

**HUMAN RESOURCES  
EMPLOYEE RECORD CENTER**

**120.01 Tuition Waivers Files**

Dates: 1985 -  
Volume: 4½ Cu. Ft.  
Annual Accumulation: 1½ Cu. Ft.  
Arrangement: By type of employee,  
then Chronological

This record series consists of applications for tuition waivers submitted by the civil service employees, faculty, and administrative professional staff of the university.

**Recommendation:** Retain in office for five (5) years, then dispose of providing no litigation is pending or anticipated.

**140.01 Fringe Benefit Reports (Computer Printouts)**

Dates: 1973 -  
Volume: 28 Cu. Ft.  
Annual Accumulation: 4 Cu. Ft.  
Arrangement: Chronological

This record series consists of computer printout reports showing accrued vacation and sick leave time, as well as other fringe benefits accrued by employees, and Fringe Benefit balance adjustment sheets. These are the university's record copy of such reports.

**Recommendation:** Retain in office for one (1) year, then microfilm and dispose of originals provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Retain any record series microforms produced on a permanent basis.

**140.03 Workers Compensation Claim Case Files and Related Index Card Summary File (Originals)**

Dates: 1978 -  
Volume: 12 Cu. Ft.

Annual Accumulation: 1½ Cu. Ft.  
Arrangement: Alphabetical and  
Chronological

This record series consists of the workmen's compensation claim case files containing record copies of employer's first, supplemental, and final reports of injury, copies of vouchers for medical and/or disability claims, related medical reports of condition and treatment, any Industrial Commission settlement or arbitration documents and related correspondence and index summary card file. The recommended disposition for this file series is based on statutes of limitation stipulated under 820 ILCS 305/17 and 820 ILCS 310/3. (1994 State Bar Edition).

**Recommendation:** Retain in office for five (5) years following the final disposition and closure of the respective cases, 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.

**140.04 Refereed and Adjudicated Decisions Files on Unemployment Compensation Claims (Originals)**

Dates: 1983 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This file series contains hearing transcripts, exhibits, and decisions on actions involving Unemployment Insurance.

**Recommendation:** Retain in office for four (4) 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.

**140.03 Unemployment Insurance Administration File (Originals)**

Dates: 1981 -  
Volume: 3½ Cu. Ft.

Annual Accumulation: 3/4 Cu. Ft.  
Arrangement: Chronological

This file series contains the documentation of the Fringe Benefits Office's administration of Unemployment Insurance on behalf of the university. Original completed forms include Employer Notice of Possible Ineligibility, Notice of Findings to Base Period, computer printout Quarterly Summary of Benefits Paid, insurance coverage audit forms, exit interviews, verification forms of employment termination circumstances or conditions (lay-off, resignation, discharge, etc.), and related correspondence.

**Recommendation:** Retain in office for six (6) 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.

## 150.01

### Personnel Files (Originals)

Dates: 1967 -  
Volume: 5 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical and Chronological

These are the university's central copies of personnel files covering employees with civil service, faculty, administrative and professional classifications. File contents are applications for employment, resumes, hiring authorizations, performance evaluations, time and attendance records (including copies of Fringe Benefits Reports), tenure/promotion documentation, narrative academic career highlights, copies of excerpts of Professional Activity Reports, and letters or forms documenting employee separations.

**Recommendation:** Microfilm as generated or received, then dispose of original paper. Retain all record series microforms in University facilities for sixty five (65) years (commencing from the date of film generation), 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.

**150.02            General Administrative Correspondence (Originals and Duplicates)**

Dates:                            1960 -  
Volume:                         5 Cu. Ft.  
Annual Accumulation:       Negligible  
Arrangement:                 Chronological

This record series includes duplicate copies of the Board of Trustees' meetings, memos and bulletins stipulating policies and procedures, internal and inter-office memoranda, and incoming/outgoing correspondence.

**Recommendation:**       Retain in office for three (3) years, then with the assistance of 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.

**150.03            Computer Printout Payroll Comparative Analysis Reports (Duplicates)**

Dates:                            1985 -  
Volume:                         5 Cu. Ft.  
Annual Accumulation:       2½ Cu. Ft.  
Arrangement:                 Chronological

This report compares by fiscal year budgeted payroll levels by classification, sex, and fund title. These reports originate from the Payroll Office.

**Recommendation:**       Retain in office for one (1) month, then dispose of providing no litigation is pending or anticipated.

**150.04            Faculty Cumulative Career Summary Files (Active and Inactive)**

Dates:                            1950 -  
Volume:                         12 Cu. Ft.  
Annual Accumulation:       Negligible  
Arrangement:                 Alphabetical

These career summary files of faculty contain biographical sketches and copies or synopses of articles published or reports of research findings.

