

**COLLEGE OF EDUCATION
ASSISTANT DEAN'S OFFICE**

**380.01 Administrative Correspondence and Reference
Files (Agency Record Copies and Duplicates)**

Dates: 1972 -
Volume: 15 Cu. Ft.
Annual Accumulation: --
Arrangement: Alphabetical

This record series consists of correspondence and reference material (retained and/or generated by the Assistant Dean) which outlines the policies, procedures, and functions of the College of Education. Examples of records maintained in these files are:

- (1) AACTE - America Association of Colleges of Teacher Education (includes minutes of Certification Committee, legislative briefs, and related correspondence);
- (2) Minutes of various committees (Academic Affairs - originals, committee on Academic Priorities duplicates) departmental chairs meetings - duplicates, Early Childhood Preschool Committee - duplicates, Redundancy Committee - originals, Teacher Education Advisory Committee - originals, etc.
- (3) Special reports (i.e., Carnegie Reports, ISBE Census of Secondary Ceruse Offerings, ISBA Fifth Year Academic Program Reviews, NCATE (National council for Accreditation of Teacher Education) Reports, Planning and Achievement Reports, etc.
- (4) Correspondence with other departments, professional organizations, universities and agencies
- (5) Policies and Procedures of the College and other departments and agencies

- (6) Master course file
- (7) Legislation (copies of bills, correspondence relating to bills)
- (8) Special Events Files (Meet the Dean, Graduation, Career Day, etc.).

This item supersedes State Records Application 87-63, item 527, 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, then dispose of records no longer having any archival value. Microfilm records having an archival value (i.e., original minutes) and retain permanently in the office of University Archives, then dispose of the originals (graph records).

380.02 Correspondence with the State Board of Education (Agency Record Copies)

Dates: 1980 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This correspondence consists primarily of correspondence with the State Board of Education dealing primarily with certification requirements (i.e., persons trying to obtain certification through transcript evaluation may request the university, verify that a particular course they took meets the requirements for certification).

This item supersedes State Records Application 87-63, item 528, 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 two (2) years, then microfilm and dispose of the originals.

Retain the microfilm in the office permanently.

380.03 Scheduling Records (Originals)

Dates: 1982 -
Volume: 7 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Chronological

This item supersedes State Records Application 87-63, item 529, 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.

380.04 Final Grade Sheets (Duplicates)

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

This item supersedes State Records Application 87-63, item 530, 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.

380.05 Scheduling Records (Originals and Duplicates)

Dates: 1982 -
Volume: 7 1/2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

Included in this record series are "Tenth Day Enrollment Reports", class registration forms, schedules of all education classes, faculty assignment sheets, and related correspondence.

This item supersedes State Records Application 87-63, item 531, 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.

380.06 Final Grade Sheets & Grade Distribution Sheets (Duplicates)

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

This item supersedes State Records Application 87-63, item 532, 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.