

BOARD OF TRUSTEES

110.01 General Administrative Files (Originals) **SUPERSEDED WITH 110.11**

Dates: 1949 -
Volume: 9 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the general administrative files maintained by the SIU Board of Trustees. The records generally include: original Board by-laws, collective bargaining hearings transcripts, special reports (e.g. Edwardsville campus development), committee agendas (e.g. finance, academics, architecture and design, executive sessions), certifications of contracts, lease purchase agreements, dates of expiration of Board member terms, and miscellaneous correspondence.

Recommendation: Retain in office for three (3) years, then review files and weed out any documents possessing long term administrative, legal, or historical value (e.g. original by-laws, transcripts, special reports) for permanent retention in office and/or transfer to the University Archives. All duplicate, extraneous materials may be disposed of provided all administrative value has expired.

110.02 Search Files (Originals)

Dates: 1970 -
Volume: 7½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by search type

This record series consists of the search files maintained by the SIU Board of Trustees. The files generally contain all records retained on presidential and chancellor searches including: prospectus outlines of job responsibilities, search guidelines, composition of search committee information, advertising plans, Chronicle of Higher Education, Affirmative Action publications, address lists, records of on site visits,

consultant information, salary benefits, conditions of employment files, appointment papers, and related correspondence.

Recommendation: Retain in the office for three (3) years, then purge files of all unsuccessful applicants provided no litigation is pending or anticipated.

100.03 Minutes of Board Meetings (MICROFILM COPIES ONLY)

Dates: 1949-1983
Volume: 3 Cu. Ft.
Annual Accumulation: --
Arrangement: Chronological

This record series consists of microfilm copies of minutes of Board meetings maintained by the SIU Board of Trustees.

Recommendation: Retain permanently in the office and/or transfer to the University Archives.

**110.04 Grievance Files (Originals)
SUPERSEDED WITH 110.12**

Dates: 1960 –
Volume: 10 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological

This record series consists of the grievance files maintained by the SIU Board of Trustees. The records generally contain all documents and correspondence relevant to grievances filed by students, faculty members, and university professionals including: Applications for appeals, background documents, evaluations, campus answer to grievances, transmittals, Chancellor's answer and recommendation to the Board, cassette tapes of hearings, order of memorandum (final decision), and related correspondence. The final decision also appears in the minutes of regularly scheduled meetings.

Recommendation: Retain in the office permanently and/or transfer to the University Archives.

110.05 Annual Reports (Originals)

Dates: 1949 -
Volume: 15 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by fiscal year

This record series consists of the annual reports maintained by the SIU Board of Trustees. The annual reports serve as an official record of decisions rendered and actions taken by the Board regarding the administration and status of the university. One copy of the report is submitted back to SIU affiliated campus.

Recommendation: Retain in the office permanently.

100.06 Minutes and "Matters" File (Originals)

Dates: 1949 -
Volume: 60 Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Chronological

This record series consists of the minutes and "matters" files maintained by the SIU Board of Trustees. The file generally contains a record of all subjects and issues brought before the Board from SIU and affiliated campuses including: fees, resident hall rates, purchasing, personnel policies, purchase orders and contracts (over 25,000), CDB repairs and renovations, personnel grievances, tuition fee increases, budget information, RAMP documents, academic programs, and honorary degrees.

Recommendation: Retain in the office permanently and/or transfer to the University Archives.

110.07 Individual Board Meeting Files (Originals)

Dates: 1970 -
Volume: 15 Cu. Ft.

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

This record series consists of the individual board meeting files maintained by the SIU Board of Trustees. The files generally contain all documents relevant to matters (issues under discussion) that are presented to the Board of Trustees. The records include: supporting documents of matters presented, original state of matters as they are received from various campuses, and changes developed by the Board's staff.

Recommendation: Retain in office for three (3) years, then review files and weed out any documents possessing long term administrative, legal, or historical value for permanent retention in office and/or transfer to the University Archives. All duplicate, extraneous materials may be disposed of provided all administrative value has expired.

110.08 University House Files (Originals)

Dates: 1969 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the university house files maintained by the SIU Board of Trustees. The records generally include all documentation (e.g. blueprints, furnishing lists) used in the construction of the official residence of the SIU President, as presented to the IBHE (Illinois Board of Higher Education) for review and approval.