**Recommendation:** Retain in office for five (5) years from the date of termination of University employment, then dispose of providing the file series has first been screened by University Archives staff and any appropriate accessions have been completed accordingly. Also, all audits/litigations must be completed, resolved, or unnecessary before disposal is to proceed.

**150.05 Computer Printout Fringe Benefit Reports (Originals)**

Dates: 1973 -  
Volume: 19½ Cu. Ft.  
Annual Accumulation: 1½ Cu. Ft.  
Arrangement: Chronological

This record series consists of computer printout reports showing accrued vacation and sick leave time, as well as any other fringe benefits accrued by the employees. The university's record copy of such reports are maintained by the Fringe Benefits Office of Personnel Services.

**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.

**150.06 Computer Printout Fringe Benefit Extract Reports**

Dates: 1983 -  
Volume: 9 Cu. Ft.  
Annual Accumulation: 2 Cu. Ft.  
Arrangement: Alphabetical

This computer printout is an extract summary of Fringe Benefits Report data.

**Recommendation:** Maintain hard copy and any record series microforms produced in office and

dispose of upon discretion of the agency.

**150.07 Civil Service Employment History Cards (Originals)**

Dates: 1947 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series shows starting date, promotion and salary history.

**Recommendation:** Retain in office or the University Archives permanently or until microfilmed. If microfilmed, dispose of hard copy after filming. Maintain any record series microforms in office or the University Archives permanently.

**150.08 Position Classifications and Department Listings by Employee (Computer Printouts)**

Dates: 1978 -  
Volume: 3/4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This listing is a running historical record of position classifications employed throughout the university and within University departments/subdivisions.

**Recommendation:** Microfilm as generated, then dispose of original paper. Retain all record series microforms in University facilities for ten (10) years, then dispose of providing no litigation is pending or anticipated.

**150.09 Faculty/Staff Pay Summary (Computer Printouts)**

Dates: 1979 -  
Volume: 3/4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: By account number

This computer printout summarizes hours worked, distribution of overtime pay, and the payroll account.

**Recommendation:** Retain in office for one (1) year, then dispose of. Upon discretion of the agency, this record series may be microfilmed by the office and all record series microforms are to be retained until expiration of administrative value, then dispose of.

**150.10 Payroll Work Sheets (Microfiche)**

Dates: 1987 -  
Volume: 3/4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This microfiche is generated as a payroll working listing used for internal reference to employees' classification, department, home phone and status (i.e., civil service, faculty, etc.).

**Recommendation:** Maintain in office and dispose of upon discretion of the Office of Personnel Services.

**150.11 Card File on Seniority (Originals)**

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

This is an internal card file used for tracking employee seniority levels.

**Recommendation:** Maintain in office and dispose of upon discretion of the Office of Personnel Services.

**150.12 Absent Without Pay Listings (Computer Printouts)**

Dates: 1976 -  
Volume: 1½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical and Chronological

This printout lists employees on leaves of absence with non-pay.

**Recommendation:** Retain in office for two (2) 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.

150.13

**Budget Preparation and Administration Files (Originals)**

Dates: 1954 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This file series contains annual internal budgets prepared by and for Personnel Services (or that Office's administrative forerunner), budget line item projections and request forms, and if appropriate, fund transfer forms.

**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.

150.14

**Economic Interest Statements and Lists of Required Filers**

Dates: 1984 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series includes the university's copies of Economic Interest Statements required to be filed by University officials/employees receiving annual salaries of \$35,000 or more. Related listings of those required to file are included within the scope of the series. The Board of Ethics maintains the state-wide record copy of such statements for three (3) years after the date of filing due date per Application 82-60.



**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.

**150.14 Personnel Headcount Listings by Title for Faculty, Administrative and Professional Staff (Computer Printouts)**

Dates: 1965 -  
Volume: 15 Cu. Ft.  
Annual Accumulation: 3/4 Cu. Ft.  
Arrangement: Chronological

This is used to monitor employment levels for general budget administration. The recommended ten (10) year retention period is based on the potential research value of the headcount listings.

**Recommendation:** Retain in office or the University Archives for ten (10) 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.

**150.16 Listings of Negotiable and Prevailing Wages for Civil Service Employees (Excluding Clerical) (Computer Printouts)**

Dates: 1972 -  
Volume: 6 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: By class and Chronological

**Recommendation:** Retain in office for ten (10) 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.

**150.17 Approval Requests Files for Non-University Employment (Originals)**

Dates: 1960 -  
Volume: Negligible

Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of a form completed by the faculty, administrative/professional staff, or civil service member and submitted to the administrative officer to whom the individual reports. This is a request for outside university employment. The files include the approval request for non-university employment forms, approval of outside employment documents, and annual reports of actual time spent on non-university employment.

**Recommendation:** Retain in office for five (5) years, after termination of University 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.