

PROFESSIONAL CONSTITUENCIES OFFICE

**ADMINISTRATIVE PROFESSIONAL STAFF
COUNCIL**

**290.01 Administrative Correspondence and Reference Files
(Originals & Duplicates)**

Dates: 1978 -
Volume: 5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year, Alphabetical by topic

This record series consists of incoming/outgoing correspondence exchanged between the "Professional Constituencies Office" and other units of SIU-C, federal/state agencies, and other private individuals/groups external to the university. Files also include memos, office goals, and miscellaneous notes/reference information.

This item supersedes State Records Application 87-63, item 1194A, 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 transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all extraneous materials after accessioning all record series items having archival value for permanent retention.

**290.02 Administrative/Professional Task Force Correspondence Files
(Originals & Duplicates)**

Dates: 1980 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.

Arrangement: Chronological

This record series consists of correspondence relating to "task force" committees that have Administrative/Professional representation. The Committee on Aids, Drug Free School and Communities, Service Evaluation, and University Club are task force committees documented within this series.

This item supersedes State Records Application 87-63, item 1194B, 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 review the file and take the following steps for disposition:

- (1) dispose of all duplicate informational routine items;
- (2) dispose of materials lacking further administrative value due to supersedure by more current information or due to material having no ongoing reference value; then transfer remaining items to the University Archives for evaluation and possible accessioning of records possessing archival value.

290.03 Administrative/Professional Salary Administration Files (Originals & Duplicates)

Dates: 1980 -

Volume: 8 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of compensation plans for non-research Administrative/Professional personnel, salary increase proposals and all related correspondence.

This item supersedes State Records Application 87-63, item 1194D, 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 the office for ten (10) years, then dispose of provided all administrative value has expired.

290.04 File of Faculty Senate and Administrative/Professional and Civil Service Council Activities and Highlights

Dates: 1982 -
Volume: 8 Cu. Ft.
Annual Accumulation Negligible
Arrangement: Chronological

This record series consists of documentation of senate and council activities including copies of brochures, newsletters, news articles, and related correspondence.

This item supersedes State Records Application 87-63, item 1194E, 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 five (5) years or until expiration of administrative value, whichever is longer, then transfer to University Archives. University Archives staff is to review all accumulation of this series transferred to its custody and dispose of all ephemeral materials contained therein.

290.05 Committee Administration and Reference File

Dates: 1974 -
Volume: 4 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By committee

This record series is utilized in the administration of the various committees which fall under the Administrative Professional Staff Council (e.g., Elections, Committee on Committees, Operating Papers, Staff Welfare, Constituency Relations, and other Standing, and Ad Hoc).

Examples of predominant types of documents maintained in this file include: nomination forms; committee reports; correspondence; election ballots, surveys, operating paper changes, and other reference materials.

This item supersedes State Records Application 87-63, item 1194G, 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: Dispose of all routine working papers after one (1) year. Retain all other materials for three (3) years in office, then review file and take the following steps for disposition:

(1) Retain all original minutes of meetings, special surveys and reports and any material documenting the planning and policy formation of the Administrative Professional Staff Council permanently - offer to transfer to the University Archives for permanent retention upon the expiration of administrative value.

(2) Dispose of materials lacking further administrative value due to supersedure by more current information, or due to materials having no ongoing reference value.

290.06 Budget Administration Files

Dates: 1988 -

Volume: 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological by year

This record series contains the Administrative Professional Staff Council's copy of their operating budget. Also included herein would be budget proposals, requests, allocation/adjustment forms, and working papers.

Original Budget Files for the entire university are maintained by the Budget Office for a longer period of time.

This item supersedes State Records Application 87-63, item 1194H, 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.

290.07 Fiscal Administration Files

Dates: 1992 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of account change/fiscal officer delegation forms and all bills charged against the Administrative Professional Staff Council, including computer printout Statement of Charges, vouchers, purchase orders, and requisitions.

The originals of these documents are maintained by the General Accounting, Disbursements, and Purchasing Offices for a longer period of time.

This item supersedes State Records Application 87-63, item 1194I, 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 three (3) years in the office, 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.

290.08 Grievance Procedures (Originals & Duplicates)

Dates: 1974 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of grievance hearing reports, correspondence, and hearing outcome documents.

Original Grievance Files are permanently maintained with the university's Legal Counsel per item 250.06 of Application 87-62.

This item supersedes State Records Application 87-63, item 1194J, 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: If documents are original, retain in office or University Archives on a permanent basis. If documents are duplicate, retain in office for five (5) years following termination of employment, 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.

290.09 Meeting Minutes and Agenda (Originals)

Dates: 1970 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of the original meeting minutes and agenda of the Administrative Professional Staff Council.

This item supersedes State Records Application 87-63, item 1194K, 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 permanently - either in the office or the University Archives.

290.10 File of Administrative Professional Staff Council Activities and Highlights

Dates: 1970 -

Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of documentation of Council activities, including copies of brochures, newsletters, news articles, and related correspondence.

This item supersedes State Records Application 87-63, item 1194L, 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: Transfer to the University Archives for permanent retention.