

## EXECUTIVE OFFICE

### **100.01 Administrative Correspondence and Reference File**

Dates: 1970 -  
Volume: 110 Cu. Ft.  
Annual Accumulation: 7 Cu. Ft.  
Arrangement: Chronological/Alphabetical  
by subject

This record series contains the administrative correspondence for the Chancellor's Office, including the Chancellor's file and those of the Academic, Financial and Legal areas of the office.

**Recommendation:** Retain three (3) years, then weed, retaining any material that has administrative, legal or historical value and disposing of the rest. Transfer any material of long-term historical value to the University Archives for permanent retention after all administrative value has expired.

### **100.02 Committee Minutes File (Agency Record Copies)**

Dates: 1983 -  
Volume: 4 1/2 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological

This record series consists of agenda, minutes, supporting documents and recommendations to the Board of Trustees from three committees: Academic Matters, Finance, and Architecture and Design. The Board of Trustees are provided reference copies of the minutes and agenda.

**Recommendation:** Retain in office for five (5) years, then microfilm and dispose of original paper. Retain any office use record series microforms produced permanently. Transfer

Archives use record series microforms to the University Archives for permanent retention.

**100.03 Foundation Files (Originals)**

Dates: 1972 -  
Volume: 7 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by subject

Since the Southern Illinois University (SIU) Foundation at both Carbondale and Edwardsville has a close affiliation with the Legal Counsel for the Chancellor, this record series contains the original master contract between the Chancellor and the Foundations, as well as related executive committee meeting agenda and minutes. The files also contain copies of various Foundation formation and organization documents (e.g., by-laws). Originals of these records are maintained by the SIU Foundation Office.

**Recommendation:** Retain duplicate materials 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. Retain all original materials (i.e., master contracts, original minutes/agenda) permanently. Upon expiration of administrative value, offer to transfer all original minutes, agenda, and supporting documents to the University Archives for its accessioning.

**100.04 Capital Development Board Correspondence**

Dates: 1984 -  
Volume: 4½ Cu. Ft.  
Annual Accumulation: 1½ Cu. Ft.  
Arrangement: Chronological

This record series contains correspondence with the Capital Development Board about building construction or renovation for either the campus at Carbondale or at

Edwardsville. This file is important because universities can only communicate with the Capital Development Board (CDB) through the Chancellor's Office, and no building can be built without the approval of CDB and the Board of Higher Education.

**Recommendation:** Retain three (3) years then weed and dispose of any correspondence that no longer has administrative value, provided all audits have been completed under the authority of the Auditor General, if required, and no litigation is pending or anticipated.

**100.05 Legislative Audit Commission File (Duplicate) ARC**

Dates: 1984 -  
Volume: 7½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series contains the Travel Designation Report that Southern Illinois University is required to submit every six (6) months to the Legislative Audit Commission.

**Recommendation:** Retain three (3) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and no litigation is pending or anticipated.

**100.06 System Financial Records**

Dates: 1874 -  
Volume: 130 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological

This record series contains the financial records for the governing system of Southern Illinois University. This record series contains the following major categories:

Revenue Bonds, 1952 - (Originals)

Correspondence, 1952 - (Originals)

Bondholders Reports, 1962 - (Originals)

Annual Financial Reports, FY 1938 - (Originals)

University Land Tract Files, 1874 - (Originals)

State Report Documents, 1984 -  
State Treasurer's Reports (Imprest Fund  
Reconciliation) (Agency Record  
Copies)

Illinois Department of Energy Reports  
(Agency Record Copies)

**Recommendation:** Offer to transfer the original records to the University Archives for its accessioning upon expiration of administrative value. If such offer is refused by University Archives staff, retain the original records in office until microfilmed, then dispose of original paper. If microfilmed, transfer security record series microforms to the University Archives for permanent retention. Any office use record series microforms produced are to be retained in office for thirty (30) years following the date of generation or until expiration of administrative value, whichever is longer, 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. Retain all agency record copy "state report documents" 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.

**100.07 University Financial Report Documents File (ARC)**

Dates: 1984 -

Volume: 3 Cu. Ft.

Annual Accumulation: 1½ Cu. Ft.

Arrangement: Chronological within major categories

This record series contains copies of financial report documents under the following major categories: Southern Illinois University-Carbondale (SIU-C) Financial Reports, SIU-C Auxiliary Enterprises, Southern Illinois University-Edwardsville (SIU-E) Monthly Financial Reports and SIU-E Quarterly Financial Reports. This record series is maintained by the Chancellor's Office because the Vice Chancellor for Financial Affairs also serves as the Treasurer for the Board of Trustees.

