

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

120.01 Utilization/Availability/Goals File

Dates: 1975 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by division name

File series contents include written assessments and/or comparisons of "protected classes" compared to the availability in the work force area; supplementary data used to determine goals in the agency's Affirmative Action Plan; Factor Analysis Sheets to Affirmative Action Plans; Affirmative Action goals; and supplementary data used to determine availability. Originals of the Factor Analysis Sheets to Affirmative Action Plans are permanently maintained by the agency under "Affirmative Action Plans" per item 120.12 of this records disposition application.

Per agency request, this application item supersedes item 120.01 of Application 87-62 in order to change the title/description of the record series and to decrease the retention period from permanent to "five (5) years, then weed by the University Archives."

Recommendation: Retain in office for five (5) years, then with the assistance of the University Archives staff, review the series and transfer any documents possessing archival value to the University Archives for permanent retention and dispose of all extraneous materials.

120.02 Conciliation Agreement Reports (Originals)

Dates: 1978 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological/subject

This record series consists of the Conciliation Agreement Reports maintained by the Affirmative Action Office under the Office of the Chancellor. The records generally include reports submitted to the U.S. Department of Labor's Office of Federal Contract Compliance due to the university's status as a federal contractor. These reports are used by federal and state agencies to monitor compliance with non-discrimination and affirmative action requirements (Title IX).

Recommendation: Retain in office for seven (7) years, then dispose of provided all audits (federal and state) have been completed under the supervision of the Auditor General, if necessary.

120.03 EEO - 6/ISL Reports

Dates: 1975 -
Volume: 12 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of the EEO-6 (Higher Education Staff Information) and ISL (Illinois State Legislature) Reports maintained by the Affirmative Action Office under the Office of the Chancellor. These reports are completed by the university to provide employment information for the state and federal governments and to make an assessment of the university's growth and status. The information indicates the total number of university employees (e.g., faculty, civil service, AP staff) broken down by division and job classification (e.g., salary range, sex, ethnic race). The records further include computer printouts maintained for back-up documentation.

This application item supersedes item 120.03 of Application 87-62 in order to provide for the microfilming of the record series. (No change in the previously approved disposition of the record series is proposed.)

Recommendation: Microfilm, then dispose of hardcopies. Transfer archival record series microforms to the University Archives for permanent retention. Agency use microforms are to be retained permanently in office.

120.04 Resignation Count Files (Originals)

Dates: 1983 -
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the resignation count files maintained by the Affirmative Action Office under the Office of the Chancellor. The records include counts of university employees who have resigned positions according to AAEO classifications.

This application item supersedes item 120.04 of Application 87-62 in order to reduce the retention period from ten (10) years to five (5) years.

Recommendation: Retain in office for five (5) 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.

120.05 Veterans Employment and Applicant Count Files (Originals)

Dates: 1983 -
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the Veteran's Employment and Applicant Count Files maintained by the Affirmative Action Office under the Office of the Chancellor. The records generally include a count of the number of veterans employed by the university according to job classification (e.g., faculty, AP staff, civil service) and the number of those who have applied for positions.

Recommendation: Retain in office for ten (10) years or until expiration of administrative value, whichever is longer, then dispose of.

120.06 Handicapped Employment and Applicant Count Files

(Originals)

Dates: 1983 -
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the handicapped employment and applicant count files maintained by the Affirmative Action Office under the Office of the Chancellor. The records generally include a count of the number of handicapped persons employed by the university according to job classification (e.g., faculty, AP staff, civil service) and the number of those who have applied for positions.

Recommendation: Retain in office for ten (10) years or until expiration of administrative value, whichever is longer, then dispose of.

120.07 Fiscal Administration Files (Duplicates)

Dates: 1984 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By fiscal year

This record series consists of the fiscal administration files maintained by the Affirmative Action Office under the Office of the Chancellor. The records generally include: copies of the budget (by line item expenditure), invoice vouchers, and payroll records. Originals are maintained with the Office of Purchasing, Disbursements, and University Payroll.

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.

120.08 Affirmative Action Advisory Committee Minutes (Originals)

Dates: 1985 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by student

This record series consists of the Affirmative Action Advisory Committee Minutes (e.g., review policies and procedures)

Recommendation: Retain in the office permanently.