Recommendation: Retain in the office until all litigation is complete and all administrative value has expired, then dispose of.

110.09 General Administrative Files (Originals)

Dates: 1949 -
Volume: 9 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the general administrative files maintained by the SIU Board of Trustees. The records generally include: original Board by-laws, collective bargaining hearings transcripts, special reports (e.g. Edwardsville Campus development), committee agendas (e.g. finance, academics, architecture, and design, executive sessions), certifications of contracts, lease purchase agreements, dates of expiration of Board member terms, and miscellaneous correspondence.

This item supersedes item 110.01 of this application in order to provide for the use of electronic media and microfilm for storage of this record series. (No other revision of the previously approved disposition is proposed.)

Recommendation: All certified microfilm or digitized copies will be made in accordance with the standards of the State Records Commission and will be adequate substitutes for the original records.

Files from 1949 through 1976 are maintained in hard copy Format permanently in the University Archives.

Retain hard copy files from 1977 and after in office for three (3) years, then review files and weed out any documents possessing long term administrative, legal, or historical value for permanent retention. Image and microfilm those documents and dispose of hard copies. Retain one copy of microfilm in office permanently. Transfer one copy of microfilm to the University Archives for permanent storage. All other extraneous materials may be disposed of provided all administrative value has expired.

110.10 Grievance Files (Originals)

Dates:	1960 –
Volume:	10 Cubic Feet
Annual Accumulation:	½ Cubic Feet
Arrangement:	Chronological

This record series consists of the grievance files maintained by the SIU Board of Trustees. The records generally contain all documents and correspondence relevant to grievance files by students, faculty members, and university professionals including: applications for appeals, background documents, evaluations, campus answer to grievances, transmittals, Chancellor's answer and recommendation to the Board, cassette tapes of hearings, order of memorandum (final decision), and related correspondence. The final decision also appears in the minutes of regularly scheduled meetings.

Recommendation: All certified microfilm or digitized copies will be

made in accordance with the standards of the State Records Commission and will be adequate substitutes for the original records.

Files from 1960 through 1976 are maintained in hard copy format permanently in the University Archives.

Retain hard copy files from 1977 and after in office for three (3) years, then image and microfilm. Dispose of hard copies after imaging is complete. Retain one copy of microfilm in office permanently. Transfer one copy of microfilm to the University Archives for permanent storage.

110.11 General Administrative Files (Originals)

Dates:	1949 –
Volume:	20 Cubic Feet
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of the general administrative Files maintained by the SIU Board of Trustees. The records Generally include: original Board by-laws, collective bargaining Hearings, transcripts, special reports (e.g. Edwardsville campus Development), committee agendas (e.g. finance, academics, architecture and design, executive sessions), certifications of contracts, lease purchase agreements, dates of expiration of Board member terms, and miscellaneous correspondence.

This item supersedes item 110.01 of this approved State Records Application 87-61 in order to provide for microfilming of the record series. From 1949 through 1976 this record series is stored in the University Archives in hard copy format. (No change in the previously approved description is proposed.)

110.12 Grievance Files (Originals)

Dates:	1960 –
Volume:	25 Cubic Feet
Annual Accumulation:	½ Cubic Feet
Arrangement:	Chronological

This record series consists of the grievance files maintained by the SIU Board of Trustees. The records generally contain all documents and correspondence relevant to grievances filed by students, faculty members, and university professionals including: applications for appeals, background documents, evaluations, campus answer to grievances, transmittals, Chancellor's answer and recommendation to the Board, cassette tapes of hearings,

order of memorandum (final decision), and related correspondence. The final decision also appears in the minutes of regularly scheduled meetings.

This item supersedes item 110.04 of this approved State Records Application 87-61 in order to provide for microfilming of the Record series. From 1949 – 1076 this record series is stored in the University Archives in hard copy format. (No change in the Previously approved description is proposed).

Recommendation: Retain in office for three (3) years, then Microfilm and destroy originals in a secure manner after images have verified. Retain one copy in the office permanently. Transfer one copy to the University Archives for permanent storage.