**Recommendation:** Retain permanently in office.

#### **100.08 Department Expense Records**

Dates: 1984 -  
Volume: 11½ Cu. Ft.  
Annual Accumulation: 3 Cu. Ft.  
Arrangement: Chronological/Alphabetical by subject within year

This record series contains travel vouchers, purchase requisitions, purchase orders, invoice vouchers for equipment, supplies and contractual services.

**Recommendation:** Retain three (3) years, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and no litigation is pending or anticipated.

#### **100.09 Legislative Bill Files (ARC)**

Dates: 1982 -  
Volume: 15 Cu. Ft.  
Annual Accumulation: 3 Cu. Ft.  
Arrangement: Numerical by bill number within year

This records series contains copies of bills proposed by the Illinois General Assembly, bill analyses, and correspondence related to higher education issues and funding.

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

#### **100.10 Legislators' Correspondence File (ARC)**

Dates: 1980 -  
Volume: 4½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by legislator's name

This record series contains in-coming and out-going correspondence on educational issues, not directly relating to specific bills, with current legislators. This correspondence is cross-referenced with the "Legislative Bill File" wherever appropriate. See item #9 this application.

**Recommendation:** Retain for two (2) years after a legislator is no longer in office, then dispose of provided all administrative value has expired.

#### **100.11 Legislative Documents and Correspondence File**

Dates: 1981 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: By category: by-laws, statutes and policies

This record series consists of documents and correspondence that support the official handbook of governance for Southern Illinois University, which include the by-laws, copies of statutes, and written policies that structure the functioning of the Office of the President, the Chancellor and the Board of Trustees.

**Recommendation:** Retain in office for five (5) years, then microfilm and dispose of the hard copy documentation. Retain office use record series microforms permanently. Transfer security and archives use record series microforms to University Archives for permanent retention.

#### **100.12 Personnel Files**

Dates: 1970 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of Chancellor's Office personnel files covering administrative and professional staff, civil service employees, and student workers. File series contents include: appointment papers, salary information, change of assignment/promotion/resignation, letters of recommendation/commendation and evaluations.

**Recommendation:** Retain in the office for five (5) years after separation from employment, then microfilm original and dispose of the hard copy documentation. Retain all record series microforms in office for sixty (60) years, then dispose of (by shredding), providing no litigation is pending or anticipated.

#### **100.13 Illinois Board of Higher Education Agenda and Minutes File**

Dates: 1970 -  
Volume: 9 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the agenda and minutes of the meetings of the Board of Higher Education. The Illinois Board of Higher Education (IBHE) is an advisory board that

sends recommendations on academic programs and budgets to the Governor. All presidents of state universities and system heads organized through the IBHE attend the Board's meetings. This file also contains the end-of-fiscal year report with a summary of IBHE actions for the year.

**Recommendation:** Retain in office for five (5) years, then microfilm and dispose of hard copy documentation. Retain all record series microforms permanently. (Offer Archives use record series microforms to the University Archives.)

#### **100.14 Fringe Benefits Records (ARC)**

Dates: 1981 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by  
employee's name

This record series contains fringe benefit records for the administrative and professional staff as well as civil service. This series contains the supporting documents on attendance records for which a monthly report is sent to Personnel. Personnel maintains the original copy of this monthly report.

**Recommendation:** Retain three (3) years in office, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and no litigation is pending or anticipated.

#### **100.15 Student Payroll Records (Duplicates)**

Dates: 1981 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of payroll records for hourly student workers employed by



the Chancellor's Office, including hiring papers, attendance sheets, summaries of wages paid, and notices of wage increases/termination.

**Recommendation:** Retain in the office 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.

#### **100.16 Budget Files**

Dates: 1974 -  
Volume: 16 1/2 Cu. Ft.  
Annual Accumulation: 1 1/2 Cu. Ft.  
Arrangement: Chronological by fiscal year

This record series consists of the budget files for Southern Illinois University at Carbondale and Edwardsville, including: (1) budget requests from the universities through the Chancellor's Office to the Board of Higher Education, the Governor and the General Assembly; (2) documents of negotiations and changes made in the requests; (3) amended budget requests; (4) final budget requests; and (5) documents related to the monitoring of the implementation of the budgets at both universities.

