

**COLLEGE OF EDUCATION
ADMINISTRATIVE OFFICE**

370.01 Departmental Program Reviews (Originals)

Dates: 1978 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by
department, then
reverse chronological

This record series consists of departmental reports and reports from the internal and external review teams which visit each department every five years to evaluate the department as well as correspondence related to these reviews.

This item supersedes State Records Application 87-63, item 509, 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 ten (10) years after the program review is completed, then transfer to the University Archives for permanent retention.

370.02 Administrative Correspondence and Reference File

Dates: 1971 -
Volume: 10 1/2 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Chronological/Alphabetical

This record series contains the administrative correspondence and reference file for the Dean of the College of Education (arranged alphabetically) and the general files of the college (arranged chronologically). This series consists of departmental collegiate files, curriculum materials, fiscal information, operating papers, minutes of departmental meetings, personnel related correspondence such as letters of commendation,

the dean's correspondence on issues such as promotion and tenure, the dean's materials on planning course work, and the dean's defense file which is cross-referenced in both alphabetical and chronological files.

This item supersedes State Records Application 87-63, item 510, 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 three (3) years in the office, then review files and remove any materials possessing long-term historical value (such as minutes of meetings, significant departmental reports, policy formulation correspondence, etc.) and transfer these records to the University Archives for permanent retention. Records that do not possess any further administrative value are to be disposed of provided no litigation is pending or anticipated.

370.03 Department Chair Meeting Minutes (Originals)

Dates:	1981 -
Volume:	1 1/2 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series contains minutes of the meetings between the Dean of the College of Education and the associate deans and the departmental chairs plus agendas and supporting materials.

This item supersedes State Records Application 87-63, item 511, 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 ten (10) years in the office, then transfer to the University Archives for permanent retention.

370.04 Departmental Chairs and Faculty Search Files (Originals)

Dates: 1981 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by title of search

This record series consists of both announcements of positions and application materials from potential employees. In addition to a copy of the position announcements, this file contains job descriptions, lists of qualification and closing date. Typical applicant materials would include the application, resumes and letters of recommendation.

This item supersedes State Records Application 87-63, item 512, 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 ten (10) years, then transfer to the University Archives for permanent retention.

370.05 Accreditation Reports (Originals)

Dates: 1971 -
Volume: 1 1/2 Cu. Ft
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains material related to the accreditation process by the National Council for Accreditation of Teacher Education (NCATE) and the State Teacher Certification Board, including the departmental reports and reports of the accreditation panels.

This item supersedes State Records Application 87-63, item 513, 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 ten (10) years, then transfer to the University Archives for permanent retention.

370.06 Collegiate and Departmental Achievement Reports (Agency Record Copy)

Dates: 1975 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of planning and achievement reports that the College of Education (as other collegiate units) must submit annually to the president of Southern Illinois University.

This item supersedes State Records Application 87-63, item 514, 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 ten (10) years in office, then transfer to the University Archives for permanent retention.

370.07 Ph.D. Student Files (Originals)

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

This record series contain the academic files for students in the Ph.D. program of the College of Education which include admission data sheets, the admission to candidacy forms and supporting documents, the specifics of the program, the agreement between the student and the doctoral committee and correspondence.

This item supersedes State Records Application 87-63, item 515, 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 after the date of graduation or date of last attendance at the university, then dispose of provided no litigation is pending or anticipated.

370.08 Collegiate Scholarship and Award File (Originals)

Dates: 1981 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name of scholarship/award

This record series contains applications and supporting material from students seeking scholarships from the College of Education or the SIU Foundation.

This item supersedes State Records Application 87-63, item 516, 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 all applicant material for three (3) years after scholarship/award is granted, then weed and retain only the material of the winner. After ten (10) years in the office, transfer to the University Archives for permanent retention.

370.09 College Newsletter File (Originals)

Dates: 1970 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of sample copies of the College of Education newsletter which was

published from 1970 until 1981, then started publishing again in 1986. The newsletter reports such matters as faculty activities and accomplishments or changes in college programs.

This item supersedes State Records Application 87-63, item 517, 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 ten (10) years in the office, then transfer to the University Archives for permanent retention.

370.10 Committee and Association File (Duplicates)

Dates: 1980 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists minutes and supporting material from the Faculty Senate, the Graduate Council and various professional associations.

This item supersedes State Records Application 87-63, item 518, 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 three (3) years, then transfer to the University Archives or retain in the office permanently.