

## EXECUTIVE OFFICE

### **100.01 Administrative Correspondence and Related Documents (Originals and Duplicates)**

Dates: 1965 -  
Volume: 30 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological & Alphabetical by student

This series consists of the Chancellor's Office administrative correspondence with other university departments and administrative units, various other state, federal and local agencies and individuals. Correspondence subject matter and/or reference copies of documents include: Missouri Valley conference By-laws & Statutes; NCAA Convention materials; intercollegiate athletics; football; Athletic Director; goals; Hall of Fame; Board of Trustee minutes; various annual reports; descriptive system statements; Honorary Degrees awarded; Finance Committee; guidelines covering federal activities; Capital Budget preparation and administration files; School of Medicine/School of Law; Authorized Signatures; AIDS; alcoholic beverages; American Express; automobiles; photographs of miscellaneous events and/or dignitaries; newsletters; organizational charts; position papers; copies of minutes from meetings of numerous university organizations or committees as well as related or adjunct governmental and private entities associated with education; copies of speeches for various events, including the "Basic Regional Speech" and the State of the University Speech; International Programs correspondence with numerous participating countries, and associations correspondence (e.g., Academy of Independent Scholars, Ford Foundation, American Association for Higher Education, American Association of State Colleges and Universities, American Association of University Administrators, American Civil Liberties Union, etc.).

Recommendation: Retain in office for three (3) years, then with the review and assistance of University Archives staff, transfer correspondence and documents possessing archival

value to the University Archives for permanent retention and dispose of the remaining balance of ephemeral materials.

**100.02 Various Administrative Reports, Planning Documents, Proposals, Studies, Surveys, Completed Questionnaires and Guidelines (Originals and Duplicates)**

Dates: 1965 -  
Volume: 28 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological and Alphabetical

This series contains numerous Chancellor's Office original or record copy reports, proposals, studies (etc.) summarizing or detailing a variety of facets of the University's educational mission and its general operation. The following documents are included within this file series: Chancellor's Reports; Evaluation Committee Report; Feasibility Study of the Chancellor's Office; Five Year Report(s); various consultants reports; Goals and Accomplishments (annual reports); Guidelines for Distribution of Student Lists to Public Officials; Guidelines for Use of University Personal Property; Mission Statement; Gourman Report; Attrition Study; Fall Break Proposal; Bonniwell Report; (Kane-Houlihan Committee); Monthly Financial Reports; NEPR's (New and Expanded Program Proposals); reports on faculty/staff payroll changes; Ratification (on new position approvals); Treasurer's Reports to the Bond Holders; Morris Fellowship Proposal; Governance Reports(s) and reports from committees to review the reports; various research proposals; reports of various task forces (e.g., Task Force on Retention and Recruitment, etc.); Monthly Financial Reports to the Board of Trustees; Forms and Procedures Study; Energy Conservation Plans; non-academic program reviews; Student Access Study; Unit Cost Studies; HEGIS Survey(s); legislative reports; Master Plan IV; summaries of grants and contracts (Med-School); economic impact studies; RAMP's; Fringe Benefit Reports, and Program Cost Report(s).

Recommendation: Retain in office for three (3) years, then with the review and assistance of University Archives staff, transfer correspondence and

documents possessing archival value to the University Archives for permanent retention and dispose of the remaining balance of ephemeral materials.

**100.03 Employee Grievance Files (Record Copies)**

Dates: 1980 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical and Chronological

Copies of faculty and civil service employee grievance documents consisting of the written charges constituting the grievance, exhibits, transcripts of grievance proceedings, grievance decisions and related correspondence and memoranda are contained within this record series.

Recommendation: Retain in office until the lapse of three (3) years from the date of the final resolution of each respective grievance, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**100.04 Executive Officer Search Files (Originals and Duplicates)**

Dates: 1980 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series includes the files of committee searches for individuals to fill University Executive Officer vacancies. The files contain copies of the position description, copies of resumes, copies of advertisements placed for position applications, duplicate affirmative action guidelines, and search committee minutes with related correspondence and memoranda.

