

UNIVERSITY HONORS PROGRAM

655.01 Honor Program Student Files (Originals and Duplicates)

Dates: 1979 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by student

The student files for Honors Program participants contain applications for acceptance in the program, forms for changing curricula to "Honors Experience," a higher level of work with paper submission or similar work product, Independent Study curricula program forms, grade cards and an overall summary of a student's history in the program.

This item supersedes State Records Application 87-63, item 959, 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 until graduation of student or the last period of each student's enrollment, then microfilm and dispose of original paper. Retain all record series microforms in office and/or other University facilities permanently.

655.02 Administrative Correspondence File (Originals and Duplicates)

Dates: 1979 -
Volume: 4 1/2 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological

This record series consists of the Program Office's administrative correspondence file containing letters exchanged with other university programs, other SIU Departments, recommendation letters generated for honor students acceptance in graduate programs, career entry recommendation letters, and correspondence with scholarship sponsors.

This item supersedes State Records Application 87-63, item 960, 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 with the assistance of the University Archives staff, transfer any materials possessing sufficient archival value to the custody of the University Archives and dispose of the balance of the accumulation remaining after any or all archival transfers providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Upon discretion of the office, the file may be microfilmed and the microforms may be maintained and distributed (on campus only) for any retention periods and security/archival considerations deemed appropriate.

655.03

**Budget and Fiscal Administration Records
(Duplicates)**

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

This record series includes vouchers, schedules, requisitions, budget administration forms/records, purchase orders, contract obligation documents and/or miscellaneous obligation documents, AMO system computer printout account status reports/ledgers, and property control files. University wide record copies of these forms and records are maintained by the Accounting and Disbursements Offices.

This item supersedes State Records Application 87-63, item 961, 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.

655.04 Personnel Files (Office Copies)

Dates: 1980 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series includes the Honors Program office copies of personnel administration documents pertinent to individuals employed as student workers, administrative and professional staff, civil service staff, and graduate assistants. The file is composed of time and attendance records, hiring authorizations, performance evaluations and related correspondence. University-wide record copies of personnel files are maintained by the Office of Personnel Services and the Office of Student Work & Financial Assistance in the case of student workers. These latter files will be scheduled for retention periods of sixty-five (65) years and five (5) years after termination of employment and/or enrollment in SIU-Carbondale respectively.

This item supersedes State Records Application 87-63, item 962, 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 following termination of employment, 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.

655.05 Scholarship And Tuition Waiver Applications (Originals)

Dates: 1979 –
Volume: 3 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of successful and unsuccessful scholarship or tuition waiver applications of students in the University Honors Program. The application contains personal and confidential data which may include social security number, birth dates, financial information, etc. The successful applications are not part of the student's file.

Recommendation: Retain the successful applications for three (3) fiscal years then microfilm and destroy hard copies in a secure manner. Retain microfilm permanently. Retain unsuccessful applications for three (3) years then destroy in a secure manner provided all audits have been completed if necessary and no litigation is pending or anticipated.