

PUBLIC SAFETY
PARKING/TRAFFIC

530.01 Student/Staff ID Card Files (Record Copies)

Dates: 1978 -
Volume: Cu. Ft.
Annual Accumulation: 6 Cu. Ft.
Arrangement: Alphabetical

This record series consists of copies of every SIUC Student and Staff ID Card issued by the university. These are utilized by the Police Department to properly identify students and staff members for various reasons. They also serve as proof of a person's identity in the event all original identification is lost or stolen.

Application 87-65, item 130.11, is superseded to reflect a change in the administrative jurisdiction of the record series.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 the office for five years after graduation or date of last attendance of the student, then dispose of provided no litigation is pending or anticipated.

530.02 Collection Reports (Originals)

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

This record series contains the weekly cash tallies of change collected from parking meters on campus. The totals are added to the "Cash Count Sheets" for deposit by the Bursar. See this application for the "Cash Count Sheets" File.

Application 87-65, item 130.12, is superseded to reflect a change in the administrative jurisdiction of the record series.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 two (2) 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.

530.03 Cash Count Sheets File

Dates: 1985 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the cash count sheets which show all revenue collected for decal sales, parking tickets and parking meters with the cash register tape for the day attached. The cash is transferred to the Bursar's Office to be deposited.

Application 87-65, item 130.13, is superseded to reflect a change in the administrative jurisdiction of the record series.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 two (2) 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.

530.04 Vehicle Registration Forms (Original)

Dates: 1983 -
Volume: 15 1/2 Cu. Ft.
Annual Accumulation: 3 3/4 Cu. Ft.
Arrangement: Alphabetical by name

This record series contains the vehicle registration forms required by the university for any students or faculty that have vehicles which they will be allowed to park on campus.

Application 87-65, item 130.14, 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 four (4) 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.

530.05 Parking Tickets (Originals)

Dates: 1985 -
Volume: 37 Cu. Ft.
Annual Accumulation: 18½ Cu. Ft.
Arrangement: Numerical by license plate number

This record series contains parking tickets issued to any owner whose vehicle was parked illegally on campus that have been paid.

Application 87-65, item 130.15, 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 one (1) fiscal year following payment of ticket, 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.

530.06 Unpaid Parking Tickets (Originals)

Dates: 1967 -
Volume: 19½ Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Numerical by license plate number

This record series consists of parking tickets issued to owners of vehicles which were illegally parked on campus but which have not been paid.

Application 87-65, item 130.16, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Dispose of uncollectible claim/accounts receivable files only after compliance with all provisions of 30 ILCS 205/2. (1994 State Bar Edition).

530.07 Parking Tickets Log Books (Originals)

Dates: 1983 -
Volume: 12 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Numerical by ticket number

This record series is a log book of each parking ticket issued with comments on the outcome or disposition of each ticket.

Application 87-65, item 130.17, 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 four (4) 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.

530.08 Bad Check Files

Dates: 1967 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains correspondence and returned checks, consisting of the accounts receivable vouchers, memos from the Bursar that they were unable to collect on the checks and cash receipt adjustments on the returned check forms.

Application 87-65, item 130.18, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Dispose of uncollectible claim/accounts receivable files only after compliance with provisions of 30 ILCS 205/2. (1994 State Bar Edition).

530.09 Time Sheets and Time Cards

Dates: 1971 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of time cards and time sheets of staff and students used for tracking time worked for payroll administration purposes.

Application 87-65, item 130.19, 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 two (2) 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.