

## ASSOCIATE DEAN FOR INSTRUCTION

### 753.01 **Outgoing Correspondence of the Associate Dean for Instruction - "Defense" File**

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

This outgoing correspondence touches on all administrative and academic issues coming to the attention of the Associate Dean for Instruction.

**Recommendation:** Retain in office for three (3) years or until expiration of administrative value, whichever is longer, then transfer to the University Archives for review, accessioning, and disposal.

### 753.02 **Departmental Correspondence Files**

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

This record series consists of the following departmental correspondence: Biological Sciences, Chemistry and Biochemistry, Computer Science, Geology, Mathematics, Microbiology, Physics, Physiology, Plant Biology and Zoology. Topics include: student and course inquiries, Open House, Commencement, Honors Day, scholarships, COS policies, textbooks, and advisement.

**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.

**753.03 Dean's Office Listings of Enrollment in the College of Science by Majors and Computer Printouts of Enrollment Information**

Dates: 1973 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of listings of enrollment figures on undergraduate majors in the college that are taken from computer printouts generated by and received from the Office of Admissions and Records. Listings of enrollment figures on graduate majors are also contained in the series, with such graduate enrollment information provided by the Graduate School orally.

**Recommendation:** Retain all Dean's Office listings of graduate and undergraduate enrollment figures permanently. Retain the Office of Admissions and Records computer printout enrollment information for five (5) years or until expiration of administrative value, whichever is longer, then dispose of.

**753.04 Catalog Preparation Galley Proofs and Related Correspondence**

Dates: 1973 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of galley proofs sent to the college and/or departments by the Office of Admissions and Records. These are galley proofs indicative of changes, deletions, and additions to both the Counselor's Advisement Catalog and the Undergraduate Catalog. This series also contains related correspondence.

**Recommendation:** Retain in office for five (5) years or until expiration of administrative value,

whichever is longer, then dispose of.

**753.05 General Correspondence and Related Documents**

Dates: 1973 -  
Volume: 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of correspondence and reference copies of related administrative reports sent to and/or received from the following offices on campus: Admissions and Records (various departments), Science Advisement (Extern Program), Health Professions Information Office, Transitional Programs, Student Development, Graduate School, College of Education (Teacher Education Program), and the University Honors Program. The following topics are referenced in the series: Community College Counselor's Conference, information on courses, general education curriculum, proficiency testing, recruitment, student tours, and tutor information.

**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.

**753.06 General Correspondence Files of the Graduate Appeals Committee**

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

This record series consists of general correspondence and related memos exchanged by the Graduate Appeals Committee with the Office of Admissions and Records indicating Committee meeting preparations.

**Recommendation:** Retain the general correspondence and related memos 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.

#### **753.07 Honors Day Ceremony Documents**

Dates: 1973 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the following documents: script, commemorative booklets, listings of scholarships awarded at honors day ceremonies, computer printouts listing honorees, scholarship recommendations, and related correspondence.

**Recommendation:** With the exception of the commemorative booklets, retain in office for five (5) years or until expiration of administrative value, whichever is longer, then dispose of. Retain the commemorative booklets permanently.

#### **753.08 Meeting and Appointment Calendars**

Dates: 1984 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the Associate Dean's calendar which records students' appointments and other miscellaneous meeting dates, including the Curriculum Committee.

**Recommendation:** Retain in office for five (5) years or until expiration of administrative value, whichever is longer, then dispose of.

### **753.09 Class Schedules and Related Memoranda**

Dates: 1979 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of computer printouts generated by the Office of Admissions and Records and distributed to the departments by the College. The printouts list the suggested schedule of classes and are revised periodically as necessary. The original is sent back to Admissions and Records with a copy retained by the College and the departments. Also included in the series are related memos to the Dean from the departments for planning the allocation of large lecture rooms for given classes.

**Recommendation:** Retain in office for two (2) years or until expiration of administrative value, whichever is longer, then dispose of.

### **753.10 Curriculum Committee Files**

Dates: 1974 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

The record series includes minutes of Curriculum Committee meetings, memos sent to committee members with meeting agenda, background sketches of the committee members that have served, and processed copies of the approved Form 90's and 90A's. The series also includes tracking logs used to monitor the advancement of Form 90's and 90A's. (Form 90's and 90A's are processing forms for curriculum revisions.)

**Recommendation:** With the exception of the Form 90 and 90A tracking logs, retain in office for ten (10) years or until expiration of administrative value, whichever is longer, then transfer to the University Archives for review,

accessioning, and/or disposal.

**Recommendation:** Retain the Form 90 and 90A tracking logs in office for three (3) years or until expiration of administrative value, whichever is longer, then dispose of.

#### **753.11 Dean's Lists**

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

This record series consists of computer printouts and labels which are generated by the Office of Admissions and Records and lists the students from the college who have been placed on the Dean's List each semester. The original information is maintained by the Office of Admissions and Records and is noted in the student's academic record.

**Recommendation:** Retain in office for one (1) year or until expiration of administrative value, whichever is longer, then dispose of.

#### **753.12 Computer Printouts of Enrollment Statistics**

Dates: 1990 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: 1/3 Cu. Ft.  
Arrangement: Chronological

This record series consists of the following enrollment reports sent by the Office of Admissions and Records: Course Inventory Audit Reports, Distribution of Grades by course, Enrollment Analysis Reports, Enrollment Reports, Registration Section Status Summaries, and Students Making 3.0 or Better.

