

This record series consists of correspondence dealing with the accessioning of materials for the University Archives' Special Collections. Also included are preliminary inventory lists.

This item supersedes State Records Application 87-63, item 985, 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 three (3) years, then transfer to University Archives custody. Archives staff will review files and dispose of all material possessing no administrative, organizational, legal, and/or historical significance and retain permanently documents possessing archival value.

690.03 Personnel Files (Duplicates)

Dates: 1961 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of personnel files for the faculty, civil service employees, and student workers of the University Archives' Special Collections Unit. Included are copies of resumes, requests for vacation/sick leave, evaluations, records of any disciplinary action taken, and correspondence. Original personnel files are maintained by Personnel Services and the Office of Student Work and Financial Assistance.

This item supersedes State Records Application 87-63, item 986, 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 five (5) years following the date of separation from employment, then dispose of.

690.04 Budget and Fiscal Administration Files (Duplicates)

Dates: 1961 -
Volume: 4 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: By fiscal year

This record series consists of vouchers, purchase orders, requisitions, budget printouts, budget requests, and budget working papers. The originals of these documents are maintained by the General Accounting, Disbursements, Purchasing, and Budget Offices.

This item supersedes State Records Application 87-63, item 987, 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.

690.05 IRAD Administration Files

Dates: 1977 -

Volume: 1 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: By subject

The Illinois Regional Archives Depository System (IRAD) is responsible for collecting local governmental records for use by researchers. SIU-Carbondale operates one of the IRAD system's six regional depositories.

This record series is utilized in the administration of the university's IRAD duties. Included are copies of correspondence received from patrons, intern project assignments, and monthly activity reports.

This item supersedes State Records Application 87-63, item 988, 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 five (5) years in the office, then dispose of provided no litigation is pending or anticipated.

690.06 "Friends of Morris Library" Files

Dates: 1963 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series is utilized in the raising of funds for library acquisitions. Included are records of donations and memorial gifts, summarization's of book sales, budget printouts, and correspondence.

This item supersedes State Records Application 87-63, item 989, 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 five (5) years, then transfer to University Archives custody. Archives staff will review files and dispose of all material possessing no administrative, organizational, legal, and/or historical significance and retain permanently documents possessing archival value.

690.07 Special Exhibit Catalogs (Originals)

Dates: 1961 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains catalogs compiled and printed for each special exhibit presented by the Special Collections Unit of Morris Library. Also included are the rough drafts for these catalogs.

This item supersedes State Records Application 87-63, item 990, 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.

690.08 ICarbS Administration Files

Dates: 1973 -

Volume: 6 Cu. Ft.

Annual Accumulation: 1/2 Cu. Ft.

Arrangement: Alphabetical by subject

This record series contains files concerning ICarbS, a scholarly literary journal published for Morris Library by the Southern Illinois University Press. Included would be: copies of the journal itself; rough drafts for the journal; listing of subscribers; and copies of invoice billings.

This item supersedes State Records Application 87-63, item 991, 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 five (5) years, then transfer to the University Archives' custody. Archives staff will review files and dispose of all material possessing no administrative, organizational, legal, and/or historical significance and retain permanently documents possessing archival value.