

**COLLEGE OF MASS COMMUNICATION AND
MEDIA ARTS**

DEVELOPMENT OFFICE

710.01 Membership List of Friends of WSIU

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

This record series contains the membership list of all donors to the Friends of WSIU which is on computer and also on card file. The Friends of WSIU went to computer files with hard disk in 1983. The information contains on an individual membership file in computer or on card includes name, address, telephone, date check written, the number of the check and the date the check was received.

This item supersedes State Records Application 87-63, item 375, 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 permanently with security copy of the computer tape updated periodically.

710.02 Friends of WSIU Board Minutes

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

This record series contains minutes of the Friends of WSIU Board, financial reports prepared by the SIU Foundation about the station, and the constitution and by-laws.

This item supersedes State Records Application 87-63, item 376, 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, then transfer to the University Archives for permanent retention.

710.03 Friends of WSIU Donor Contributions (Originals)

Dates: 1973 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains lists of checks received by WSIU from donors who respond to fundraising events such as the annual telethon. A copy of the list and the actual checks are sent to the SIU Foundation for deposit by that agency.

This item supersedes State Records Application 87-63, item 377, 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 six (6) 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.

710.04 Personnel Files (Duplicates)

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

This record series consists of all personnel records for those employed at WSIU and WUSI. Original personnel files are maintained in the university's Personnel Services Office as per Application 87-66.

This item supersedes State Records Application 87-63, item 378, 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 of the respective employee(s), then dispose of providing no litigation is pending or anticipated.

710.05 Donor File

Dates: 1975 -
Volume: 7 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of the names and addresses of those who have made donations to the stations.

This item supersedes State Records Application 87-63, item 379, 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 until administrative value has expired, then dispose of provided no litigation is pending or anticipated.

710.06 Administrative Correspondence

Dates: 1984 -
Volume: 5 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of correspondence with Friends of WSIU and WUSI, questions on membership, program guides, special projects (this includes sweepstakes, wine festival and auctions), sample of other PBS station activities, WSIU and WUSI Friends Board information (minutes of meetings, minutes of Community Advisory Board meetings, and updates on projects and activities), files on each local business underwriter (including proposals and agreements) and memos to the station manager from PBS on programming for sales information.

This item supersedes State Records Application 87-63, item 380, 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 to the University Archives for permanent retention and dispose of all extraneous materials. Retain copies of minutes of meetings permanently.

710.07 Program Guides

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

This record series consists of program guides for WSIU and WUSI.

This item supersedes State Records Application 87-63, item 381, 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 permanently in the office or the University Archives.