

## INSTITUTIONAL RESEARCH & STUDIES

### 850.01 Salary Reports

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

This record series consists of salary reports pertinent to civil service, administrative professional staff, and faculty. The reports are generated and distributed by the university's Budget Office for reference by departments.

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.

### 850.02 Unit Cost Studies, Faculty Load Studies, and Unit Cost Historical Data (Originals and Duplicates)

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

In addition to the cost studies, supporting papers include State Compensation Cost Studies, copies of faculty/staff effort reports, unit cost breakdowns, grade distributions, and related correspondence.

Application 87-66, item 500.01, is superseded to reflect a change in the administrative jurisdiction of the record series and to provide a definite disposition for the series.

Recommendation: Retain in office until the lapse of six (6) years (from the date of document generation) or until administrative use has expired, whichever is longer, then

transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all extraneous materials after accessioning all record series items having archival value for permanent retention.

Also, microfilming of any or all record series materials may be undertaken by the agency. Dispose of hard copy documents immediately after microfilming and quality control verifications and dispose of record series microforms following a minimum retention period of six (6) years and providing transfer to University Archives custody is offered before disposal.

### **850.03 HEGIS Reports (Record Copies)**

Dates: 1966 -  
Volume: 1½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

These are copies of Higher Education and General Information Survey Reports compiled by the Office in response to the survey and mailed to Illinois Board of Higher Education.

Application 87-66, item 500.02, is superseded to reflect a change in the administrative jurisdiction of the record series and to provide a definite retention period for the series.

Recommendation: Retain in office for five (5) years or until administrative use has expired, whichever is longer, then transfer to the University Archives. University

Archives staff is to review all accumulations transferred accordingly and dispose of all extraneous materials after accessioning all record series items having archival value for permanent retention.

#### **850.04 Committee and Councils File (Duplicates)**

Dates: 1980 -  
Volume: 3/4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by subject

This record series contains the Office's copies of minutes, drafts, and final reports of the activities and findings of various committees and councils of interest to the Office and the Director. Examples of the committees and councils documented include the Faculty Senate, Campus Environment and Retention, and the Tuition and Fees Task Force.

Application 87-66, item 500.03, is superseded to reflect a change in the administrative jurisdiction of the record series and to provide a definite retention period for the series.

Recommendation: Retain in office for five (5) years or until administrative use has expired, whichever is longer, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all extraneous materials after accessioning all record series items having archival value for permanent retention.

## **850.05 Special Studies (Originals)**

Dates: 1983 -  
Volume: 3/4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by subject

These are the Office's reports and findings of special or ad hoc studies conducted by Institutional Research and Studies. Primary examples of such studies are Mission Statement materials, the Institutional Research and Studies Survey, and the Administrative/Professional Salary Survey.

Application 87-66, item 500.04, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office until completion of study and immediate administrative use, then transfer to the University Archives for permanent retention.

## **850.06 RAMP Documents (Duplicates)**

Dates: 1979 -  
Volume: 3/4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

These are duplicate reference copies of RAMPs used primarily by Institutional Research and Studies for budget research and preparation.

Application 87-66, item 500.05, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Maintain in office and dispose of upon discretion of Institutional Research and Studies providing they are first offered to the University Archives for permanent retention.

## **850.07 Various Annual Reports of Statistical Surveys**

Dates: 1983 -  
Volume: 3 3/4 Cu. Ft.  
Annual Accumulation: 3/4 Cu. Ft.  
Arrangement: Chronological and by subject

These are the Office's copies of annually compiled directories, salary data (etc.) compiled from CUPA, AAUP, and SARC, Student demographics and enrollment, tuition statistics, employee counts, faculty profiles, and IBHE Salary Increase Studies.

Application 87-66, item 500.06, is superseded to reflect a change in the administrative jurisdiction of the record series and to provide a definite retention period for the series.

Recommendation: Retain in office for five (5) years or until administrative use has expired, whichever is longer, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all extraneous materials after accessioning all record series items having archival value for permanent retention.

## **850.08 Administrative Correspondence (Originals and Duplicates)**

Dates: 1980 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: 3/4 Cu. Ft.  
Arrangement: Chronological and by originating staff member

This series contains the administrative correspondence of the office containing letters and memoranda of routine transactions and inquires.

Application 87-66, item 500.07, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of 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.

#### **850.09 Personnel Files (Duplicates)**

Dates: 1960 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

These are the personnel files covering faculty members, administrative/professional, civil service employees, grad-assistants and student workers. The files contain resumes, applications for employment, performance evaluations, time and attendance records, hiring authorizations, and letters or forms documenting employee separation. University-wide record copies of personnel files are maintained by the Office of Personnel Services and the Office of Student Work & Financial Assistance in the case of student workers. These latter files will be scheduled for retention periods of sixty-five (65) years and five (5) years after termination of employment and/or enrollment in SIU-C respectively.

Application 87-66, item 500.08, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for five (5) years after separation and/or the last term of enrollment in SIU-C, 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.

**850.10 Internal Budget and Fiscal Administration Records  
(Duplicates)**

Dates: 1980 -  
Volume: 1½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series includes vouchers, schedules, requisitions, purchase orders, contract obligation documents and/or miscellaneous obligation documents, receiving reports, budget allocation papers, AMO system computer printout account status reports/ledgers and property control files. University-wide record copies of these forms and records are maintained by the Accounting and Disbursements Offices.

Application 87-66, item 500.09, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of 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.

## 850.11 Payroll Files

Dates: 1980 -  
Volume: 6 Cu. Ft.  
Annual Accumulation: ½ Cu. Ft.  
Arrangement: Chronological

This record series includes payroll transmittals, payroll distributions, and fringe benefit reports covering the office's administrative/professional staff, civil service employees and student workers.

Application 87-66, item 500.10, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain for three (3) 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.

## 850.12 Alumni Surveys

Dates: 1997 –  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical/Chronological

This record series consists of information, maintained in electronic format, which indicates answers to survey questions posed to alumni. Questions are asked of alumni who have been separated from the University for one, five, and nine years. Contents include optional name of alumni, answers to survey questions (i.e. likes/dislikes of the curriculum, co-curricular activities, etc), social security numbers, and zip codes.

Recommendation: Scan hard copy documents and destroy hard copies in a secure manner after images have been verified. Retain electronic images in office for one (1) year, then delete electronic files.



**850.13**

**Search and Screen Files**

Dates:	1980 –
Volume:	4 Cubic Feet
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series contains documents related to the search for new faculty and/or administrative professionals for the university. The files may contain any or all of the following: advertisements for the opening; vitae of applicants; the report to the Affirmative Action Office; the worksheets of the evaluation of applicants; letters of recommendation; requests for approval for new hires; recruitment plan forms; hiring rules and procedures; candidate lists; interview results; supporting documents; and the final recommendations.

Recommendation: Retain for two (2) years after the completion of the search, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.