then dispose of.