

GENERAL COUNSEL

140.01 Administrative Files

Dates: 1951-
Volume: 50 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Alphabetical

This record series contains the Legal Counsel's administrative files consisting of the following categories:

- A) Affirmative Action and Discrimination - guidelines, policies, procedures, legal opinions, amendments to Title VII, and related correspondence;
- B) Associations and Corporations - legal opinions and correspondence with various associations and corporations such as the Alumni Association, Illinois State Bar Association, Labor Relations Board, etc.;
- C) University Vehicles - parking regulations, legal opinions on parking fines, and negotiation records on leasing vehicles;
- D) City of Carbondale - correspondence and legal opinions for or about such matters as fire protection, zoning, easements, jurisdictional issues, etc.;
- E) Committees on Organizations - correspondence and legal opinions for or about such committees as the Faculty Senate, various task forces, and traffic violation reviews;
- F) Construction Projects - correspondence, contract procedure and initial stages for building;

G) Faculty Staff - general information about appointments, benefits, collective bargaining, salaries, tenure, workers' compensations, etc.;

H) Insurance - legal advice and negotiations for bids with insurance companies;

I) Statutes - legal interpretations of statutes, including their effects on specific departments and the university as a whole;

J) Students - legal opinions about various student-related matters such as academic discipline, complaints, activity contracts, deaths, enrollments, grading system, student rights, housing, etc.;

K) Taxes - tax matters for SIU at Carbondale only, covering such matters as deductions, exemptions, IRS inquiries, income tax law, and tax liability of graduate assistantships, etc.;

L) University Departments and Programs - correspondence with and legal advice for departments and programs;

M) University Regulations, Policies and Procedures - some issues covered include alcohol policy, copyright law, personnel policy, smoking, vacation, etc.;

N) Miscellaneous - accreditation, attorney fees, delegation of authority, etc.; and

O) Audit Reports - copies of audit reports from such groups as the Internal Auditor, Legislative Audit Commission and the Auditor General, etc. along with the responses from the Legal Counsel.

Files from 1951 – 1963 are stored in University Archives in hard copy format. These records are to be maintained permanently as hard copies.

This item supersedes item 250.01, of Application 87-62, to introduce the use of electronic media for storage, to reflect a change in the administrative jurisdiction of the record series, and to reduce retention period of hard copy in office from twenty (20) years to three (3) years yet maintain permanent retention for microfilm.

Recommendation: For files after 1963, retain hard copy in office for three (3) years, then image and microfilm. Dispose of paper after images have been verified. Retain images for six (6) years, then delete. Transfer one copy of microfilm to the University Archives for permanent storage.

140.02 Foundation Files (Originals)

Dates: 1964-
Volume: 4 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains correspondence, agreements and the SIU Master Contract between the University and the Foundation related to the SIU Foundation.

This item supersedes item 250.02, of Application 87-62, to introduce the use of electronic media for storage and to reflect a change in the administrative jurisdiction of the record series. (No other revision of the previously approved disposition is proposed.)

Recommendation: Retain hard copy in office for five (5) years after the agreement or contract expires, then image and microfilm. Dispose of paper after images have been verified. Retain images for five (5) years, then delete. Transfer one copy of microfilm to the University Archives for permanent storage.

140.03 Complaint Files (Agency Record Copy)

Dates: 1968-
Volume: 16 Cubic Feet
Annual Accumulation: ½ Cubic Feet
Arrangement: Alphabetical

This record series contains complaints against SIU-C filed with the Illinois Department of Human Rights. Included in this files series are potential complaint information consisting of motions of intent to file, charge statements/reports, and other related correspondence.

The Illinois Department of Human Rights maintains case files for five (5) years following closure of case per approved State Records Application 98-50, item 1.

Files dated 1968 – 1980 are stored in University Archives in hard copy format. These records are to be maintained permanently in hard copies.

This item supersedes item 250.03, of Application 87-62, to introduce the use of electronic media for storage, to reflect a change in the administrative jurisdiction of the record series, and to reduce retention period of hard copy in office from twenty (20) years to five (5) years after expiration of agreement yet maintain permanent retention for microfilm.

Recommendation: For files after 1980, retain hard copy in office for three (3) years after closure of case, then image and microfilm. Dispose of paper after images have been verified. Retain images for five (5) years, then delete. Transfer one copy of microfilm to the University Archives for permanent storage.

140.04 Agreement Files (Agency Record Copies)

Dates: 1951-
Volume: 8 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains copies of contracts, leases, amendments to contracts, records of negotiations, contracts with various groups as Lion's Club, and some long-term agreements with agencies such as the Department of Energy and Natural Resources.

Files dated 1951 – 1973 are stored in the University Archives in hard copy format. These records are to be maintained permanently as hard copies.

This item supersedes item 250.04, of Application 87-62, to introduce the use of electronic media for storage, to reflect a change in the administrative jurisdiction of the record series, and to reduce the retention period for hard copy in office from twenty (20) years to five (5) years after agreement expires yet maintain permanent retention for microfilm.

Recommendation: For files after 1973, retain hard copy in office for five (5) years after agreement expires, then image and microfilm. Dispose of paper after images have been verified. Retain images for (5) years, then delete. Transfer one copy of microfilm to the University Archives for permanent storage.

