

SCHOOL OF LAW

ADMISSIONS & STUDENT AFFAIRS

(Formerly under Provost and Vice Chancellor)

510.01 Administrative Correspondence and Reference File

Dates: 1979 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of correspondence and reference files for Admissions and Student Affairs at the School of Law, covering such subjects as financial aid options, housing, contacts in legal education, minutes of faculty minutes, admissions memoranda, reports, orientation packets, list of class photographs, student enrollment information and class profiles.

This item supersedes State Records Application 87-63, item 721, 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 dispose of provided any administrative value has expired. Any materials that have long-term historical value (i.e., minutes of meetings, significant reports, etc.) should be transferred to the University Archives for permanent retention.

510.02 Application Files

Dates: 1980 -
Volume: 48 Cu. Ft.
Annual Accumulation: 7 Cu. Ft.
Arrangement: Chronological, then by category, then Alphabetical

This record series contains the application files according to these dispositions: (1) denied admission, (2) admitted but decided not to enroll at Southern Illinois University, (3) placed on waiting list but no openings became available - denied, (4) withdrew after made deposit for admission and (5) incomplete files. The actual Law Student Files are maintained by the Registration Division of the School of Law, not Admissions.

This item supersedes State Records Application 87-63, item 722, 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, then dispose of provided no litigation is pending or anticipated.

510.03 Law School Applicants' Card File

Dates: 1972 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year,
Alphabetical within year

This record series is an index file which summarizes information on every student that has ever applied to the law school, regardless of disposition. Since 1984, the School of Law has computerized this record series and uses the index cards as back-up. The information included on the cards include name, address, LSAT score; the law school's score (which combines the LSAT score and undergraduate grade point of applicant), name of university where applicant received under graduate degree and the final admissions decision.

This item supersedes State Records Application 87-63, item 723, 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 index card file permanently and computer tapes should be backed-up and the security copy stored off-site, perhaps at Computing Affairs.

510.04 Affirmative Action File

Dates: 1979 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series is the official Affirmative Action file for Southern Illinois University's School of Law, which the American Bar Association requires law schools to maintain, consisting of information on recruitment, retention and programs to assist minority students.

This item supersedes State Records Application 87-63, item 724, 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 permanently in the office.

510.05 Financial Aid Award Records (Originals)

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

The School of Law at Southern Illinois University at Carbondale handles the following financial aid awards: minority fellowships, tuition waiver and cash grants (which are nominal sums available from application fees and forfeited tuition deposits at the School of Law). This file contains the financial aid application forms which students submit to the School of Law.

This item supersedes State Records Application 87-63, item 725, 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 dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

510.06 Financial Aid Award Log Book

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

This log book records the name of the recipient of the financial aid award and the amount awarded with a running balance for total amounts in each fund.

This item supersedes State Records Application 87-63, item 726, 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 permanently in the office.

510.07 Recruitment Files

Dates: 1983 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By name of undergraduate college

This record series contains correspondence and reference materials related to recruitment of

undergraduate students to the SIU School of Law with predominantly mid-western universities.

This item supersedes State Records Application 87-63, item 727, 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 until administrative value expires or information is superseded by more current data.

510.08 Financial Records

Dates: 1979 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By subject, then
Chronological

This record series contains the financial records of the SIU School of Law, consisting of acceptance deposit reports because students are required to send a deposit fee when they are accepted for admission, travel vouchers, cash grant award vouchers and minority fellowship award vouchers.

This item supersedes State Records Application 87-63, item 728, 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 dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

510.09 Personnel File

Dates: 1985 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains the personnel files for the civil service employees and student workers of Southern Illinois University's School of Law.

This item supersedes State Records Application 87-63, item 729, 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 after separation from employment, then dispose of provided no litigation is pending or anticipated.

Disposition
Approved
1/21/98