Recommendation: Retain two (2) years in office from the date the vacancy is filled, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**100.05 Audit Reports and Supporting Documents (Originals & Duplicates)**

Dates: 1980 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series contains both external and internal audit reports covering any phase or unit of the University's operation. The series also consists of supporting documents in the form of notes, report drafts, statistical tables, charts, and illustrative or exhibit copies of documents.

Recommendation: Retain three (3) years in office, then with the assistance of the University Archives staff, review the file and transfer all record series materials possessing archival/historical value to the custody of the University Archives for permanent preservation and dispose of the remaining materials after such reviews and transfers providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**100.06 Chancellor's Office Personnel Files (Originals and Duplicates)**

Dates: 1965 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetica

These are the files documenting administrative, professional and civil service personnel administration with respect to the Chancellor's Office staff. File contents include applications for employment, resumes, salary administration documentation, performance evaluations, time and attendance records, Fringe Benefit Reports, letters of resignation, and other documentation of employee separations, and related correspondence and memoranda. The Office of Personnel Services maintains the university-wide record copies of such documentation. The Office of Personnel Service's files are to be scheduled for sixty-five (65) years retention period.

Recommendation: Retain in office for five (5) years after separation of the respective employees, then dispose of providing all audits have been completed under the supervision of the Auditor General, if required, and no litigation is pending or anticipated.

**100.07 Legal Representation and Litigation Proceedings Files (Originals and Duplicates)**

Dates: 1970 -  
Volume: 8 Cu. Ft.  
Annual Accumulation: ½ Cu. Ft.  
Arrangement: Alphabetical by litigants and Chronological

This record series includes files of litigation and legal counsel representation of the Chancellor's Office. The files contain copies of court documents (orders, motions, decisions, subpoenas, transcripts or excerpts of transcripts, exhibits, etc.), attorneys briefs, and legal research papers or synopsis, position memoranda and notes. Types of litigation include Court of Claims proceedings and various personnel administration matters.

Recommendation: Retain in office until expiration of all office reference activity or until the lapse of five (5) years following the final disposition of the respective litigation - whichever is longer - then dispose

of providing the material is first screened by the University Archives staff for the possible accessioning of documents possessing sufficient archival value.

**100.08 Legislation Development and Legislative Relations File (Originals and Duplicates)**

Dates: 1980 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: ½ Cu. Ft.  
Arrangement: Chronological

Copies of both proposed and approved appropriation bills or other legislation affecting the University as well as related correspondence and memoranda exchanged with principal legislators are the types of material contained within this file series.

Recommendation: Retain in office five (5) years, then with the assistance of the University Archives staff, transfer any materials possessing sufficient historical/legal value to the custody of the University Archives for permanent preservation and dispose of ephemeral materials providing no litigation is pending or anticipated.

**100.09 Revenue Bond Administration Records (Originals or Record Copies)**

Dates: 1960 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series includes copies of bond resolution(s), pertinent legal counsel reports, and copies of Board of Trustee minutes evidencing the official authorization for the issuance of revenue bonds for the

University's development. The recommended retention period for this file series is predicted on a previously approved retention period for a similar files series under Application 84-5, #41 submitted by the Board of Governors of the State Colleges and Universities.

Recommendation: Retain in office for ten (10) years following retirement of the corresponding bonds, 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.

**100.10 Daily and Weekly Itineraries (Originals)**

Dates: 1980 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

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.