140.05 Contract Opinion Files (Originals)

Dates: 1977-
Volume: 50 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Alphabetical by contract name

This record series contains legal opinions and advice given to the Purchasing Office on their contracts with outside vendors to purchase property or services.

This item supersedes item 250.05, of Application 87-62, to introduce the use of electronic media for storage, and to reflect a change in the administrative jurisdiction of the record series (No other revision of the previously approved disposition is proposed.)

Recommendation: Retain hard copy in office for ten (10) years, then image and microfilm. Dispose of paper after images have been verified. Retain images for ten (10) years, then delete. Transfer one copy of microfilm to the University Archives for permanent storage.

140.06 Grievance Files (Agency Record Copies)

Dates: 1961-
Volume: 12 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains grievance related documents for administrative/professional staff, civil service employees, faculty and students.

This file consists of copies of grievances, witness statements, committee findings, appeals and final decisions made by the Board of Trustees. The information in this file is not limited to contractual grievances only. Also included here are potential grievance information as well, consisting mainly of motions of intent to file and other related correspondence.

lated 1961 – 1980 are store in the University Archives in hard copy format. These records are to be maintained permanently as hard copies.

This item supersedes item 250.06, of Application 87-62, to introduce the use of electronic media for storage, to reflect a change in the administrative jurisdiction of the record series and to reduce retention period of hard copy in office from twenty (20) years to five (5) years after closure of case yet maintain permanent retention of the microfilm.

Recommendation: For files after 1980, retain hard copy in office for three (3) years after closure of case, then image and microfilm. Dispose of paper after images have been verified. Retain images for five (5) years, then delete. Transfer one copy of microfilm to the University Archives for permanent storage.

140.07 Litigation Case (Legal) (Agency Record Copies)

Dates: 1951-

Volume: 60 Cubic Feet

Annual Accumulation: 1 Cubic Feet

Arrangement: Alphabetical by plaintiff and defendant

This record series contains documents related to suits and potential suits files against SIU-C. This file consists of filings, motions, pleadings, briefs, transcripts of the court proceedings, witness statements, depositions, evidence such as photographs, physical property or death certificates, and correspondence with attorneys regarding these cases.

Files dated 1951 – 1985 are stored in the University Archives in hard copy format. These records are to be maintained permanently as hard copies.

This item supersedes item 250.07, of Application 87-62, to introduce the use of electronic media for storage, to reflect a change in the administrative jurisdiction of the record series, and to reduce retention period of hard copy in office from twenty (20) years to five (5) years after closure of case yet maintain permanent retention of the microfilm.

Recommendation: For files after 1985, retain hard copy in office for three (3) years after closure of case, then image and microfilm. Dispose of paper after images have been verified. Retain images for five (5) years, then delete. Transfer one copy of microfilm to the University Archives for permanent storage.

140.08 Board of Trustee Files (Duplicates)

Dates: 1969-
Volume: 32 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Chronological

This record series contains copies of the agendas, minutes and annual reports from the Board of Trustees, whom the Legal Counsel works with closely. The original copies of these files are maintained in the Board of Trustees Office permanently.

This item supersedes item 250.08, of Application 87-62, to introduce the use of electronic media for storage and to reflect a change in the administrative jurisdiction of the record series .

Recommendation: Image as received. Dispose of hard copies after images have been verified. Retain images for ten (10) years,

then delete.

140.09 SIU Medical School Files (Duplicates and Originals)

Dates: 1972-
Volume: 8 Cubic Feet
Annual Accumulation: Negligible
Arrangement: By category, then Alphabetical

This record series contains three (3) categories of School of Medicine documents: 1) administrative, 2) leases and 3) employment contracts. The administrative category consists of legal opinions and correspondence related to topics such as employment policy, grievances, malpractice, etc. Both active and inactive lease files are maintained for the School of Medicine, including lists of building and addresses of current and former lessors. The last category of employment contracts is inactive because the Purchasing Office no longer sends copies of these contracts to the Legal Counsel. This file is dated from 1973 -1981.

This item supersedes item 250.09, of Application 87-62, to introduce the use of electronic media for the storage of record series and to reflect a change in the administrative jurisdiction of the record series (No other revision of the previously approved disposition is proposed.)

Recommendation: Retain hard copy in office for three (3) years after expiration of agreement, then image and microfilm. Dispose of paper after images have been verified. Retain images for ten (10) years then delete. Transfer one copy of microfilm to the University Archives for permanent storage.

140.10 Land Tract Files (Duplicates)

Dates: 1951-
Volume: 20 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Numerical

This record series contains copies of deeds and agreements for all property owned by SIU-C. Original deeds are maintained permanently in the Board of Trustees Office.

This item supersedes item 250.10, of Application 87-62, to introduce the use of electronic for storage and to reflect a change in the administrative jurisdiction of the record series. (No other revision of the previously approved disposition is proposed.)

Recommendation: Image and microfilm as received. Dispose of paper after images have been verified. Retain for ten (10) years, then dispose of or delete.

This Application was deferred to amend the retention language on items 140.04, 140.05, and 140.06. (3/16/05)

This Application was deferred pending resolutions of issues concerning microfilm produced from electronic media. (5/18/05)

This Application was deferred to amend the descriptions to agree with the retentions 10/17/07