

**COLLEGE OF EDUCATION**  
**COMMUNICATION DISORDERS AND SCIENCES**

**390.01 Faculty Personnel Files**

Dates: 1967 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of personnel files for the Communication Disorders and Sciences Department. Included in this series are correspondence, appointment papers and grant proposals.

Original personnel files are maintained by the university's Personnel Services Office.

This item supersedes State Records Application 87-63, item 420, 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 following separation from employment of the respective employee(s), then dispose of providing no litigation is pending or anticipated.

**390.02 Correspondence**

Dates: 1985 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Alphabetical by subject

This record series consists of correspondence created and received by the Communication Disorders and Sciences

Department. This includes correspondence with the Dean's Office, other departments and outside groups.

This item supersedes State Records Application 87-63, item 421, 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 with the assistance of University Archives staff, review the series and transfer any documents possessing archival value to the University Archives for permanent retention and dispose of all extraneous materials.

**390.03 Clinical Center Patient Files (Originals)**

Dates: 1984 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of patient records for the Communication Disorders and Sciences Department. Included in these files are audiological reports, patient reports and reference information from prior physician(s).

This item supersedes State Records Application 87-63, item 422, 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 twenty (20) years after date of last visit, then dispose of provided no litigation is pending or anticipated.

**390.04 Student Files (Originals and Duplicates)**

Dates: 1975 -  
Volume: 12 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Alphabetical

These student files contain both graduate and undergraduate program enrollment and participation documentation in the form of applications for program acceptance, GRE scores, applications for Graduate Assistantships, related advisement forms, letters of acceptance or recommendations for acceptance, weekly progress reports and mid-term and final evaluations, copies or excerpts of grade transcripts, and relevant correspondence/memoranda. University-wide master copies are scheduled for an appropriate long-term or permanent retention period for the Office of Admissions and Records (The Graduate School holds duplicates of acceptance and eligibility forms.)

This item supersedes State Records Application 87-63, item 423, 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 graduation or last period of enrollment, 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. (Upon discretion of the department, the record series may be microfilmed, in which case record series microforms are to be maintained and disposed of in the same manner as recommended above for the hard copy files.)

**390.05 Fiscal and Accounts Administration File (Duplicates)**

Dates: 1980 -  
Volume: 7 1/2 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological

This series includes the department's copies of purchase orders, vouchers, book orders, budget preparation/administration forms and papers, key request forms, printing requisitions, General Stores Service forms, FAS reports, Campus Mail Request(s) and property control forms/reports. University-wide record copies of most of these forms and records are maintained by the Accounting and Disbursements Office.

This item supersedes State Records Application 87-63, item 424, 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.

**390.06 Personnel Files for Civil Service and Student Workers (Duplicates)**

Dates: 1978 -  
Volume: 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

These personnel files contain Departmental copies of evaluations, resumes, hiring papers and applications for employment covering Civil Service and student workers. University-wide record copies of personnel files are maintained by the Office of Personnel Services and the Office of Student Work and Financial Assistance in the case of student workers.

This item supersedes State Records Application 87-63, item 425, 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 separation and/or last term of enrollment in SIU-C, 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.

**390.07 Student Recruitment File (Originals or Record Copies)**

Dates: 1985 -  
Volume: 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This is a file of narrative program descriptions and brochures partially compiled from the University catalog. These materials are essentially used to recruit students for enrollment in the department's Masters, Doctoral and Undergraduate programs.

This item supersedes State Records Application 87-63, item 426, 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 and dispose of upon discretion of the department.