**100.11 Administrative Correspondence and Related Documents (Originals and Duplicates)**

Dates: 1965-  
Volume: 40 Cubic Feet  
Annual Accumulation: 1 Cubic Foot  
Arrangement: Chronological and Alphabetical

This series consists of the Chancellor's Office administrative correspondence with other university departments and administrative units, various other state, federal and local agencies and individuals. Correspondence subject matter and/or reference copies of documents include: Missouri Valley Conference By-Laws and Statutes; NCAA Convention materials, intercollegiate athletics; football; Athletic Director;

goals; Hall of Fame; copies of the Board of Trustee Minutes; copies of various annual reports; descriptive system statements; Honorary Degrees awarded; Finance Committee; guidelines covering federal activities; Capital Budget preparation and administrative files; School of Medicine/School of Law; Authorized Signatures; Aids; alcoholic beverages; American Express; automobiles; photographs of miscellaneous events and/or dignitaries; newsletters; organizational charts; copies of position papers; copies of minutes from meetings of numerous university organizations or committees as well as related or adjunct governmental and private entities associated with education; copies of speeches for various events, including the "Basic Regional Speech" and the State of the University Speech; International Programs correspondence with numerous participating countries, and associations correspondence (e.g., Academy of Independent Scholars, Ford Foundation, American Association for Higher Education, American Association of State Colleges and Universities, American Association of University Administrators, American Civil Liberties Union, etc.).

This record series supersedes item 100.01 of approved State Records Application 87-62, in order to provide for permanent storage of record series on microfilm instead of hard copy documents. (No other revision of the previously approved Application is proposed.)

**Recommendation:** Retain in office for three (3) years, then with the review and assistance of University Archives staff, transfer correspondence and documents possessing archival value to the University Archives and destroy the remaining ephemeral materials in a secure manner. Microfilm records of permanent value then destroy documents in a secure manner after images have been verified.  
Retain microfilm permanently.

**100.12      Various Administrative Reports, Planning Documents, Proposals, Studies, Surveys, Completed Questionnaires and Guidelines (Originals and Duplicates)**

Dates:	1965 –
Volume:	38 Cubic Feet
Annual Accumulation:	1 Cubic Feet
Arrangement:	Chronological and Alphabetical

The series contains numerous Chancellor's Office original or record copy reports, proposals, studies (etc.) summarizing or detailing a variety of facets of the University's educational mission and its general operation. The following documents are included within the file series:



Chancellor's Reports: Evaluation Committee Report; Feasibility Study of the Chancellor's Office; Five Year Report(s); various consultants reports; Goals and Accomplishments (annual reports); Guidelines for Distribution of Student Lists to Public Officials; Guidelines for Use of University Personal Property; Mission Statement; Gourman Report; Attrition Study; Fall Break Proposal; Bonniwell Report; (Kane-Houlihan Committee); Monthly Financial Reports; NEPR's (New and Expanded Program Proposals); reports on faculty/staff payroll changes; Ratification (on new position approvals); Treasurer's Reports to the Bond Holders; Morris Fellowship Proposal; Governance Reports(s) and reports from committees to review the reports; various research proposals; reports of various task forces (e.g., Task Force on Retention and recruitment, etc.) Monthly Financial Reports to the Board of Trustees; Forms and Procedures Study; Energy Conservation Plans; non-academic program reviews; Student Access Study; Unit Cost Studies; HEGIS Survey(s); legislative reports; Master Plan IV: summaries of grants and contracts (Med-School); economic impact studies; RAMP's Fringe benefit reports, and Program Cost Report(s).

This record series supersedes item 100.02 of approved State Records Application 87-62, in order to provide for permanent storage of record series on microfilm instead of hard copy documents. (No other revision of the previously approved Application is proposed.

**Recommendation:** Retain in office for three (3) years, then With the review and assistance of University Archives staff, transfer correspondence and documents possessing archival value to the University Archives and destroy the remaining ephemeral materials in a secure manner. Microfilm records of permanent value then destroy documents in a secure manner after images have been verified. Retain microfilm permanently.

**100.13 Audit Reports and Supporting Documents (Originals and Duplicates)**

Dates: 1980 –  
 Volume: 3 Cubic Feet  
 Annual Accumulation: Negligible  
 Arrangement: Chronological

This record series consists of both external and internal audit reports covering any phase or unit of the University's operation. The

series also consists of supporting documents in the form of notes, report drafts, statistical tables, charts, and illustrative or exhibit copies of documents.

This record series supersedes item 100.05 of approved State Records Application 87-62, in order to provide for permanent storage of record series on microfilm instead of hard copy documents. (No other revision of the previously approved Application is proposed.)

