

VICE CHANCELLOR FOR ACADEMIC AFFAIRS RESEARCH
AND DEAN OF THE GRADUATE SCHOOL
RESEARCH DEVELOPMENT AND ADMINISTRATION

160.01 Grant and Contract Award Files

Dates: 1966 -
Volume: 500 Cu. Ft.
Annual Accumulation: 30 Cu. Ft.
Arrangement: Numerical

This record series consists of research grant proposal files maintained by the Office of Research Development and Administration, which coordinated research grants for the entire university. These records generally contain information on all faculty proposals to solicit funds for research projects. Included in these files would be: grant applications; proposals; project narratives; contracts; and general correspondence.

This item supersedes State Records Application 87-63, item 46, 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. Archives staff will evaluate and accession any records containing archival value. All other records may be disposed of, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

160.02 Administrative Correspondence and Reference File

Dates: 1965 -
Volume: 37 1/2 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Alphabetical by subject

These files contain original and duplicate correspondence and reference material generated or utilized by the Office of Research Development and Administration. Examples of predominant types of documents maintained in this file include: original and duplicate university memoranda; duplicate meeting

minutes of campus-wide committees; requests for funds or travel time; audits; and Achievement Reports.

This item supersedes State Records Application 87-63, item 47, 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 years in the 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.

160.03 Annual Reports (Originals)

Dates: 1966 -
Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of annual reports prepared by the Office of Research Development and Administration listing all awards granted, total amount of funds granted, total number of awards granted, and brief summarizations of major grants.

Copies of these annual reports are submitted to the President and the Vice President for Academic Affairs and Research.

This item supersedes State Records Application 87-63, item 48, 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 transfer to the University Archives for permanent retention.

160.04 Research Sabbatical Files

Dates: 1984 -
Volume: 6 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological

This record series is utilized in the review and granting of sabbaticals for research purposes. Included would be:

applications; proposals; Requests for Mini-Sabbaticals; Requests for Sabbatical Extensions; Summer Research Fellowship applications; and rejection/acceptance letters (giving the recommendation of the Research Committee).

Recommended retention period is based on previous administrative use experience and referral rate.

This item supersedes State Records Application 87-63, item 49, 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 the office, then dispose of provided no litigation is pending or anticipated.

160.05 Research Project Account Files (Duplicates)

Dates: 1984 -
Volume: 36 Cu. Ft.
Annual Accumulation: 12 Cu. Ft.
Arrangement: By project number

This record series contains fiscal files documenting all transactions involving state funds for organized research at the university. Included are duplicate copies of vouchers, purchase orders, requisitions, payroll printouts, appointment papers, graduate fellowship records, and final fiscal reports for each research project.

This item supersedes State Records Application 87-63, item 50, 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 the office, 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.

160.06 Project Final Fiscal Reports (Originals)

Dates: 1967 -
Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of final fiscal reports (and, occasionally, interim reports) for all completed research projects. These reports detail how all appropriated funds were spent for each specific project.

This item supersedes State Records Application 87-63, item 51, 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 six (6) years in the office, then transfer to the University Archives. Archives staff will evaluate and accession any records containing archival value. All other records may be disposed of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

160.07 Fringe Benefit Reports

Dates: 1970 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of vacation/sick leave time and salary information for payroll purposes. Research shop personnel are included in this.

Originals are maintained in fringe benefits section of personnel services.

This item supersedes State Records Application 87-63, item 52, 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 for three (3) years providing no litigation is pending or anticipated.

160.08 Organized Research Files

Dates: 1983 -
Volume: 72 Cu. Ft.
Annual Accumulation: 18 Cu. Ft.
Arrangement: By account number

This record series consists of financial transactions in research accounts. Included in this are expenditures that took place on organized research projects (graduate school, research shops, departmental projects, approved special projects), blue copies of invoice vouchers, purchase orders, payrolls for projects, appointment papers and time cards for students (to be purged after three (3) years).

This item supersedes State Records Application 87-63, item 53, 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 archive all items with the exception of those excluded in the description.

160.09 Patent Files

Dates: 1973 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of patent files for the Research, Development and Administration Division. Included in this are patent disclosure (from United States Patent Office), correspondence to companies, and legal correspondence to patent attorneys.

This item supersedes State Records Application 87-63, item 54, 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 permanently.

160.10 Reject Proposals

Dates: 1983 -
Volume: 10 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Chronological by year, then alphabetical

This record series consists of ideas that were rejected by the Research, Development and Administration Department.

This item supersedes State Records Application 87-63, item 55, 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 transfer to the University Archives for permanent retention.

160.11 SIU-C Human Subjects Committee Files

Dates: 1974 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of all documentation retained on the activities of the Human Subjects Committee which was established to insure the safety of persons submitting to research experiments conducted under the auspices of various university departments. File series contents include individuals' applications to the Committee, copies of relevant federal documents (i.e. federal register) and all related correspondence/memoranda.

This item supersedes State Records Application 87-63, item 55A, 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 microfilm and dispose of hard copy documentation. Retain all record series microforms in office permanently.

160.12 Reject Proposals (Supercedes 160.10)

Dates: 1983 -
Volume: 10 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Chronological by year, then alphabetical

This record series consists of ideas that were rejected by the Research, Development and Administration Department.

This item supersedes State Records Application 97-43, item 160.10, in order to reduce the retention period from permanent to retain for three (3) years from date of rejections.

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