

INFORMATION SYSTEMS AND APPLIED TECHNOLOGIES

DIRECTOR'S OFFICE

846.01 Administrative Correspondence Files

Dates: 1970 –
Volume: 5 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical and Chronological

This record series consists of routine administrative correspondence received and generated by Information Systems and Applied Technologies. Files may contain miscellaneous correspondence between the agency, private entities, individuals, and other government offices, plus inter-office/departmental communications that does not become part of a case file or other records series.

“Routine Administrative correspondence” is defined as:

- Letters of transmittal and acknowledgement;
- Non-personally addressed, unsolicited correspondence and communications that originate outside of the agency;
- Requests for publications or information after the requests have been filled;
- Replies to questionnaires, where the summary results have been retained for record purposes;
- Material not filed as evidence of administrative activity or for the informational content thereof, including –
 - Working notes, where a final report has been issued.

Documents regarding regular office functions, such as correspondence requesting supplies, scheduling meetings, or informing others of an employee absence, where a record copy of financial or personnel actions is retained in another record series.

Recommendation: Retain for three (3) years, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

846.02 Fiscal Transaction Files (Duplicates)

Dates: 1970 –
Volume: 15 Cubic Feet

Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the duplicate copies of fiscal transactions. These records include copies of the following: purchase orders, requisitions, invoice vouchers, travel vouchers, fiscal reports, payroll sheets, fringe benefit reports, budget materials, property control inventories, and related materials.

Recommendation: Retain for three (3) years, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

846.03 Student Files (Duplicates)

Dates: 1970 –
Volume: 35 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Alphabetical

This record series consists of the duplicate copies of student files for Information Systems and Applied Technologies. These records include copies of the following: transcripts, correspondence, records of courses taken, advisement sheets, course request forms, transcripts for other schools, and any pertinent curriculum information needed.

Recommendation: Retain in office for five (5) years after graduation or date of last attendance, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

846.04 Personnel Files (Duplicates)

Dates: 1970 –
Volume: 6 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the duplicate copies of personnel files for Information Systems and Applied Technologies which may be for faculty, civil service, administrative professionals, graduate assistants, undergraduate assistants, and student workers. These records include copies of the following: performance evaluations, appointment letters, application for employment, vitae, letters and forms documenting employee

separation, salary and/or classification data, time and attendance records, employee contracts, and tenure and promotion yearly letters. Originals are retained by Human Resources permanently per Application 87-66, item 150.01.

Recommendation: Retain in office for five (5) years after separation of employment, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

846.05 Curriculum Files (Originals)

Dates: 1970 –
Volume: 20 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the Curriculum Files for Information Systems and Applied Technologies at SIU-Carbondale. Files contain official forms course changes; program changes; budgetary/curriculum forms for collecting registration fees; master and course syllabi; grade/class lists; classroom and teaching schedules; and pertinent correspondence.

Recommendation: Retain in office for three (3) years, then microfilm and destroy originals in a secure manner after images have been verified. Retain microfilm permanently.

846.06 Job Search Files (Originals)

Dates: 1978 –
Volume: 5 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the Job Search Files for Information Systems and Applied Technologies at SIU-Carbondale. Files contain correspondence; job applications and resumes submitted by candidates; the advertisement itself for open position; the job description; affirmative action forms; hiring documents and pertinent immigration paperwork (if applicable).

Recommendation: Retain in office for five (5) years after search has been completed, then destroy in a secure manner provided all audits have been completed, if necessary and no litigation is pending or anticipated.