**Recommendation:** Retain in office for three (3) years, then With the review and assistance of University Archives staff, transfer correspondence and documents possessing archival value to the University Archives and destroy the remaining ephemeral materials in a secure manner. Microfilm records of permanent value then destroy documents in a secure manner after images have been verified. Retain microfilm permanently.

**100.14 Legal Representation and Litigation Proceedings Files (Originals and Duplicates)**

Dates: 1970 –  
Volume: 15 Cubic Feet  
Annual Accumulation: ½ Cubic Feet  
Arrangement: Alphabetical and Chronological

This record series includes files of litigation and legal counsel representation of the Chancellor's Office. The files contain copies of court documents (orders, motions, decisions, subpoenas, transcripts or excerpts of transcripts, exhibits, etc.) attorney's briefs, and legal research papers or synopsis, position memoranda and notes. Types of litigation include Court of Claims proceedings and various personnel administration matters.

This record series supersedes item 100.07 of approved State Records Application 87-62, in order to provide for permanent storage of record series on microfilm instead of hard copy documents. (No other revision of the previously approved Application is proposed.)

**Recommendation:** Retain in office until expiration of all office reference activity or, until lapse of five (5) years following the final disposition of the respective litigation – whichever is longer –

then destroy in a secure manner providing the material is first screened by the University Archives staff for possible accessioning of documents possessing sufficient archival value. Microfilm records of permanent value then destroy documents in a secure manner after images have been verified. Retain microfilm permanently.

**100.15      Legislation Development and Legislative Relations Files (Originals and Duplicates)**

Dates:                                1980 –  
Volume:                              9 Cubic Feet  
Annual Accumulation:          ½ Cubic Feet  
Arrangement:                      Chronological

Copies of both proposed and approved appropriation bills or other legislation affecting the University as well as related correspondence and memoranda exchanged with principal legislators are the types of material contained within this file series.

This record series supersedes item 100.08 of approved State Records Application 87-62, in order to provide for permanent storage of record series on microfilm instead of hard copy documents. (No other revision of the previously approved Application is proposed.)

**Recommendation:**          Retain in office for five (5) years, then with the assistance of University Archives staff, transfer any materials possessing sufficient historical/legal value to the custody of the University Archives for permanent preservation and destroy ephemeral materials providing no litigation is pending or anticipated. Microfilm records of permanent value then destroy documents in a secure manner after images have been verified. Retain microfilm permanently.

**100.16 Revenue Bond Administration Records (Originals or Record Copies)**

Dates: 1960 –  
Volume: 5 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series includes copies of bond resolution(s), pertinent legal counsel reports, and copies of Board of Trustee minutes evidencing the official authorization for the issuance of revenue bonds for the University's development. The recommended retention period for this file series is predicted on a previously approved retention period for a similar file series under Application 84-5; item 41 submitted by the Board of Governors of the State Colleges and Universities.

This record series supersedes item 100.09 of approved State Records Application 87-62, in order to change the retention period in office from ten (10) years to three (3) years, and to provide for an additional seven (7) years retention in the University Archives with the record series stored on microfilm instead of the hard copy format. (No other revision of the previously approved Application is proposed.)

**Recommendation:** Retain in office for three (3) years following retirement of bond, then microfilm and dispose of documents in a secure manner after images have been verified. Retain microfilm for an additional seven (7) years in University Archives, then destroy in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

**100.17 Freedom of Information Files (Agency Record Copies)**

Dates: 2008 –  
Volume: 3 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of information requests from public/private individuals or groups: responses to the requests and denials: and related correspondence. This file series may also contain copies of disclosed public records. Contents include documents pertinent to Southern Illinois University at Carbondale. The Freedom of Information Act Requires that copies of all notices of denial be retained in a single

Central office file that is open to the public.

**Recommendation:**

Retain for five (5) years then destroy in a secure manner provided all audits have been completed, if necessary, no Litigation is pending or anticipated and no review is pending with The Attorney General's Public Access Counselor.