

## AEROSPACE STUDIES

### 120.01 Budget and Fiscal Administration Files (Duplicates)

Dates: July 1, 1985 –  
Volume: 2 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological

This record series consists of various fiscal documents maintained to document the procurement of goods and services for Aerospace Studies Office including General Accounting printouts (i.e., telecommunications, commodities, fringe benefits printouts, payroll distribution sheets, etc.), purchase requisitions, invoice, contractual and travel vouchers.

This item supersedes State Records Application 87-63, item 189, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

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

### 120.02 General and Administrative Correspondence File (Agency Record Copies and Duplicates)

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

This record series consists of both general and administrative correspondence, including special events files (i.e., awards night set-up arrangements, lists of guests, publicity materials, awards given, etc.).

This item supersedes State Records Application 87-63, item 190, to provide for the incorporation of the file series into this revised records disposition application. No change in the previously approved disposition is proposed.)

**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.

**120.03 Personnel Records (Duplicates)**

Dates: 1984 –  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of duplicate personnel files for airforce staff in non-pay status who are adjunct professors, assistant professors, or instructors, and SIU civil service employees. Included are copies of contracts, performance evaluations, letters of appointment, resignation, recommendation attendance records, and salary/class change forms.

The agency record copy of this record series is maintained by the Personnel Office under the authority of State Records Application 87-66.

This item supersedes State Records Application 87-53, item 191, to provide for the incorporation of the file series into this revised records disposition applications, (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for five (5) years after separation from employment, then dispose of providing all audits haven been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.