120.09 Administrative Correspondence Files (Originals & Duplicates)

Dates: 1983 -
Volume: ¾ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the administrative correspondence files maintained by the Affirmative Action Office under the Office of the Chancellor. The records generally include correspondence from various Vice-Chancellorial areas concerning the Affirmative Action Office (e.g., inquiries for research materials).

Recommendation: Retain in office for three (3) years, then dispose of provided all administrative value has expired.

120.10 Administrative Reference Files (Originals & Duplicates)

Dates: 1985 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: By subject

This record series consists of the administrative reference files maintained by the Affirmative Action Office under the Office of the Chancellor. The records generally include: faculty senate minutes (duplicates); faculty benefit reports; university information

(e.g., policy formulation), and old court cases (e.g., Weber case-affirmative action).

Recommendation: Retain in office for three (3) years, then review files and weed documents possessing long term administrative historical value (e.g., old court cases) for permanent retention. All other documents may be disposed of at the discretion of the agency.

120.11 Affirmative Action Complaint Files (Originals & Duplicates)

Dates: 1985 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of formal and informal complaints of discrimination by the university either in placement of an employee or regarding the University's hiring practices. Included are a copy of the complaint letter, hearing materials, hearing officer's findings and resolutions, notes and other related correspondence and supporting documents.

Cases which are presented before the Illinois Department of Human Rights are maintained by the Department for twenty (2) years under the authority of State Records Application 81-94, #22.

Cases submitted to the Department of Human Rights which have been dismissed by the Commission after an investigation of the complaint of discrimination and which it is found that the complaint was either not under the jurisdiction of the Commission or that the complaint lacked substantial evidence and/or had no merit are maintained for seven (7) years after closure by the Department of Human Rights under the authority of State Records Application 81-94, #20.

Recommendation: Retain in office for five (5) years after settlement of complaint, then dispose of provided no litigation is pending or anticipated.

120.12 Affirmative Action Plans (Agency Record Copies)

Dates: 1975 -

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

This record series consists of the official agency record copy of Southern Illinois University's Affirmative Action Plan.

This application item supersedes item 120.12 of Application 87-62 to provide a specific retention period before transfer to the University Archives. (No other change in the previously approved disposition of the record series is proposed.)

Recommendation: Retain in office for two (2) years, then transfer to the University Archives for permanent retention.

120.13 Annual Reports (Original)

Dates: 1976 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of annual reports maintained by the Affirmative Action Office under the Office of the Chancellor. The information includes DCFS Reports, Promotions, & Hire Reports.

This application item supersedes item 120.13 of Application 87-62 in order to provide for the microfilming of the record series. (No other change in the previously approved disposition of the series is proposed.)

Recommendation: Microfilm, then dispose of hardcopies. Transfer archival record series microforms to the University Archives for permanent retention. Agency use microforms are to be retained permanently in office.

120.14 Affirmative Action Personnel Data Cards (Originals)

Dates: 1978 -
Volume: 1 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical by Department

This record series consists of information required by the EEOC to be collected on all applicants for employment. The records are to be maintained by the Affirmative Action Office according to race, national origin, sex, veteran and handicapped status.

Recommendation: Retain in office for one (1) year, then microfilm and dispose of hard copy documentation. Retain all micro-series copies in office permanently.

120.15 Affirmative Action Hiring Audit Forms (Originals)

Dates: 1978 -

Volume: 2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical by department

This record series consists of forms which include information regarding individuals hired for faculty and administrative/professional staff positions. Each form indicates a listing of all applicants by race/sex and also includes related documentation of hiring process approvals.

Recommendation: Retain in office for four (4) years, then transfer to the University Archives for permanent retention.

120.16 Veteran Employment Statistical Documents (VET-100's)

Dates: 1988 -

Volume: 1 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological by year

This record series consists of documents, submitted annually to the US Department of Labor, which tally the number of veterans employed at SIU-Carbondale.

Data include employment statistics on disabled veterans and Vietnam Veterans. The US Department of Labor maintains the record series for five (5) years.

Recommendation: Retain in office for two (2) years, then dispose of.