**Recommendation:** Retain in the office for five (5) years or until a revised superseding report has been received, whichever occurs first, then dispose of.

**753.13 Applications and Supporting Documents for Student Readmission into the College of Science**

Dates: 1979 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological and  
Alphabetical

This record series consists of student applications for readmission with supporting information sheets on the student's academic histories, petitions for reinstatement, and letters written to the Associate Dean explaining the reasons for past failure and what he/she will do to correct it. It also includes applications from "interval" students (some with copies of transcripts) who have been out at least one semester and have completed application through Admissions and Records but have yet to obtain the final approval from the Associate Dean for Instruction.

**Recommendation:** Retain in the office for seven (7) years lapsed from the date of submission, 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.

**753.14 Student and Faculty Reference Letters**

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

This record series consists of letters of recommendation written in behalf of faculty seeking employment and students requesting admittance to a university, medical school or seeking employment.

**Recommendation:** Retain in office for five (5) years lapsed from the date of receipt, then

dispose of providing no litigation is pending or anticipated.

**753.15 Scholarship Files**

Dates: 1974 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of scholarship recommendations, vouchers, individual memorandum of agreements (copies sent from the SIU Foundation) and related correspondence pertinent to the various scholarships offered by the college, departments and/or outside organizations.

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

**753.16 Student Suspension Lists**

Dates: 1977 -  
Volume: 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of computer printouts generated by Admissions and Records which list students placed on suspension for the previous semester.

**Recommendation:** Retain in office for one (1) year, then dispose of.

**753.17 Tuition Waivers and Supporting Documents**

Dates: 1972 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the applications for tuition waiver, copies of tuition waiver award notifications which are sent to Financial Aid, related correspondence and computer generated reports received from Financial Aid confirming the total amount awarded for the fiscal year.

**Recommendation:** Retain in office for five (5) years (lapsed from the date of document generation) or until expiration of administrative value, whichever is longer, 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.

**753.18 Applications and Supporting Documents for Student Withdrawal from the College of Science**

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

This record series consists of the College's copies of the forms initiated and completed by the Office of Transitional Programs for students who have applied for complete withdrawal from the university for given semesters. The application consists of each instructor's signature or other indication of approval for withdrawing from class(es), possible grade(s) earned, and the last date of attendance. The application, along with other supporting information, is also maintained by the Office of Transitional Programs. Doctors' verifications of medical reasons for withdrawal are also often included. The front page of the application is xeroxed for incorporation in the college's student files.

**Recommendation:** Retain in office for seven (7) years following the date of receipt from the Office of Transitional Programs, 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.

**753.19 Work Experience Academic Credit Administration Forms and Supporting Documents**

Dates: 1974 -  
Volume: 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

Under certain criteria and conditions academic credit is awarded to students for qualified work experience. This series contains the completed forms entitled "Concurrent Work Experience" (SCI 257's) and "Past Work Experience" (SCI 258's) with supporting correspondence (usually from student employers verifying the students' employment histories that would meet the credit requirements) and copies of credit add slips sent to the Office of Admissions and Records upon the Associate Dean's approval.

**Recommendation:** Retain in office for seven (7) years (lapsed from the date of record generation), 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.

**753.20 Solicitation Sheets**

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

This record series consists of computer printouts generated by the Office of Admissions and Records and distributed to the departments. The printouts list the names of faculty members who have taught a class for the indicated

semester. The originals are sent back to the Office of Admissions and Records (which provides the information to Institutional Research) and copies are maintained by the college.

**Recommendation:** Retain in office for five (5) years or until expiration of administrative value, whichever is longer, then dispose of.

**753.21 Special Major Program Guidelines, Recommendations, and Student Files**

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

This series contains the Special Major Program guidelines and the college's written recommendations for granting or denying a Special Major to individual students enrolled in the Special Major Program. (Original or "master" student files are maintained and scheduled for permanent retention by the Office of Admissions and Records or the Graduate School as applicable.)

**Recommendation:** Retain the Special Major Program guidelines and the written recommendations for granting or denying a Special Major permanently. Retain the college level Special Major student files for seven (7) years following the student's completion and/or separation from the program, 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.

**753.22 Student Relations Correspondence Pertinent to Disciplinary Actions and/or Academic Status**

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

Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of correspondence specific to students and relating to the following concerns: academic dishonesty, grievances, and other issues bearing on the academic status of students.

**Recommendation:** Retain in office for seven (7) years or until expiration of administrative value, whichever is longer, then dispose of (by shredding) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**753.23 General Student Relations Correspondence and Related Documents Not Pertinent to Disciplinary and/or Academic Status Matters**

Dates: 1976 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of correspondence pertinent to such matters as students adding or dropping courses and their obtainment of work experience credits as well as administrative forms comprised by file cards and/or listings indicating or utilized for grade distribution (i.e., grade discrepancies and grade changes) and student recruitment (e.g., supporting computer printout listings of prospective students received from the Office of Admissions and Records).

**Recommendation:** With the exception of the computer printout listings of prospective students, retain in office for five (5) years or until expiration of administrative value, whichever is longer, then dispose of (by shredding), providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Retain the computer printout listings of prospective students in office for one (1) year or until expiration of administrative value, whichever is longer, then dispose of.