

PLACEMENT

440.01 Personnel Files (Duplicates)

Dates: 1948 -
Volume: 2½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of duplicate copies of personnel files maintained on employees in the Placement Office. Included are requests for leave of absence, grievance records, performance evaluations, applications for employment, letters of recommendation, resignation or termination, reprimands, appointment and other related correspondence.

Recommendation: Retain in office for five (5) years after termination of employment, then dispose of providing all audits have been completed under the authority of the Auditor General, if necessary, and no litigation is pending or anticipated.

440.02 Placement Files (Agency Record Copies)

Dates: 1977 -
Volume: 150 Cu. Ft.
Annual Accumulation: 15 Cu. Ft.
Arrangement: Numerical by social security number

This record series consists of credentials files of all graduates of SIU at Carbondale except graduates of the Law School and the Medical School. The Law School and the Medical School have separate placement offices to serve their graduates. Included are registration forms, resumes, letters of recommendation and student teaching evaluation forms (if applicable).

Recommendation: Retain in office for five (5) years after last update to the file, then dispose of providing no litigation