

## OFF CAMPUS ACADEMIC PROGRAMS

### 835.01 Academic Program Development Files (Originals and Record Copies)

Dates: 1975 -  
Volume: 5 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

The Office of Off Campus Academic Programs is the administrative unit of Southern Illinois University which operates the off campus career oriented educational programs provided by the School of Technical Careers. The Off Campus Programs Office has teaching entities in over 60 military bases internationally. Program participants are eligible to obtain two year associate degrees through post-associate specializations to bachelor's degrees in management programs in the fields of health care, electronics, fire science, and aviation.

This file series consists of correspondence with supporting interest surveys, feasibility studies, and reports of pertinent demographic findings produced from the development and expansion of off campus programs. This item supersedes State Records Application 87-63, item 1165, 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, then offer to the University Archives for accessioning. If offer is rejected, then dispose of.

### 835.02 Off Campus Program Course Scheduling Records (Originals)

Dates: 1975 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the original class schedules and corresponding course teacher and room assignment forms.

This item supersedes State Records Application 87-63, item 1166, 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 or until all administrative value has expired, whichever is longer, then dispose of.

**835.03 Instructional Contracts and Agreements File (Duplicates)**

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

This record series contains the forms used to initiate and/or amend contracts for instructors, including Dislocation Requests (i.e., provisions for flying full time instructors to teach on a base or other program site for a weekend). The personnel secretary of the Dean's Office maintains the originals of these contracts and contract request forms.

This item supersedes State Records Application 87-63, item 1167, 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 until expiration of corresponding contract, 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.

#### **835.04 General Correspondence (Originals and Duplicates)**

Dates: 1975 -  
Volume: 10 Cu. Ft.  
Annual Accumulation: 3/4 Cu. Ft.  
Arrangement: Chronological

This file series consists of the Program Office's general correspondence file containing routine incoming and outgoing letters of inquiry, request, and response.

This item supersedes State Records Application 87-63, item 1168, 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.

#### **835.05 Accreditation Files (Originals or Record Copies)**

Dates: 1975 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series contains letters and/or certificates of accreditation with all supporting documents received or generated for the obtainment of accreditation from other states and countries in which the academic programs are offered.

This item supersedes State Records Application 87-63, item 1169, 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 until the expiration and/or renewal of the documented accreditation, then offer to the University Archives for accessioning. If the offer is rejected by University Archives staff, then retain in other campus facilities (or in office) on a permanent basis.

**835.06 "Base" Correspondence File (Originals and Duplicates)**

Dates: 1975 -  
Volume: 10 Cu. Ft.  
Annual Accumulation: 2/3 Cu. Ft.  
Arrangement: Alphabetical by subject

This is a "subject" correspondence file documenting day-to-day interaction between the program's SIU-C campus office and the various military bases and other off campus sites offering program curricula. Correspondents include program site representatives and secretaries. (A principal document contained within the file series consists of Memorandum of Understanding delineating the terms and conditions for administering the programs.)

This item supersedes State Records Application 87-63, item 1170, 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:** With the exception of Memoranda of Understanding, retain in office for three (3) years, then dispose of. Retain Memoranda of Understanding in office until the lapse of six (6) years after expiration and/or supersession by succeeding Memoranda of Understanding, then dispose of providing no litigation is pending or anticipated. (If expiration and/or supersession does not occur, then retain Memoranda of Understanding in office or the University Archives permanently.)

**835.07 Adjunct Faculty Resumes (Originals)**

Dates: 1984 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

These resumes submitted by adjunct faculty are superseded periodically by updated resumes. (Resumes dated more than five (5) years are deemed by the office to be of no value.)

This item supersedes State Records Application 87-63, item 1171, 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 until the lapse of five (5) years from the date of the resume or until superseded by updated resume(s), whichever occurs first, then dispose of.

**835.08 Application and Resume Files for Program Coordinators Posting (Originals)**

Dates: 1985 -  
Volume: 2 1/4 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Alphabetical by base

These are applications and resumes (principally in the form of Applicant Data Sheets) received by the Office for Program Coordinators' positions. This file series documents applicants who were never employed as well as those ultimately hired. (The actual personnel files of those hired are maintained by the personnel secretary of the School of Technical Careers.)

This item supersedes State Records Application 87-63, item 1172, 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 six (6) years, then dispose of providing no litigation is pending or anticipated.

