

PHYSICIAN'S ASSISTANT PROGRAM

855.01 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 Account, Purchasing, Disbursements and the Budget Office.

Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

855.02 Correspondence (Originals)

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

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

Recommendation: Retain in office for five (5) years, 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 dispose of all extraneous materials.

855.03 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.

The original records for the personnel/payroll information are maintained by Human Resources and Payroll.

Recommendation: Retain in office five (5) years following separation, then dispose of all duplicates. The original documents are to be offered to Human Resources as a part of the employee's permanent file.

855.04 Student Files (Duplicates)

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

This record series consists of student employee files. Included within this file are: work referrals, immigration forms, time transmittals, distributions, accident reports, and evaluations. The original records are maintained by Payroll and the Financial Aid Office.

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.

855.05 Student Applications for Program Admission (Originals)

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

This record series contains essays, interview review documents, letters of recommendation, program admission applications, transcripts, evaluation forms, advisor evaluations, reinforcement letters, rejection letters, and alternate letters.

Recommendation: Retain in office for five (5) years, then microfilm and dispose of the hardcopy documents. Retain all record series microform(s) for fifteen (15) years (lapsed from the date of generation), then dispose of providing no litigation is pending or anticipated.

855.06 Research Files (Originals)

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

This record series contains research about the program, surveys, personal history information, testing information, demographics, human subject files, and correspondence.

Recommendation: Retain in office for five (5) years, then microfilm and dispose of the hardcopy documents. Retain all record series microforms permanently.

855.07 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.

Recommendation: Retain in office for five (5) years, then microfilm and dispose of the hardcopy. Retain all record series microform(s) permanently.