

**PROCUREMENT SERVICES
(ORIGINALLY DISBURSEMENTS)**

420.01 Payroll Distribution Listings (Computer Printouts)

Dates: 1987 -
Volume: 6 Cu. Ft.
Annual Accumulation: 24 Cu. Ft.
Arrangement: By personnel
classification, then
Chronological

This record series consists of computer printouts generated each pay period listing all University employees, their gross pay, and all payroll deductions. Originals of these record series are maintained by the Payroll Office.

Recommendation: Retain at the discretion of the agency.

420.02 Fiscal Transaction Files (Originals)

Dates: 1969 -
Volume: 18 Cu. Ft.
Annual Accumulation: 10 Cu. Ft.
Arrangement: Numerical by purchase order
number

This record series contains the official documentation of all University fiscal transactions. All documents pertaining to a specific transaction are microfilmed together. Included in a typical file would be: purchase requisitions; purchase orders; invoice vouchers; contracts; receiving reports; copies of bills; bid letting documents; and any related memos or correspondence. Originals purchase orders and supporting documents for purchases subject to State of Illinois purchasing regulations are maintained by the Dept. of Central Management Services for six years under authority of Application #77-43, items 1 and 2.

Recommendation: Retain either the hard copy or the microfilm in office for six (6) 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.

420.03 Signature Verification Files

Dates: 1983 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

These files contain sample signatures of all fiscal officers, temporary delegates, deans, and vice presidents, and are utilized to verify the validity of signatures on various fiscal documents.

Recommendation: Retain in office for six (6) years following the date of expiration of each corresponding individual's signature authority, 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.

420.04 Check Signature Logs (Originals)

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

This office is responsible for affixing the Treasurer's signature to all checks drawn from local funds and all local payroll checks. This record series consists of logbooks listings each check "signed" by this office, showing the check number and the date signed.

Recommendation: Retain in office for six (6) 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.

420.05 Check Pick-Up Log Books

Dates: 1985 -
Volume: Negligible

Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of log books which employees are required to sign whenever they pick up a check.

Recommendation: Retain in office for one (1) year, then dispose of providing no litigation is pending or anticipated.

420.06 Contract Administration Files

Dates: 1965 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Numerical by contract number

This record series contains the university record copies of all major contracts (all contracts over \$100,000 and all multi-year contracts). Also included would be copies of corresponding purchase orders, receiving reports, and copies of all payments made against contracts.

This record series currently being microfilmed on an ongoing basis.

Recommendation:

1) Retain all construction contracts in office for ten (10) years after completion and acceptance of the project, 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.

2) Retain all other contracts in office for five (5) years following their expiration, 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.

420.07 Warrant Action Requests (Duplicates)

Dates: 1982 -
Volume: 3 Cu. Ft.

Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological by month

This form is used to implement stop payment orders on warrants, warrant cancellation, replacements, premailing actions when appropriate, rescindment of orders, and other necessary actions involving warrant issuances or cancellations. The originals of these forms have been transmitted to the State Comptroller's Office for that agency's use in implementing the requested actions.

Recommendation: Retain in office for six (6) 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.

420.08 "Action on Local Checks" Forms

Dates: 1982 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of forms sent to Accounting Services, which in turn forwards them to the correct bank, notifying the bank to stop payment on, or void, certain local checks.

Recommendation: Retain in office for six (6) 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.

420.09 Monthly Financial Reports (Originals)

Dates: 1982 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of monthly reports summarizing the activities of the Procurement Services Office. Information included in these reports would be:

a list of checks signed; a list of checks mailed; a summary of any vendor inquires; total number (and dollar amount) of vouchers processed, total number (and dollar amount) of refunds and duplication of payments (with an explanation of each). All of these figures are then compared to last year's figures and the percentage increase or decrease is shown.

Copies of this report are sent to the Vice-President for Financial Affairs and the Internal Auditor.

Recommendation: Retain at the discretion of the agency.

420.10 Personnel Files (Duplicates)

Dates: 1977 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of personnel files for the employees of the Disbursements Office. Included are evaluations, request for vacation/sick leave, emergency medical authorizations, personal information sheets, and correspondence relating to personnel matters.

Original personnel files are maintained by the Human Resource Office for sixty-five (65) years.

Recommendation: Retain in office for five (5) years after separation from employment, then dispose of providing no litigation is pending or anticipated.

420.11 Vendor Contracts File

Dates: 1986 -
Volume: 15 Cu. Ft.
Annual Accumulation: 7½ Cu. Ft.
Arrangement: Alphabetical by vendor

This record series contains correspondence to and from vendors who claim they have not been paid. Procurement Service checks the status of the payment in question, tracking down proof of payment or making the payment.

Recommendation: Retain in office for one (1) year, 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.

420.12 Collection Reports File

Dates: 1982 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the collection report, recording of duplicate payments, overpayment and refunds from vendors. The collection report is sent to the Bursar's Office along with the checks for deposit.

