

COLLEGE OF SCIENCE
CHEMISTRY & BIOCHEMISTRY

765.01 Student Files of Alumni with Masters (Duplicates)

Dates: 1965 -
Volume: 1 1/2 Cu. ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series includes inactive student files of alumni with Masters. Contained are copies of excerpts of academic transcripts, copies of Graduate School admission applications, supporting narrative synopsis of the student's academic professional career, copies of papers written or presented, and any correspondence with the student.

This item supersedes State Records Application 87-63, item 1024, 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 on a permanent basis.

765.02 Student Files of Alumni with Ph.D.s (Duplicates)

Dates: 1965 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series includes inactive student files of alumni with Ph.D.'s. Contained are copies or excerpts of academic transcripts, copies of Graduate School admission applications, supporting narrative synopsis of the student's academic/professional career, copies of papers written or presented, any correspondence with the student.

This item supersedes State Records Application 87-63, item 1025, 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 on a permanent basis.

765.03 Inactive Graduate Student Files of Students not Completing the Program (Duplicates)

Dates: 1965 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of inactive student files containing the Department's records of former graduate students who did not complete the program.

This item supersedes State Records Application 87-63, item 1026, 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 following the last period of attendance, 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.

765.04 Active and Inactive Undergraduate Student Files (Duplicates)

Dates: 1965 -
Volume: 5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the usual documents contained in typical departmental level student files which are copies of advisement forms, admission applications, high school

and/or college transcripts, relevant financial or financial aid material, and related correspondence. These student files become inactive from any circumstance terminating active enrollment in the university (e.g., failure to maintain academic or other eligibility, graduation of student, failure to appear for matriculation, and withdrawal of students).

This item supersedes State Records Application 87-63, item 1027, 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: For student files of those completing degrees, retain in office on a permanent basis. For all other student files, retain in office for five (5) years following the last period of 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.

765.05 Alumni Background Information Card File (Originals)

Dates: 1930 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This is an internal card file maintained primarily as a reference of alumni names and addresses.

This item supersedes State Records Application 87-63, item 1028, 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 and dispose of upon discretion of the department.

765.06 Departmental Achievement Reports and Academic Planning Statements (Duplicates)

Dates: 1975 -
Volume: 1 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

Originals of these reports are forwarded to the Dean's office for eventual incorporation and/or implementation in RAMPS, Academic Five Year Plans, Presidents' Reports (etc.).

This item supersedes State Records Application 87-63, item 1029, 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 office, then dispose of.

765.07 Grade Sheets Summary Enrollment Data and 10th Day Enrollment Reports

Dates: 1978 -

Volume: 1 1/2 CU. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

These reports received from Admissions and Records are used on the departmental level to plan faculty work loads, reference student academic performance in given classes, and class schedules.

This item supersedes State Records Application 87-63, item 1030, 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 (5) years in office, then dispose of.

765.08 Curriculum Development File (Originals and Duplicates)

Dates: 1970 -

Volume: 1 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This record series includes syllabi, copies of university catalogs or excerpts of catalogs, course proposals, and curriculum addition request forms. The recommended disposition for this series is based on the approved disposition for the same record series for Western Illinois University per Application 85-149, item 446.

This item supersedes State Records Application 87-63, item 1031, 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 revised or superseded, then transfer to the University Archives for appraisal and possible archival custody and preservation.

765.09 Alumni Letters (Originals and Duplicates)

Dates: 1968 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

This record series includes copies of correspondence/newsletters exchanged with alumni on matters of professional academic assistance, foundation or scholarship/funding, and other related issues.

This item supersedes State Records Application 87-63, item 1032, 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: Maintain in office and dispose of upon discretion of the Department providing the material is screened by University Archives staff prior to any disposals for possible accessioning and preservation.

765.10

Property Control File and Commodities Usage and Supply Record for Faculty (Record Copies and Computer Disks)

Dates: 1969 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series includes the usual hard copy property control inventory listings in both computer printout and manually formatted documentation. Corollary requisition forms, card files and computer disks additionally utilized as a commodities use charge out system for faculty are also contained within the file series.

