

**BASIC SCIENCE DEPARTMENTS/CARBONDALE  
ANATOMY**

**450.01 Staff Performance Evaluations (Non-Civil Service) (Originals)**

Dates: 1985 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Alphabetical by name

**Recommendation:** Retain in office for twenty five (25) years following the termination of employment from the department, then dispose of (by shredding) providing no litigation is pending or anticipated.

**450.02 Research Grant Applications (Denied) (Central Copies)**

Dates: 1988 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological by year

Record series contents include grant reports, objectives of the research proposal, cost estimates, and pending allotments.

**Recommendation:** Retain in office for one (1) year following date of rejection, then Dispose of pending final approval of the P.I. (Principal Investigator).

**450.03 Research Grant Files (Approved)**

Dates: 1980 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological by year

Record series contents include requests for personnel, supplies, and equipment; research notes, research results, and interim and final progress reports to the funding

sources. Central copies are maintained by the Sponsored Programs Management Office.

**Recommendation:** Retain in office for six (6) years following the termination and/or Completion of the corresponding grant project(s), then dispose of providing all audits (federal and state) have been completed under the supervision of the Auditor General, if necessary, no litigation is pending or anticipated, and providing all final reports of the grant program results are first offered to the University Archives for its acquisition and permanent storage.