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.

420.13 Supplies Ordered Files

Dates: 1982 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by fiscal year

This record series contains copies of purchase orders and printing and duplicating order forms for supplies used by the Procurement Services Department. The information contained in this file helps the department in formulating their budget.

Recommendation: Retain in office for three (3) years, then dispose of.

420.14 No-Pay Travel Advances

Dates: 1982 -
Volume: 3 Cu. Ft.
Annual Accumulation: ¾ Cu. Ft.
Arrangement: Chronological by date of travel

This record series contains the cover voucher listing lodging, meals, transportation and other expenditures with receipts attached for any travel advances granted to a professor for travel-study groups taken overseas. The travel-study group leader is required to make a full accounting of all expenditures within 90 days of return and must return any unused portion of the advance.

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.

420.15 Travel Voucher Reimbursement Fund USE 420.23

Dates: 1986 -
Volume: 1½ Cu. Ft.
Annual Accumulation: ¾ Cu. Ft.
Arrangement: Numerical

This record series contains a copy of the cover voucher totalling all vouchers in each transmittal which is sent to Accounting Services (along with the original travel voucher) for reimbursement to the Bursar's Revolving Account.

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.

420.16 Travel Vouchers (Duplicates) USE 420.23

Dates: 1986 -
Volume: 6 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Alphabetical by traveler's name

This record series contains a copy of the travel vouchers which are sent to Accounting Services for a check to be cut rather than sending the vouchers to the Comptroller in Springfield. The travelers received their

reimbursements in a more timely fashion, and the university collects a lump sum reimbursement from the state.

Recommendation: Retain in office for six (6) months after voucher is paid, 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.

420.17 Cash Payments

Dates: 1986 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by mailing date

This record series is the record of payment made to an employee by Procurement Services, if Payroll has not been able to input the payroll information into the computer in time to produce a computer-generated check. This record series lists the name of the employee, the amount of the check and the date when the check was mailed.

Recommendation: Retain in office for six (6) months, then if all administrative value has expired, dispose of.

420.18 BRS (Billings Receivable System) Payments

Dates: 1986 -
Volume: 1½ Cu. Ft.
Annual Accumulation: ¾ Cu. Ft.
Arrangement: Chronological

This record series is a listing of all refund payments to students and others through the Bursar's Office. The list includes the student's name, mailing address and amount of refund.

Recommendation: Retain in office for six (6) months, then dispose of.

420.19 Log of Presidential Signatures

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

This record series is a log in date order of the use of the signature machine to sign the university president's signature on all vouchers sent to the State Comptroller in order to have a warrant issued.

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.

420.20 Payments Without Purchase Order Files

Dates: 1986 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Alphabetical by vendor

This record series contains payments that the Vice-President for Financial Affairs has authorized university departments to request without having to submit a purchase order. Some categories for which payments without purchase orders are authorized include, but are not limited to, advertising for job openings, books for office use, reprint charges, guarantees that the athletic department pays another athletic department to come play a game and officiating fees.

The originals are microfilmed and maintained permanently by the Accounting Services Office.

Recommendation: Retain one (1) year in office, then dispose of by shredding.

420.21 Annual Orders File (Originals)

Dates: 1985 -
Volume: 9 Cu. Ft.

Annual Accumulation: 3 Cu. Ft.
Arrangement: Alphabetical by account title,
then numerical by purchase
number

This record series contains the disbursement vouchers for "blanket" purchase orders to specific vendors and "purchase authorizations" for specific items which are issued for a one-year period. Only the initiating purchase orders and the last vouchers which close the account are microfilmed by the Accounting Services Office.

Recommendation: Microfilm as generated, then dispose of hard copy documentation. Retain all record series microforms in office for six (6) 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.

420.22 "C" Number File

Dates: 1986 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Numerical by "C" number

This record series contains a copy of the "C" number vouchers processed for payment and a daily list of "C" numbers. A "C" number is contingency account available to university departments for local, emergency or nominal cost (under \$250) purchases without a purchase order. The original copy of the voucher is maintained by Accounting Services.

Recommendation: Retain the daily listing for two (2) weeks, then dispose of provided all administrative value has expired. Retain the "C" number vouchers for one (1) year, then dispose of provided all audits have been completed under the authority of the Auditor General, if necessary, and no litigation is pending or anticipated.

420.23 Travel Vouchers (Originals)

Dates:	2000 –
Volume:	30 Cubic Feet
Annual Accumulation:	3 Cubic Feet
Arrangement:	Alphabetical

This record series consists of the original travel vouchers which are sent to Accounting Services for a check to be cut rather than sending the vouchers to the Comptroller in Springfield.

Recommendation: Retain in office for six (6) years, then destroy in a secure manner providing all audits have been completed, if necessary, and no litigation is pending or anticipated.