

**COLLEGE OF APPLIED SCIENCES AND
ARTS**

DEAN'S OFFICE

800.01 Minutes

Dates: 1981 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains minutes of meetings of Chief Academic Advisor, Capstone Appeal Information, Graduation Appeal Results and Curriculum Committee (which approves all course and program changes from Form 90's and Form 90A's).

This item supersedes State Records Application 87-63, item 1111, 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, then dispose of all duplicate copies of minutes which no longer have administrative value and retain all original copies of minutes permanently, transferring to the University Archives for permanent retention after three (3) years in the office.

800.02 Curriculum Files

Dates: 1979 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By program

This record series contain official forms for course changes (Form 90), program changes (Form 90A), and budgetary/curriculum form for collecting registration fees (Form 100). This record series also contains name change documents and requests for expansion of programs (NEPR).

This item supersedes State Records Application 87-63, item 1112, 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, then weed to retain materials still having administrative value and dispose of any material that no longer has administrative value, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

800.03 Administrative Correspondence and Reference File (Agency Record Copy)

Dates: 1978 -
Volume: 51 Cu. Ft.
Annual Accumulation: 4 1/2 Cu. Ft.
Arrangement: Alphabetical/
Chronological

This record series contains correspondence, annual reports of achievement and planning, policies and procedures, Resource Allocation and Management Plan (RAMP) documents, program reviews, accreditation reports, history of the School of Technical Careers (STC), newsletters produced by the school, and the defense file of correspondence filed chronologically.

This item supersedes State Records Application 87-63, item 1113, 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, then weed to dispose of any material no longer having any administrative value and retaining permanently the material (such as minutes, reports and policies) which has long-term legal, administrative and historical value.

800.04 Student File (Originals)

Dates: 1977 -
Volume: 2 1/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains correspondence about or with students on matters that the Dean of the School of Technical Careers (STC) has been involved in such as grade changes and appeals.

This item supersedes State Records Application 87-63, item 1114, 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 for five (5) years after graduation or last date of attendance provided no litigation is pending or anticipated.

800.05 Job Search Files (Duplicates)

Dates: 1978 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By position

This record series contains letters of approval to advertise for a job opening, the advisement itself, the job description, affirmative action forms, and applications and resumes from candidates.

This item supersedes State Records Application 87-63, item 1115, 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 for five (5) years after the search has been completed provided no litigation is pending and anticipated.

800.06 Personnel Files

Dates: 1938 -
Volume: 42 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This record series consists of both active and inactive (the inactive are record copy) personnel files for faculty, civil service employees, and student employees. Included in the faculty and civil service files are: appointment papers; correspondence (i.e., promotion, tenure, etc.); inactive attendance records; letters of resignation; etc. The student files include appointments, letters of resignation, termination, salary, etc. Original personnel files are maintained in the University's Personnel Services Office as per Application 87-66, item 249M.

This item supersedes State Records Application 87-63, item 1116, 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 providing no litigation is pending or anticipated.

800.07 Fringe Benefits Reports

Dates: 1976 -
Volume: 7 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological/
Alphabetical by name
and account number

This record series consists of the fringe benefits reports, both active and inactive. It shows the vacation and sick time acquired by each individual employee in the School of Technical Careers. The official copies of all personnel-related information is maintained by the university's Personnel Services Office.

This item supersedes State Records Application 87-63, item 1117, 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.

800.08 Fiscal Administration Records (Duplicates)

Dates: 1976 -
Volume: 70 1/2 Cu. Ft.
Annual Accumulation: 7 Cu. Ft.
Arrangement: Chronological

This record series consists of the fiscal records for the School of Technical Careers. Included in this are invoice vouchers, contract vouchers, travel vouchers, payroll sheets, accounts receivable and payable, general accounting printouts, budget records (including correspondence), purchase orders and requisitions, copies of grant applications, reimbursement claims, and expenditure records. All original records are maintained by the university's Business Office for six (6) years per Application 87-66.

This item supersedes State Records Application 87-63, item 1118, 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.

800.09 Telephone Logs (Record Copy)

Dates: 1976 -
Volume: 3 Cu. Ft.

Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of a record of long distance telephone calls made by the Dean's Office of the School of Technical Careers.

This item supersedes State Records Application 87-63, item 1119, 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 until administrative value has expired, then dispose of provided no litigation is pending or anticipated.

800.10 Vehicle Mileage Reports

Dates: 1976 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By account number

This record series consists of monthly mileage reports. These reports contain first and last of monthly mileage and are used for maintenance purposes.

This item supersedes State Records Application 87-63, item 1120, 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 at discretion of the agency, then dispose of.

800.11 Certificates of Training (Record Copy)

Dates: 1965 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains the records of non-university students that have taken courses at Southern. Files list classes and hours taken by

individual. These are legal documents to prove that the individual has taken courses.

This item supersedes State Records Application 87-63, item 1121, 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 fifteen (15) years, then dispose of.

800.12 Property Control Inventory

Dates: 1976 -
Volume: 14 1/2 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Chronological

This record series lists inventory of property that the School of Technical Careers is responsible for. The computer printout shows: the name of the item; location; and printout of transfer. This includes inventory of the School of Technical Careers located at the Blue Barrick, Carterville Campus, Faner Hall, 203 E. Pearl St., Quigley, Southern Illinois Airport, 908 S. Wall St., Wham Building, as well as the School of Technical Careers Building. The purchase order of equipment is also kept in the Dean's Office of the School of Technical Careers.

This item supersedes State Records Application 87-63, item 1122, 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 until administrative value has expired or it becomes obsolete, then dispose of providing no litigation is pending or anticipated.

800.13 Unsuccessful Applications

Dates: 1976 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of all applications rejected for employment, summary of all tests taken by the applicants and their resumes.

This item supersedes State Records Application 87-63, item 1123, 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 no litigation is pending or anticipated.

800.14 Grant Administration Files (Originals and Duplicates)

Dates: 1976 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This file contains grant applications (or application excerpts), proposals, notices of award, related fiscal/budget administration forms and reports, pertinent correspondence, and in many instances, final report of grant program accomplishments and findings. Central grant administration files are maintained by and will be scheduled on a university-wide basis for the Office of Research and Development and Administration.

This item supersedes State Records Application 87-63, item 1124, 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 after expiration or completion of grant program, then dispose of providing any final reports are first offered for accessioning by the University Archives or Library, and providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.