**835.09 Billing and Receipt System (BRS) Reports (Computer Printouts)**

Dates: 1980 -  
Volume: 60 Cu. Ft.  
Annual Accumulation: 6 Cu. Ft.  
Arrangement: Chronological

This record series consists of the billing and receipt system (BRS) reports. These reports are

generated biweekly and contain the person's name, address and amount billed or received. The Off Campus Program Office maintains the BRS reports in duplicate hardcopy form and on microfiche. The originals (hardcopy and microfiche) are maintained by the Bursar's Office.

This item supersedes State Records Application 87-63, item 1173, 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 until microfilming has been completed, then dispose of all hardcopy records. Retain microforms 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.

#### **835.10 Collection Reports (Duplicates)**

Dates: 1981 -  
Volume: 4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the collection reports. These reports track third party or tuition assistance payments for students participating in the off campus programs. These reports contain the student's ID number, the account deposit, the amount of collection and if any refund is due. The originals are maintained by the Bursar's Office.

This item supersedes State Records Application 87-63, item 1174, 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.

## 835.11 Departmental Accounting Logbooks

Dates: 1981 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the Departmental Accounting logbooks. The Off Campus Program Office enters all vouchers, travel vouchers, and airline receipts into logbooks. The duplicate voucher is then forwarded to the Dean's Office of Technical Careers. The original vouchers are maintained by the Accounting Office.

This item supersedes State Records Application 87-63, item 1175, 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.

## 835.12 Student Payment Logbook

Dates: 1981 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the student payment logbooks. These logbooks record payments from students participating in an off campus program. They contain the student's name, ID number, date and amount received, the original receipts are maintained by the Bursar's Office.

This item supersedes State Records Application 87-63, item 1176, 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.

**835.13 Master Syllabi (Originals)**

Dates: 1980 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by site,  
then course

This record series consists of the master syllabi for the courses offered at each off campus site.

This item supersedes State Records Application 87-63, item 1177, 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 until superseded or updated, then dispose of.

**835.14 Off Campus Academic Programs Graduate File (Duplicates)**

Dates: 1985 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of a copy of the transcripts and a copy of the diploma for each student who graduated from one of the Off Campus Academic Programs offered by the University.

Original student academic records are available from the Admissions and Records Office on a permanent basis.

This item supersedes State Records Application 87-63, item 1178, 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 permanently.



## 835.15 Off Campus Academic Programs Course Files

Dates: 1983 -  
Volume: 30 Cu. Ft.  
Annual Accumulation: 5 Cu. Ft.  
Arrangement: Alphabetical by name of  
base/numerical by course  
number

This record series consists of course files from the military bases which offer Off Campus Academic Programs. Weekly student sign-in sheets for attendance monitoring (originals) and grade reports (duplicates) are included in the course files.

Each base maintains a similar course file. The following recommendation for retention conforms to retention standards of the Veteran's Administration.

This item supersedes State Records Application 87-63, item 1179, 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, then dispose of provided no litigation is pending or anticipated.

## 835.16 Off Campus Academic Programs Student Records (Originals and Duplicates)

Dates: 1970 -  
Volume: 105 Cu. Ft.  
Annual Accumulation: 15 Cu. Ft.  
Arrangement: Alphabetical

This record series consists of student academic records for those students participating in any of the University's Off Campus Academic Programs. Student academic records include copies of the following: course request form(s) (CRF), student application, student transcript(s), evaluation of student transcription(s), transfer credit from other institution(s), grade slips, and/or any change of address card(s). The information is duplicate. It is microfilmed by the Admissions and Records Office and is available on a permanent basis.

The original material that might be found in the student academic record is of an informal and temporary nature. It principally includes any information regarding advisement given to the student, such as correspondence between this office and the student, notes detailing phone calls between this office and the student, etc.

This item supersedes State Records Application 87-63, item 1180, 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 three (3) years after the last date of class attendance and/or contact with the Office of Off Campus Academic Programs, then dispose of provided no litigation is pending or anticipated.

#### **835.17 Add Drop Enrollment Forms (Originals)**

Dates:	1994 –
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by semester, Alphabetical by name, Numerical by social security number

This record series consists of documents used by students to enroll or drop a specific course. Data include student's name, social security number, address, type (i.e., full or part time), year; type of registration; and indication of drop/add. Eastern Illinois University maintains "Enrollment Count File" for five (5) years per item 270.05 of Application 96-32. In addition, SIU-C permanently maintains "Official Student Records" per item 105.01 of Application 97.43.

**Recommendation:** Retain for five (5) 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.