

**COLLEGE OF MASS COMMUNICATION AND MEDIA  
ARTS**

**SCHOOL OF JOURNALISM**

**DAILY EGYPTIAN NEWSPAPER**

**740.01 Master Copies of Past University Newspaper Issues  
(Issue Morgue File)**

Dates: 1928 -  
Volume: 69 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological

This file consists of copies of each issue of the university newspaper.

This item supersedes State Records Application 87-63, item 438, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

The Publications Office maintains the original newspaper copies and transfers to Micrographics for microfilming.

**Recommendation:** Retain one copy in office until or unless microfilmed. Upon microfilming, maintain in office and dispose of original hard copy on a discretionary basis and maintain all record series microforms in office and/or the University Library or Archives permanently. Maintain and dispose of all additional copies in office on a discretionary basis.

**740.02 Class Enrollment Reports (Duplicates)**

Dates: 1986 -  
Volume: 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

These are duplicates received from the registrar for class preparation and planning for faculty.

This item supersedes State Records Application 87-63, item 439, 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:** Maintain in office and dispose of upon discretion of the School of Journalism.

**740.03 Maintenance Vendor Work Orders, Service Contracts and Miscellaneous Fiscal Administration Documents (Duplicates)**

Dates: 1972 -  
Volume: 14 1/2 Cu. Ft.  
Annual Accumulation: --  
Arrangement: Chronological

Originals of these are maintained by the Accounting Office.

This item supersedes State Records Application 87-63, item 440, 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.

**740.04 Miscellaneous Background Research and Reference Files (Originals and Duplicates)**

Dates: 1938 -  
Volume: 34 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological

This is a compilation of papers and documents consisting of research clippings, press releases, background notes or narratives, photos, journalism law papers and copies of minutes of meetings of various university and non-university administrative units and miscellaneous political bodies impacting on the university. The series primarily is referenced as a research source.

This item supersedes State Records Application 87-63, item 441, 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:** Maintain in office and dispose of on a discretionary basis, providing the series is screened by University Archives staff for possible accessions prior to any destruction's.

**740.05 Civil Service and Student Worker Personnel Files (Duplicates)**

Dates: 1972 -  
Volume: 17 Cu. Ft.  
Annual Accumulation: 1 1/2 Cu. Ft.  
Arrangement: Alphabetical

This record series consists of applications for employment, living authorization forms, performance evaluations, and time and attendance reports documenting the employment history of student and civil service workers assigned with the University Press/Daily Egyptian Newspaper. Original 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 442, 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 the 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.

**740.06 General Correspondence and Related Documents (Originals and Duplicates)**

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

This general correspondence pertains mostly to advertising space and other daily matters involving the newspaper's operation and publication. Types of related documentation consists of advertising lineage, rates, copies of ad contracts and insertion orders.

This item supersedes State Records Application 87-63, item 443, 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.