

**COLLEGE OF EDUCATION**

**DEAN'S OFFICE**

**375.01 Budget and Fiscal Administration Files (Duplicates)**

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

This record series consists of budget (expenditures) printouts, requisitions, bills, purchase orders, travel, contractual, and invoice vouchers for the procurement of goods and services for the College of Education.

This item supersedes State Records Application 87-63, item 519, 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.

**375.02 Personnel Files (Duplicates)**

Dates: 1960 -  
Volume: 21 1/2 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Alphabetical

This record series consists of duplicate copies of personnel records of civil service employees, faculty, administrative and professional employees, student workers, and graduate assistants. Included are copies of performance evaluations, contracts, grievances, requests for sabbaticals, tenure verification

documentation, letters of recommendation, reprimand, resignation or termination.

This item supersedes State Records Application 87-63, item 520, 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 separation from employment, 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.

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

Dates: 1975 -  
Volume: 16 1/2 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological/Alphabetical

This record series consists of original and duplicate correspondence and administrative reference files detailing matters of the function, procedures, organization and policy decision making of the College of Education.

Included in this record series are:

- (1) Annual reports submitted to the President (Achievement Reports);
- (2) Minutes of all departmental meetings (duplicates);
- (3) Policies and procedures (i.e., on student teaching, Affirmative Action);
- (4) R.A.M.P. documents;
- (5) Five year academic plans (submitted to Board of Regents);
- (6) Planning Statements;
- (7) Department reports submitted to the Dean;

- (8) Correspondence with other departments (i.e., Legal, Student Center, Disabled Student Center, Property Control, other vice-presidents, Affirmative Action Office, etc.);
- (9) Correspondence with professional organizations (also newsletters and pamphlets);
- (10) Correspondence with faculty (on assignments, etc.);
- (11) Correspondence on office renovation (also includes work orders, reports on renovation of Pullium Hall, blueprint, etc.).

This item supersedes State Records Application 87-63, item 521, 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 review file and take the following steps for disposition:

- (A) Dispose of correspondence/reference material which is merely informational or routine.
- (B) Retain all originals of minutes of meetings, special surveys and reports, policies, procedures, rules and any material documenting activities and planning of the department until they no longer have administrative value, then transfer to the University Archives for permanent retention.

**375.04 Budget Records and Salary/Fringe Benefits Reports (Duplicates)**

Dates: 1980 -

Volume: 4 1/2 Cu. Ft.

Annual Accumulation: 1/2 Cu. Ft.

Arrangement: Chronological

This record series consists of budget narratives, correspondence with vice-president and other department on budgetary matters and salary and fringe benefits printouts.

This item supersedes State Records Application 87-63, item 522, 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.

**375.05 Job Search Files (Agency Record Copies)**

Dates: 1980 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by department

This record series consists of the files created each time a faculty or professional staff position becomes vacant and the university begins the process of soliciting candidates to fill the vacancy. Included are a copy of the job description for the vacancy to be filled, affirmative action forms, copy of the advertisement, notes or minutes of meeting(s) between the chairperson of the departments to decide which candidates are to be interviewed, and other related correspondence.

This item supersedes State Records Application 87-63, item 523, 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.

**375.06 Research and Grants (Duplicates)**

Dates: 1979 -  
Volume: 6 Cu. Ft.  
Annual Accumulation: Negligible

Arrangement: Alphabetical by department

This record series consists of a copy of the grant proposal, grant application, grant award, check lists, grant status sheet, monitoring reports, and grant budgets.

The agency record copy of this record series is maintained in the Office of Research Development and Administration as per State Records Application 87-63.

This item supersedes State Records Application 87-63, item 524, 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 six (6) fiscal years after termination of all corresponding grants and related agreements, 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.

**375.07 Teacher Certification Records (Agency Record Copies)**

Dates: 1976 -

Volume: 4 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological/Alphabetical

Included in this record series are applications submitted by students to the Teacher Education Program, graduation checklists, transcripts, application for certification, alphabetical card index (shows name, student ID number, date of certification, graduation date, and education classification for which certification was granted) and related correspondence.

This item supersedes State Records Application 87-63, item 525, 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 dispose of application to the Teacher Education Program and any correspondence providing all audits have been completed

under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Retain the graduation checklists, certification application, and transcripts for two (2) years, then microfilm in the office permanently.

**375.08 Graduate or Administrative Certification Records  
(Agency Record Copies)**

Dates: 1976 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological/Alphabetical

Included in this record series are documents required for certification by State Board of Education, candidates seeking the Illinois Superintendent endorsement, elementary school principal, secondary school principal, special education school educator, curriculum coordinator, school business manager, and vocational-technical director.

Types of documents included in this record series are: transcripts of grades, application to Administrative Certification Program, letter of recommendation, certification application, advisor check sheets, and other related correspondence (i.e., correspondence authorizing the candidate substitute one course for another, or allowed to waive a particular course).

This item supersedes State Records Application 87-63, item 526, 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 dispose of the application, letters of recommendation, and ephemeral correspondence providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.