

COLLEGE OF SCIENCE

MICROBIOLOGY

785.01 Administrative Correspondence and Reference File

Dates: 1963 -
Volume: 12 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical

This record series contains the administrative correspondence and reference file for the Microbiology Department, including items such as memos, printouts of classes offered, lists of majors and minors, operating papers for the College of Science, the statement of areas of understanding between the Microbiology Department in Springfield and Carbondale, the agreement with the School of Medicine, departmental achievement reports, minutes of departmental meetings, operating papers for the Administrative/Professional Staff Council, locker key control records, information about fund-raising projects for the department, information about advertising the microbiology program in guides to science and other college programs, academic reviews by internal and external evaluators, student enrollment, post doctoral research files by researchers hired on grant, general information from other university departments, copies of minutes from the College of Science meetings and a chronological file of the Microbiology Chairperson's correspondence.

This item supersedes State Records Application 87-63, item 1065, 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 three (3) years in office, then review files and remove any materials containing information which has long term administrative/historical value and transfer to the University Archives for permanent retention. Remaining records that do not have historical/administrative value are to be disposed of provided no litigation is pending or anticipated.

785.02 Graduate Advisement Files

Dates: 1967 -
Volume: 7 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of graduate student advisement files for masters and Ph.D. candidates of the Microbiology Department, containing admission documents, letters of acceptance, graduate assistantship documents, grades, transcripts, reports of progress towards the degree, personal and professional data sheets and other related correspondence.

This item supersedes State Records Application 87-63, item 1066, 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 five (5) years after the date of graduation or date of last attendance at the university, then dispose of provided no litigation is pending or anticipated.

785.03 Construction and Lab Equipment File

Dates: 1963 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: None

This record series contains information about building the Life Science II Building, blueprints and budget quotations for lab equipment, some grant information, and correspondence.

This item supersedes State Records Application 87-63, item 1067, 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: Review files, disposing of any items that have no administrative/historical value and transfer blueprints and other items that do have historical value to the University Archives for permanent retention.

785.04 Personnel File

Dates: 1957 -
Volume: 2 1/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains the personnel files for the faculty and civil service employees of the Microbiology Department. A typical faculty file would contain a curriculum vitae, student evaluations of the professor and copies of grants that the faculty member has received. A typical civil service employee's file would contain notice of wage changes, yearly evaluations, hiring forms, the job description and letters of recommendation.

This item supersedes State Records Application 87-63, item 1068, 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 ten (10) years after separation from employment, then dispose of provided no litigation is pending or anticipated.

785.05 Faculty Search File

Dates: 1984 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological, then
Alphabetical

This record series consists of information about the search as well as application material, including copies of the advertisement for the position, the job description and minutes of the Search Committee's deliberations along with the applications, curriculum vitae and letters of recommendation from the candidates.

This item supersedes State Records Application 87-63, item 1069, 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 three (3) years, then dispose of providing no litigation is pending or anticipated.

785.06 Accounting Files

Dates: 1981 -
Volume: 9 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Chronological by fiscal year

This record series contains the department's accounting files, including purchase orders, invoice vouchers, computer printouts of the student worker payroll and student worker time sheets with supervisor's signature as back-up for the Payroll Office.

This item supersedes State Records Application 87-63, item 1070, 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.

785.07 Graduate Students Who Never Attended File

Dates: 1983 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This record series contains graduate student files for people who were accepted in the Microbiology program but never attended or other incomplete files for those who are not attending Southern Illinois University.

This item supersedes State Records Application 87-63, item 1071, 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 one (1) year in the office, then dispose of provided no litigation is pending or

anticipated.

785.08 Class Lists File

Dates: 1982 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the first, tenth, and thirtieth day class lists of students enrolled in Microbiology classes each term.

This item supersedes State Records Application 87-63, item 1072, 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 one (1) term, then dispose of provided the "Grade List" has been received and all administrative value has expired and no litigation is pending or anticipated.

785.09 Grade Lists File

Dates: 1953 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the grade lists of students enrolled in Microbiology classes by term.

This item supersedes State Records Application 87-63, item 1073, 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 five (5) years, then dispose of.

785.10 Lob of Vendor Purchasing Information

Dates: 1982 -
Volume: Negligible
Annual Accumulation: Negligible

Arrangement: Chronological

This log book notes all items ordered through Microbiology storeroom, including the account number, estimated cost, actual cost, date item was received and who received it.

This item supersedes State Records Application 87-63, item 1074, 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.

785.11 Vendor Purchasing Information Files

Dates: 1982 -
Volume: 9 Cu. Ft.
Annual Accumulation: 2 1/4 Cu. Ft.
Arrangement: Chronological

This record series contains purchase orders, both pencil copies and final typed copies, for equipment and supplies ordered for the storeroom of the Microbiology Department.

This item supersedes State Records Application 87-63, item 1075, 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.

785.12 Inventory Information File

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

This record series contains both the university's annual inventory records and the room inventory maintained by the Microbiology Department, both showing the furniture and equipment, where they are located, any changes of location and value.

This item supersedes State Records Application 87-63, item 1076, 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 superseded by a more current listing, then dispose of.

785.13 Equipment Repair Information File

Dates: 1981 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological

This record series contains repair request forms sent to the Physical Plant and a log book listing the description of the work needed, the date, the account number and the work order number.

This item supersedes State Records Application 87-63, item 1077, 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, 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.

785.14 Equipment Check-Out List

Dates: 1977 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the check-out list that Microbiology uses to record what equipment or consumable commodities (such as pencils) have been

taken from the storeroom. The list shows the date, the name of the person checking the equipment or commodity out, description of the item, and the purchase order or "C" number of the account, if something was bought for a particular person or purpose.

This item supersedes State Records Application 87-63, item 1078, 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.

785.15 Civil Service and Faculty/Staff Payroll Information Files (Duplicates)

Dates: 1988 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by fiscal year

This record series consists of copies of payroll documentation retained on administrative/professional staff, civil service and faculty employees. File series contents include time recording sheets, fringe benefit reports, and payroll distributions. "Payroll Administration Master Files" are maintained by the Office of the Controller/Payroll Division for a period of six (6) years per State Records Application 87-66.

This item supersedes State Records Application 87-63, item 1078A, 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.

785.16 Faculty Course Exam Files

Dates: 1998 -
Volume: 12 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical by semester and
course

This record series consists of departmental copies of exams given to students under the College. Faculty members retain their own originals and the student's resulting grades are forwarded to Records and Registration Office for permanent retention per the provisions of item 105.01 of State Records Application 97-43.

Recommendation: Retain in office for two (2) 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.