

COLLEGE OF LIBERAL ARTS

SCHOOL OF MUSIC

605.01 Personnel Files (Duplicates)

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

This record series consists of personnel files for the faculty and civil service employees of the Music Department. Included are: evaluations, requests for vacation/sick leave, letters of recommendation, achievement reports, programs (from performances given by faculty members) and correspondence relating to personnel matters.

Originals personnel files are maintained by Personnel Services for sixty-five years.

This item supersedes State Records Application 87-63, item 444, 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 following separation of employment, then dispose of provided no litigation is pending or anticipated.

605.02 Administrative Correspondence and Reference Files

Dates: 1972 -
Volume: 9 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

These files contain original and duplicate correspondence and reference material generated or utilized by the Music Department. Examples of predominant types of documents maintained in this file include: original and duplicate university memorandum, planning statements, copies of policies and procedures, practice room scheduling material, student handbooks, faculty vitae, tuition waivers, achievement reports and program reviews.

This item supersedes State Records Application 87-63, item 445, 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 dispose of all duplicate, informational or routine items. Transfer remaining accumulation to the University Archives for evaluation and possible accessioning of records possessing archival value.

605.03 Payroll Information Files (Duplicates)

Dates: 1982 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: By item, then Chronological

This record series consists of payroll information for the employees of the Music Department. Included would be: fringe benefit printouts, payroll distribution printouts, and time transmittal printouts. This information is also maintained by the Fringe Benefits Section of Personnel Services and the Payroll Office.

This item supersedes State Records Application 87-63, item 446, 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.

605.04 Fiscal Administration Files (Duplicates)

Dates: 1980 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: By fiscal year

This record series consists of requisitions, invoices, vouchers, and ledgers for the Music Department. The originals of these documents are maintained by the General Accounting, Disbursements and Purchasing Offices.

This item supersedes State Records Application 87-63, item 447, 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.

605.05 Budget Administration Files (Duplicates)

Dates: 1982 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: By fiscal year

This record series consists of the Music Department's copy of their operating budget. Also included herein would be budget proposals, requests and working papers.

Original budget files for the entire university are maintained by the Budget Office.

This item supersedes State Records Application 87-63, item 448, 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.

605.06 Class Schedules (Duplicates)

Dates: 1981 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by term

This record series consists of class schedules listing all classes taught by the Music Department, the time and day(s) taught, room number, name of instructor and credit awarded. Also included would be various working papers utilized by the department to create their schedule.

This item supersedes State Records Application 87-63, item 449, 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 dispose of.

605.07 Employment Request File

Dates: 1977 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of letters, often with resumes attached, from persons seeking employment within the university's Music Department.

This item supersedes State Records Application 87-63, item 450, 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 providing no litigation is pending or anticipated.

605.08 Student Repertory Cards (Originals)

Dates: 1972 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by student name

This record series consists of student repertory cards required to be maintained by the National Association of School of Music (which is responsible for accrediting music schools and departments).

These cards serve as records of students' repertory (a list of pieces they are familiar with and ready to perform) for each term. Students are required to perform their repertory before a jury at the end of each term. Comments from the jury and conditions of passing the semester are also included on the cards.

This item supersedes State Records Application 87-63, item 451, 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 graduation or date of last attendance, then dispose of.

605.09 Grade Sheets (Computer Printouts)

Dates: 1979 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: --
Arrangement: Chronological, then by class

This record series consists of computer printout grade sheets showing, for each class under the Music Department, names of all students enrolled with corresponding hours earned, grade earned, identification number and class rank (i.e., freshman, sophomore, junior or senior). Original grade sheets are maintained on microfiche by the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 452, 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 office, then dispose of.

605.10 Faculty Meeting Minutes and Agenda

Dates: 1982 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This item supersedes State Records Application 87-63, item 453, 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 - either in the office or the University Archives.

605.11 Student Files

Dates: 1972 -
Volume: 10 1/2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by name

This record series consists of individual files created for each student who chooses a major in Music. Forms/documents which are found in a typical student file would be: transcripts, proficiency

or waiver forms, grade slips, major sheets, graduation checklists, and correspondence.

Original records of students' courses taken, grades received and degree earned are maintained by the university's Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 454, 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 graduation or date of last attendance, then dispose of.

605.12 Event Scheduling Files

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

This record series consists of forms utilized to facilitate the scheduling of events and programs. These forms are submitted to the department by the various personnel and faculty in order to coordinate events within the department.

This item supersedes State Records Application 87-63, item 455, 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 the expiration of all administrative value, then dispose of.

605.13 Instrument Checkout Files (Originals)

Dates: 1986 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.

Arrangement: Alphabetical by student's name

This record series consists of forms which are required to be filled out whenever a student checks out an instrument owned by the Music Department. These forms are utilized to keep track of which student has which instrument out so they can be retrieved when necessary.

This item supersedes State Records Application 87-63, item 456, 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 one (1) year after return of the instrument, then dispose of provided no litigation is pending or anticipated.

605.14 Special Events Administration File

Dates: 1974 -

Volume: 4 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This record series concerns the administration of various special events conducted by the department - mainly summer music festivals (for high school and junior high school music students) and IHSA music contests.

Included would be scheduling materials and correspondence (appointing instructors, setting up housing, etc.)

This item supersedes State Records Application 87-63, item 457, 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 three (3) years, then dispose of provided no litigation is pending or anticipated.

605.15 Director's Correspondence File (Record Copies)

Dates: 1981 -

Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of all official memorandum and correspondence issued from the director of the Music Department.

This item supersedes State Records Application 87-63, item 458, 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 transfer to the University Archives for possible accessioning of records possessing archival value.

605.16 Faculty Search Files (Originals) (Not Hired)

Dates: 1983 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series includes the following types of records generated in the administration of faculty searches: applicant's resume, letter of application, letter of response by search committee (denial/acceptance), and reference letters.

The series documents for the applicants who are ultimately appointed are copied to the department's personnel files scheduled for five (5) years following termination of employment per item 610.03 of this records disposition application. The faculty search materials for successful candidates are also incorporated in the university's master personnel files maintained for sixty-five (65) years following termination of employment per approved application 87-66, item 150.01.

Recommendation: Retain in office for two (2) years following expiration of the respective vacancy, then dispose of (by shredding) providing no litigation is pending or anticipated.