

**PHYSICIAN'S ASSISTANT PROGRAM**

(Moved from 97-43 to 93-10 on 10/21/2015)

**800.01 Financial Records (Duplicates)**

Dates: 1997 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Numerical

This record series consists of purchase orders, invoice vouchers, requisitions, AM090's and AM091's, travel vouchers, budget information contractual service vouchers, telephone service requests, and internal billing summaries. The original records are maintained by General Accountant Purchasing, Disbursements and the Budget Office. These records are created and maintained but the Southern Illinois University.

This item supersedes State Record Application 97-43 (SIU Carbondale – School of Allied Health) item 855.01 in order to transfer the “Physician’s Assistant Program” to the administrative jurisdiction of State Records Application 93-10 (SIU School of Medicine), revise the recommendation and provide for media neutral disposition of the records.

Recommendation: Retain in office for three (3) years after the date of generation, then destroy in a secure manner or delete from the system provided all audits have been completed if necessary, and no litigation is pending or anticipated.

**800.02 Correspondence Files (Originals)**

Dates: 1997 -  
Volume: 1/2 Cu. Ft.  
Annual Accumulation: ½ Cu. Ft.  
Arrangement: Alphabetical

This record series consists of incoming and outgoing letters exchanges by the above office, other units of the SIU School of Medicine, and interested groups of individuals external to the agency. Files also include memos, drafts, and

working papers. These records are created and maintained by the Southern Illinois University – Carbondale campus.

This item supersedes State Record Application 97-43 (SIU Carbondale – School of Allied Health) item 855.02 in order to transfer the “Physician’s Assistant Program” to the administrative jurisdiction of State Records Application 93-10 (SIU School of Medicine), revise the recommendation and provide for media neutral disposition of the records.

Recommendation: Retain in office for five (5) years after the date of generation, then with the assistance of the University Archives staff, review the series and transfer any documents possessing archival value to the University Archives for permanent retention and destroy any remaining materials in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

### **800.03 Personnel Files (Originals and Duplicates)**

Dates: 1997 -  
Volume: 1/2 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Alphabetical by name

Record Series contents include faculty, civil service (including graduate assistants) and A/P employee evaluations, personnel/payroll information forms which include: fringe benefit reports, personnel request forms, payroll time transmittals, transcripts, distributions, appointment letters, request for sick leave and vacation, resumes, contracts, resignations, terminations, grievance reports, letters of referrals, reference letters and applications.

This item supersedes State Record Application 97-43 (SIU Carbondale – School of Allied Health) item 855.03 in order to transfer the “Physician’s Assistant Program” to the administrative jurisdiction of State Records Application 93-10 (SIU School of Medicine), revise the recommendation and provide for media neutral disposition of the records.

Recommendation: Retain in office for five (5) years following separation from employment, then destroy all duplications in a secure manner or delete from the system provided all audits have been completed, if necessary and no litigation is pending or anticipated. The originals documents are to be forwarded to Human Resources to become part of the employee's permanent file.

**800.04 Student Employee Files (Duplicates)**

Dates: 1997 -  
Volume: 1/2 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Alphabetical

This record series consists of student employment files which include work referrals immigration forms, time transmittals, distributions, accident reports, and evaluations. The originals records are maintained by Payroll and the Financial Aid Office. These records are created and maintained by the Southern Illinois University – Carbondale campus.

This item supersedes State Record Application 97-43 (SIU Carbondale – School of Allied Health) item 855.04 in order to transfer the “Physician’s Assistant Program” to the administrative jurisdiction of State Records Application 93-10 (SIU School of Medicine), revise the recommendation and provide for media neutral disposition of the records.

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

**800.05 Rejected Student Applications for Program Admission (Originals)**

Dates: 1997 -  
Volume: 6 Cu. Ft.  
Annual Accumulation: 6 Cu. Ft.  
Arrangement: Alphabetical by name

The records series contains applications and related documents submitted by students seeking admission into the program including essays, interview review documents, letters of recommendation. Admission applications, transcripts, evaluations forms, advisor evaluations, reinforcement letters, rejection letters, and alternate letters. Original applications for students who are accepted into the program become part of the departmental student files. These records are created and maintained by the Southern Illinois University – Carbondale campus.

This item supersedes State Record Application 97-43 (SIU Carbondale – School of Allied Health) item 855.05 in order to transfer the “Physician’s Assistant Program” to the administrative jurisdiction of State Records Application 93-10 (SIU School of Medicine), revise the recommendation and provide for media neutral disposition of the records.

Recommendation: Retain in office for five (5) years after the date of rejection, then destroy in a secure manner or delete from the system provided all audits have been complete, if necessary and no litigation is pending or anticipated.

**800.06 Research Files (Originals)**

Dates: 1997 -  
Volume: Negligible.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This records series contains research about the program, surveys, personal history information, testing information, demographics, human subject files, and correspondence. These records are created and maintained by the Southern Illinois University – Carbondale campus.

This item supersedes State Record Application 97-43 (SIU Carbondale – School of Allied Health) item 855.06 in order to transfer the “Physician’s Assistant Program” to the administrative jurisdiction of State Records Application 93-10 (SIU School of Medicine), revise the recommendation and provide for media neutral disposition of the records.

Recommendation: Retain in office for five (5) years after the date of generation, then microfilm and destroy the hardcopy documents in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Retain all record series microfilm permanently.

**800.07 Program Entity Affiliation Agreement Administration File**

Dates: 1997 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by name

This record series consists of contract letters exchanged with program affiliated entities, pertinent insurance information, supporting administrative reports, correspondence regarding students employed by the affiliated entities, and copies of the affiliation agreements formed with the participating entities. These records are created and maintained by the Southern Illinois University – Carbondale campus.

This item supersedes State Record Application 97-43 (SIU Carbondale – School of Allied Health) item 855.07 in order to transfer the “Physician’s Assistant Program” to the administrative jurisdiction of State Records Application 93-10 (SIU School of Medicine), revise the recommendation and provide for media neutral disposition of the records.

Recommendation: Retain in office for five (5) years after the date of the generation, then microfilm and destroy the hardcopy documents in a secure

manner or delete from the system provided all audits have been complete, if necessary, and no litigation is pending or anticipated. Retain all record series microfilm permanently.

**800.08 Student Files (Original & Duplicates)**

Dates: 1997 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: 7 Cu. Ft.  
Arrangement: Alphabetical by student last name

This records series consists of student files including the applications to the Physician Assistant Program, transcripts, grade slips, records of courses taken, appointment papers, advisement sheets, dean's letter of recommendations, resumes, questionnaires, student evaluations of the program, evaluations of the student, and related correspondence. These records are created and maintained by the Southern Illinois University – Carbondale campus.

Recommendation: Retain in office for seven (7) years after the date of generation, then scan and microfilm and destroy the hardcopies in a secure manner (once scanned images have been verified) and provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Retain microfilm copies in the office permanently. Retain electronic data until all administrative values have expired, then delete from the system.