**Recommendation:** Microfilm as generated or received, then dispose of original paper. Retain all record series microforms permanently. (Offer Archives use record series microforms to the University Archives.)

#### **100.17 Academic Programs File (Agency Record Copy)**

Dates: 1961 -  
Volume: 22½ Cu. Ft.  
Annual Accumulation: 3 Cu. Ft.  
Arrangement: Chronological

This record series contains documents related to academic programming at Southern Illinois University at Carbondale and Edwardsville which are routed through the Chancellor's Office in order to obtain approval from the Board of Higher Education. Proposals and rationales for new programs, reasonable and moderate extensions of programs and dropped programs constitute the bulk of this file. Also information from academic programs at other universities are contained herein order to monitor other programs and to prevent duplication of programs.

**Recommendation:** Retain permanently in office. Consider microfilming this record series and transferring both the paper copy and a security copy of the microfilm to the University Archives for permanent retention.

**100.18 RAMP Document Files (Agency Record Copies)**

Dates: 1974 -  
Volume: 16 1/2 Cu. Ft.  
Annual Accumulation: 1 1/2 Cu. Ft.  
Arrangement: Chronological by fiscal year

This record series consists of Resource Allocation Management Planning (RAMP) documents sent to the Board of Higher Education annually for the outlining of academic programming goals and budget projections.

**Recommendation:** Microfilm as generated or received, then dispose of original paper. Retain office use record series microforms in office permanently. Transfer Archives use record series microforms to the University Archives for permanent retention.

**100.19 Legal Opinions File (Originals)**

Dates: 1970 -  
Volume: 4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological, then  
Alphabetical by subject

This record series contains legal opinions written by the legal counsel for the system as well as for the campuses at Carbondale and Edwardsville. Since any lawsuits that are filed are filed against the Board of Trustees, the legal counsel monitor all campus legal activity and works in close cooperation with the legal counsels at Carbondale and Edwardsville as well as at the School of Medicine.

**Recommendation:** Retain permanently in the office.

**100.20 Litigation Files (Agency Record Copy)**

Dates: 1960 -  
Volume: 16 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series contains documents relating to any lawsuits taken against the university, initiated by the university or to any issues that are potential legal cases. These files involve litigation for the system as a whole as well as the two campuses at Carbondale and Edwardsville. The legal counsel for the Chancellor also works for the Board of Trustees.

**Recommendation:** Retain permanently in the office.

**100.21 Faculty/Staff Payroll Records (Duplicates)**

Dates: 1980 -  
Volume: 13 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.

Arrangement: Chronological by fiscal year

This record series consists of copies of payroll records for faculty and staff which consist of payroll distributions, time transmittals, and time recording sheets. "Payroll Administration Master Files" are maintained by the Office of the Controller/Payroll Division for a period of six (6) years per State Records Application 87-66, item 260.01.

**Recommendation:** Retain in the office 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.

#### **100.22 Operating Investment Reports (Agency Record Copy)**

Dates: 1999-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological and Alphabetical by title

This record series consists of operating investment reports for Southern Illinois University. Included in this records series are allocation schedules, transaction list, portfolio statements, changes in cost and market value, change in cash value, market reconciliation by account, asset summary, asset detail, pending transaction detail, transaction detail, correspondence, and related documentation.

**Recommendation:** Retain hard copy in office for one (1) fiscal year then scan documents and load images on back-up storage. Destroy hard copies after images are verified. Retain scanned images and back-up storage for an additional nine (9) years, then delete and destroy providing all audits have been completed and no litigation is pending or anticipated.

All computer/digital media maintenance and preservation procedures are to be fully applied.

### **100.23 Collateral Report Files (Agency Record Copy)**

Dates: 1991-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical and Chronological

This record series consists of correspondence, summary of bank balances and collateral sheet, bank withdrawals and deposits, bank receipts, release of collateral, collateral summary, original receipts, certificates of deposit book entry receipts, customer confirmation, pledge reports, pledge collateral activity reports, pledge collateral holding reports, state of pledge holding, acknowledgement of book entry withdrawals, release of account transfer, and related documentation.

**Recommendation:** Retain hard copy in office for one (1) fiscal year then microfilm and scan documents. Destroy hard copies after images are verified. Retain scanned images and microfilm for an additional five (5) years, then delete and destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. All computer/digital media maintenance and preservation procedures are to be fully applied.