

BLACK AMERICAN STUDIES

865.01 Job Search Files (Originals and Duplicates)

Dates: 1989-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of files which are used by the department to hire individuals for specific job vacancies. Files include application resumes, letters of application, letters of response by search committee (denial/acceptance), committee evaluations, reference letters from other universities, copies of advertisements for positions, itineraries when candidates arrive for interview, affirmative action audit documents, curriculum vita, published papers, and letters of recommendations.

The Deans Office (SIU-C) at the College of Applied Sciences and Arts maintains "Job Search Files" for five (5) years after search has been completed per item 800.05 of Application 97-43.

Recommendation: Retain in office for five (5) years after search has been completed, 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.

865.02 Class Listing (Duplicates)

Dates: 1989-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the enrollment lists showing students enrolled in Black American Studies courses.

Admissions and Records Office permanently maintains the original "Instructors' Grade Sheets File" (which includes student name, class, and grade) per item 105.05 of Application 97-43. The Theater Department at SIU-C maintains "Class List Files" for three (3) years per item 650.04 of application 97-43.

Recommendation: Retain in office three (3) years, 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.

865.03 Correspondence/Reference Files (Originals and Duplicates)

Dates: 1989-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of incoming and outgoing correspondence exchanged with other departments, other schools and related organizations. Files also include planning documentation, position papers, hand-written notes, solicitation sheets, articles and essays, goals and accomplishments, and related reference materials.

Recommendation: Retain for three (3) years then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all extraneous materials after retaining permanently all items having archival value.

865.04 Course Files (Originals and Duplicates)

Dates: 1989-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Numerical by course number

This record series consists of authorization forms for courses offered in the Black American Studies Department. Files include data showing the course was authorized, when dropped, when other changes were made, closed class cards, curriculum evaluations, and grade change cards.

The original "Syllabi and Course Approvals" (which contain authorization approvals for course descriptions) are maintained permanently by the Admissions and Records Office per item 105.22 of Application 97-43. The Admissions and Records Office also maintains "Official Student Records" (which include grade changes) as permanent per item 105.01 of Application 97-43. The Philosophy Department at SIU-C maintains "Course Files" for two (2) years per item 615.03 of Application 97-43.

Recommendation: Retain in office two (2) years, then dispose of.

865.05 Faculty Meetings Minutes (Originals)

Dates: 1989-

Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of faculty meeting minutes and agendas for Black American Studies.

Recommendation: Retain in office until administrative use is complete, then transfer to University Archives for permanent storage.

865.06 Financial Records (Duplicates)

Dates: 1989-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Numerical

This record series consist of purchase orders, invoice vouchers requisitions, AMO90 and AMO91, travel vouchers, budget information, contractual service vouchers, telephone service requests, internal billing summaries, plant operation billings, funds available reports, revenue/expenditure transaction histories, and salaries reports.

Original and agency record copies of Fiscal Records are maintained with the General Accounting Office as follows: State Voucher Register File (Agency Record Copy) as six (6) years per item 470.17M of Application 87-66, Fiscal Officers Reports (Agency Record Copies) (which include agency record copies of and AMO90 and AMO91) as permanent per item 480.05 of Application 87-66, Vouchers (Agency Record Copies) as six (6) years per item 480.08 of Application 87-66 (original Vouchers are maintained by the State Comptroller for three (3) years per item 2 of Application 97-47), Payroll Administrative Master Files as six (6) years following the full payment or settlement of the corresponding employees benefits/liabilities or following termination of employment whichever is less per item 490.01 of Application 87-66, and Purchase Order Files as six (6) years per item 200.04 of Application 87-66.

Recommendation: Retain in office for three (3) years, 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.

865.07 Historical Files (Originals)

Dates: 1989-
Volume: Negligible
Annual Accumulation: Negligible

Arrangement: Alphabetical by subject

This record series consists of the historical files maintained by the Black American Studies Department. The records contain data documenting the history of the department (i.e. accreditation files, related correspondences, newspaper articles, and pamphlets.)

Recommendation: Retain in office until administrative use is complete, then transfer to the University Archives for permanent storage.

865.08 Personnel Files (Faculty, Civil Service, Student) (Originals and Duplicates)

Dates: 1989-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series include fringe benefit reports, personnel request forms, payroll time transmittals, transcripts, distributions, appointment letters, request for sick and vacation leave, resumes, employment contracts, resignations, terminations, grievance reports, letters of referrals, duplicate dissertations, reference letters, and applications.

The Human Resource Office and Payroll Office maintain the original Personnel Files for sixty-five (65) years per item 150.01 of Application 87-66.

Recommendation: Retain for five (5) years following termination/separation from employment of the respective employee(s), then dispose of providing no litigation is pending or anticipated.

865.09 Tenure and Promotion Files (Originals and Duplicates)

Dates: 1989-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the tenure and promotion files maintained by the Black American Studies Department. Files contain recommendations for promotion and correspondence from the Dean approvingly/denying the request.

Human Resources maintains original Personnel Files for sixty-five (65) years per item 150.01 of Application 87-66.

Recommendation: Retain for five (5) years following termination/separation from employment of the respective employee(s), then dispose of providing no litigation is pending or anticipated.