

**CIVIL SERVICE COUNCIL**  
**EDUCATIONAL ASSISTANCE COMMITTEE**

**300.01      Administrative Correspondence and Reference File (Originals and Duplicates)**

Dates:                      1978 -  
Volume:                    2 Cu. Ft.  
Annual Accumulation:    Negligible  
Arrangement:              Alphabetical by topic

These files contain correspondence and reference material received, generated or utilized by the Civil Service Council. Examples of predominant types of documents maintained in this file include memorandum and supporting correspondence.

This item supersedes State Records Application 87-63, item 1194P, 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 transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all extraneous materials after accessioning all record series items having archival value for permanent retention.

**300.02      Budget Administration Files**

Dates:                      1980 -  
Volume:                    1 1/2 Cu. Ft.  
Annual Accumulation:    Negligible  
Arrangement:              Chronological by year

This record series contains the Civil Service Council's copy of their operating budget. Also included herein would be budget

proposals, requests, allocation/adjustment forms, and other working papers.

Original Budget Files for the entire university are maintained by the Budget Office for a longer period of time.

This item supersedes State Records Application 87-63, item 1194Q, 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.

**300.03 Civil Service Council Educational Assistance Committee Contributions and Fund Raising Files**

Dates: 1982 -

Volume: 7 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological by year

This record series consists of documentation retained on various fundraising activities (e.g., raffles) and also includes records of direct contributions and related correspondence.

This item supersedes State Records Application 87-63, item 1194R, 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.

**300.04 Fiscal Administration Files (Duplicates)**

Dates: 1980 -

Volume: 1 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological by year

This record series consists of account request/fiscal officer delegation forms, and all bills charged against the Civil Service Council, including computer printout Statement of Charges, vouchers, purchase orders, and requisitions.

Originals are maintained by the General Accounting, Disbursements, and Purchasing Offices for a longer period of time.

This item supersedes State Records Application 87-63, item 1194S, 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.

**300.05**

**Civil Service Council Education Assistance Committee  
Administrative Correspondence and Reference File (Originals  
and Duplicates)**

Dates: 1982 -

Volume: 3 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical by topic

These files contain correspondence and reference material received, generated or utilized by the Civil Service Council Education Assistance Committee. Examples of predominant types of documents maintained in this file include memorandum, policies, and supporting documents.

This item supersedes State Records Application 87-63, item 1194T, 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 transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all extraneous materials after accessioning all record series items having archival value for permanent retention.

**300.06 Civil Service Council Education Assistance Committee  
Fiscal Administration Files**

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

This record series consists of all billings charged to or against the Civil Service Council Education Assistance accounts, including computer printout Statement of Charges, vouchers, purchase orders, collection reports, and requisitions.

Originals of these documents are maintained by the General Accounting, Disbursements, Bursar, and Purchasing Offices for a longer period of time.

This item supersedes State Records Application 87-63, item 1194U, 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.

**300.07 Civil Service Council Education Assistance Committee  
Budget Administration Files (Duplicates)**

Dates: 1983 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

This record series contains the Civil Service Council Education Assistance Program's copy of their operating budgets and SIU Foundation accounts. Also included herein would be budget reports, payroll deduction information, and other working papers.

Original Budget Files for the entire university are maintained by the Budget Office for a longer period of time. Original Budget Files for the SIU Foundation are maintained by the Foundation for a longer period of time.

This item supersedes State Records Application 87-63, item 1194V, 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.

**300.08 Civil Service Council Education Assistance committee Meeting Minutes and Agenda (Originals)**

Dates: 1982 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

This record series consist of the original meeting minutes and agenda of the Education Assistance Committee.

This item supersedes State Records Application 87-63, item 1194W, 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.

**300.09 Civil Service Council Education Assistance Committee Files of Activities and Highlights**

Dates: 1982 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of documentation of Committee activities, including copies of brochures, news articles, and related correspondence.

This item supersedes State Records Application 87-63, item 1194X, 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:** Transfer to the University Archives for permanent retention.