This item supersedes State Records Application 87-63, item 1033, 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 information is superseded with current data or the lapse of three (3) years from the date of record generation whichever occurs first, then dispose of providing all administrative/legal value of the series has expired and providing no litigation is pending or anticipated.

765.11

Lab Equipment Breakage Records (Originals)

Dates: 1981 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This file contains records of laboratory equipment items broken. This record is used to aid the Bursar's Office in issuing billings to students responsible for the breakage.

This item supersedes State Records Application 87-63, item 1034, 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 provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

765.12 Key Control and Issuance Records (Originals and Duplicates)

Dates: 1969 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by Key Recipient

This record series includes any key control form (maintained as a university record copy by the Security Office) as well as any internal records generally for documenting key issuances.

This item supersedes State Records Application 87-63, item 1035, 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 documented keys are returned or reissued/replaced, then dispose of and/or update as applicable.

765.13 Equipment Inventory Control Record (Originals)

Dates: 1970 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series includes an internal record kept on lab equipment for general inventory control. Paralleled recordkeeping for these items is maintained within property control files.

This item supersedes State Records Application 87-63, item 1036, 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: Maintain and dispose of in office upon discretion of the department.

765.14 Personnel Files (Duplicates)

Dates: 1940 -
Volume: 10 1/2 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, hiring 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 & 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 item supersedes State Records Application 87-63, item 1037, 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.

765.15 Professional Activity Reports for Faculty "Effort Reports" (Originals)

Dates: 1978 -

Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by faculty

These reports are used to document by percentage ratios faculty and graduate assistant time spent for teaching, researching, administration, serving committees (etc.).

This item supersedes State Records Application 87-63, item 1038, 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 dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

765.16 Lab Accident Reports (Originals)

Dates: 1976 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Copies of these reports are routinely transmitted to the Campus Safety Office.

This item supersedes State Records Application 87-63, item 1039, 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 dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

765.17 Maintenance Orders (Duplicates)

Dates: 1976 -

Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Originals are maintained in the university's Physical Plant.

This item supersedes State Records Application 87-63, item 1040, 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 two (2) 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.

765.18 Faculty Load Reports (Originals)

Dates: 1978 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This series lists faculty classroom hours during a semester/school year.

This item supersedes State Records Application 87-63, item 1041, 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 dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

765.19 Inactive Graduate Admissions Applicants File (Duplicates)

Dates: 1986 -
Volume: 1 1/2 Cu. Ft.

Annual Accumulation: 3/4 Cu. Ft.

Arrangement: Alphabetical

This record series consists of departmental copies of applications for admission to the graduate program from individuals with supporting documentation (i.e., copies transcripts, letters of recommendation). This file series contains only those applicant files which are inactive from the denial or withdrawal of the application. Original applications are maintained as well by the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 1042, 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 attainment of inactive status from the denial/withdrawal of the application then dispose of providing no litigation is pending or anticipated.

765.20 Administration and General Correspondence (Originals and Duplicates)

Dates: 1970 -

Volume: 4 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological and by subject

This record series contains the department's general correspondence with various entities and individuals on routine matters of general operation and procedure. This correspondence does not reflect policy development and procedural operation of long term or archival significance.

This item supersedes State Records Application 87-63, item 1043, 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.

765.21 Work Processing Disks for Administration Correspondence and Reports

Dates: 1980 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological and by document format

This item supersedes State Records Application 87-63, item 1044, 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: Maintain in office and dispose of upon discretion of the department.

765.22 Staff Meeting Minutes (Originals)

Dates: 1967 -
Volume: 1/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This item supersedes State Records Application 87-63, item 1045, 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 and/or the University Archives on a permanent basis.

765.23 Student Lab Equipment Loan Agreement Forms

Dates: 2000-
Volume: 2 ½ Cubic Feet

Annual Accumulation: ½ Cubic Feet
Arrangement: Chronological

This record series consists of forms containing information regarding equipment loaned to students by the College of Science of Southern Illinois University at Carbondale. Included on these forms are the student's names, social security numbers, locker number, section number, date of loan, equipment inventory per student, student signature, and instructor signature. The forms acknowledge the student's agreement to return equipment to the College of Science at the end of the semester.

Recommendation: Retain in office for one (1) year after equipment is returned, then destroy.