

CRIMINOLOGY & CRIMINAL JUSTICE

(Referencing From Center for Study of Crime, Delinquency, and Corrections)

665.01 Administrative Correspondence and Related Documents (Originals and Duplicates)

Dates: 1960 -
Volume: 72 Cu. Ft.
Annual Accumulation: 2½ Cu. Ft.
Arrangement: Alphabetical by topic

Contents in the record series include incoming/outgoing correspondence exchanged by the above office, law enforcement and criminal justice agencies (i.e., State Laboratories, U.S. Customs), other units of the university, prospective/enrolled students, and other groups/individuals external to the university. Files also include memos, book excerpts, articles, and manuscripts produced and/or collected by staff.

This item supersedes State Records Application 87-63, item 687, 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 with the assistance of University Archives staff, review the series and transfer any documents possessing archival value (i.e., book excerpts, articles, manuscripts) to the University Archives for permanent retention and dispose of extraneous correspondence and related documents.

665.02 Inmate Admission Records

Dates: 1973 - 1978
Volume: 2 Cu. Ft.
Annual Accumulation: N/A
Arrangement: Alphabetical

This record series contains the inmate admission records when the Center for the Study of Crime, Delinquency and Corrections was a central clearinghouse for prisoners requesting enrollment at SIU.

This record series consists of correspondence from prison inmates of requesting that the Prison Parole Board grant work releases for them to attend classes, progress reports, letters of recommendation, FBI records, psychological evaluations and incident reports. This function is now being performed by the Prison Parole Board. Some of these records were microfilmed amounting to about 1 cu. ft. of microfiche cards.

This item supersedes State Records Application 87-63, item 688, 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: Transfer accumulation to the University Archives for review and permanent retention of any material having long-term historical significance and disposing of the rest provided no litigation is pending or anticipated.

665.03 Personnel Records (Duplicates)

Dates: 1961 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the personnel files for civil service employees and faculty of the Center for the Study of Crime, Delinquency and Corrections. A typical personnel files may contain but is not limited to the following items: appointment papers, applications, evaluations, recommendations or reprimands, grievances, requests for sabbaticals, salary or class changes, promotions, time sheets, and tenure papers. The original records are maintained by the Personnel Services Office.

This item supersedes State Records Application 87-63, item 689, 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 for five (5) years after separation from employment, then dispose of provided no litigation is pending or anticipated.

665.04 Grievance Files (Duplicates)

Dates: 1978 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of student and faculty grievances, grade appeals and other cases such as alleged sexual harassment. These files consist of the minutes of the Grievance Committee meetings, tapes of the meetings, witness statements, evidence, character references, attorney notes, correspondence between the director of the center about the complaint with the university, the university's legal council and the ombudsperson, and the final decision or order. The agency record is maintained in the Office of the Legal Counsel as the "Grievance Case Files." (See this application.)

This item supersedes State Records Application 87-63, item 690, 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 the office after the case is closed, then dispose of provided no more litigation is pending or anticipated.

665.05 Grant Records (Duplicates)

Dates: 1973 -
Volume: 4 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of grant applications and proposals, monitoring documents, budget adjustments, final reports and correspondence. The original records are maintained by the Research Development and Administration Office.

This item supersedes State Records Application 87-63, item 691, 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 after the research project has been completed, 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.

665.06 Job Search Records

Dates: 1979 -
Volume: 6 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Alphabetical by position title

This record series consists of the job search files for positions at the Center for the Study of Crime, Delinquency and Corrections, consisting of the job advertisements, affirmative action forms, position descriptions, then justifications for appointment, letters of recommendations and applications. Some of these records were microfiched at one time, but this project was abandoned.

This item supersedes State Records Application 87-63, item 692, 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 for five (5) years after the job search has been completed, then dispose of provided no litigation is pending or anticipated.

665.07 Fiscal Records (Duplicates)

Dates: 1962 -
Volume: 28 1/2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of the fiscal records for the Center for the Study of Crime, Delinquency and Corrections, consisting of invoice vouchers, requisitions, bills, purchase orders, travel vouchers, contractual vouchers, telecommunications billings, payroll distribution sheets and budget proposals, projections and

adjustments. Original records are maintained by the Purchasing, Payroll and Budget Offices.

This item supersedes State Records Application 87-63, item 693, 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.

665.08 Correspondence File for the Graduate Program

Dates: 1971 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains general information and correspondence about the Graduate Program, including information about fellowships, advisors, the graduate school, orientation and recruitment and advertising activities.

This item supersedes State Records Application 87-63, item 694, 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, then review and weed, disposing of any material that no longer has administrative value.

665.09 Graduate Student Files

Dates: 1981 -
Volume: 2 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Alphabetical by applicant

Contents include correspondence, letters of recommendation, copies of transcripts, and admission applications. Original student files are maintained by the

Admissions Office on a permanent basis per Application 87-63.

This item supersedes State Records Application 87-63, item 695, 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: A. Retain files of students who have enrolled for five (5) years following graduation or last date of attendance, then dispose of provided no litigation is pending or anticipated.

B. Retain files of denied/withdrawn applicants for admission to graduate work in the department for three (3) years following date of denial, notice of withdrawal, or date of last contact with the respective applicant(s), then dispose of providing no litigation is pending nor anticipated.

665.10 Class/Grade Sheets Lists (Duplicates)

Dates: 1980 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains duplicates of the computer-generated class lists and grade sheets which are verified and the original returned to Admissions and Records where they are maintained on microfiche permanently.

This item supersedes State Records Application 87-63, item 696, 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 no litigation is pending or anticipated.

665.11 Correspondence for the Graduate Office

Dates: 1978 -
Volume: 7 1/2 Cu. Ft.

Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Alphabetical

This record series contains general correspondence, class handouts, planning report documents, annual reports, student enrollment figures, minutes and agenda of the departments' teacher evaluation committee, peer evaluations for tenure, appointment and merit pay increases, course syllabi, and summaries of student evaluations of instructors.

This item supersedes State Records Application 87-63, item 697, 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 review files and weed out any material possessing long term historical value (minutes of meetings, policy formulation correspondence, significant department reports, etc.) and transfer these records to the University Archives for permanent retention. Records which do not possess any historical value are to be disposed of.