

## STUDENT CENTER BUSINESS OFFICE

### 240.01 Fiscal reports (Duplicates)

Dates: 1979 -  
Volume: 12 Cu. Ft.  
Annual Accumulation: 1½ Cu. Ft.  
Arrangement: By fiscal year

This record series consists of the Student Center Business Office's copies of AMO-90's, FAS Reports, Reports of Monthly status, and copies of their budgets, as well as corresponding working papers and back-up documentation.

The originals of these reports are maintained by the General Accounting Office.

**Recommendation:** Retain six (6) 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.

### 240.02 Fiscal Administration Files (Duplicates)

Dates: 1979 -  
Volume: 42 Cu. Ft.  
Annual Accumulation: 7½ Cu. Ft.  
Arrangement: By fiscal year

This record series consists of invoice vouchers, transfer vouchers, requisitions, purchase orders, and paid telephone bills.

The originals of these documents are maintained by the General Accounting, Disbursements, and Purchasing Office.

**Recommendation:** Retain six (6) 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.

**240.03 General Administrative Correspondence File (Originals and Duplicates)**

Dates: 1977 -  
Volume: 7½ Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Alphabetical by subject

This record series consists of routine correspondence detailing the Student Center Business Office's day-to-day administration of duties. Also included herein are various policies and procedures, duplicate reports, and other reference material.

**Recommendation:** Retain in office for three (3) years, then dispose of provided no litigation is pending or anticipated.

**240.04 Ticket Sales Administration Files (Originals and Duplicates)**

Dates: 1984 -  
Volume: 4½ Cu. Ft.  
Annual Accumulation: 1½ Cu. Ft.  
Arrangement: By type of event, then chronological

The Student Center's Business Office serves as a ticket outlet for the SIU Arena, Shryock Auditorium, McCloud Theater, and, occasionally, other facilities. Included in this record series are: ticket recapitulation sheets; daily balance sheets; Cash Collection Reports; audits of ticket sales; and ticket stubs.

**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.

**240.05 Billings Files (Originals)**

Dates: 1984 -

Volume: 3 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological by billing period

These files are utilized in the billing of organizations for their use of rooms in the Student Center, as well as any food purchased by them. Included are copies of bills, scheduling agreements, and catered event forms.

**Recommendation:** Retain six 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.

**240.06 Returned Checks (Originals)**

Dates: 1975 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series contains checks which have been written to the Student Center's Business Office and returned to them by the bank due to insufficient funds.

**Recommendation:** Retain in the office for six (6) years after date the account is closed-because it has been paid in full or because the account is written off or transferred to the State Comptroller's Office in accordance with the Act in relation to uncollectible claims and accounts receivable of State agencies (Ill. Revised Stat., 1983, Ch. 15, para 101 etseq.) then dispose of.

**240.07 Change Machine Audits (Originals)**

Dates: 1984 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of ledgers showing money put into and taken out of the Student Center's change-making machines, and reconciling any differences.

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

**240.08 Daily Business Summaries (Originals)**

Dates: 1982 -  
Volume: 15 Cu. Ft.  
Annual Accumulation: 3 Cu. Ft.  
Arrangement: By fiscal year

This record series consists of Cash Reconciliation Summaries received daily from each subdivision under the Student Center. Also included are Cash Deposit Forms.

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

**240.09 Payment Center Fiscal Administration Files**

Dates: 1984 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

The Student Center's Business Office operates a payment center for GTE and Western Union. These files are utilized in the administration of duties concerning that payment center. Included are payment listings, logbooks (for Western Union, showing the date of each transaction, purchaser's or payee's name, amount of the money order, and the number on the money order), and check logs (listing each check sent to GTE).

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

**240.10 Cash Register Receipt Tickets (Originals)**

Dates: 1984 -  
Volume: 100 Cu. Ft.  
Annual Accumulation: 30 Cu. Ft.  
Arrangement: Chronological by year

This record series consists of all cash register tapes for the various subdivisions under the Student Center (e.g. Bowling and Billiards, the Information Desk). These tapes, showing all money taken in, are collected each day and serve as backup documentation for most of the Student Center's daily fiscal transactions.

**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.

**240.11 Bowling Sheets (Originals)**

Dates: 1984 -  
Volume: 18 Cu. Ft.  
Annual Accumulation: 6 Cu. Ft.  
Arrangement: Chronological

This record series consists of bowling sheets received from the Bowling and Billiards subdivision. These sheets used to be checked against the cash receipt tickets received from Bowling and Billiards, but this process has since been rendered obsolete, subsequently these sheets are no longer required to be retained.

**Recommendation:** Retain at the discretion of the agency.

**240.12 Request for Use of Alcoholic Beverage (Originals)**

Dates: 1980 -

Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by name

This record series consists of documents which verify a group's request to serve alcoholic beverage on campus. Data include name of requesting group, date of request, date and time of event, estimated attendance, specific location, description of event, type of alcohol served, type of service, person requesting the service, and authorized signatures. Western Illinois University maintains Events Files for three (3) years per item 101 of Application 85-148.

**Recommendation:** Retain in office for three (3) years following the date of the event, 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.