

COLLEGE OF LIBERAL ARTS

ENGLISH

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

Dates: 1946 -
Volume: 10 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series containing general correspondence, minutes of departmental and university committees, planning materials for conferences, personnel files for faculty that have retired or resigned, departmental correspondence from the chairman of the department and correspondence from the Undergraduate and Graduate Directors.

This item supersedes State Records Application 87-63, item 833, 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 review files in order to transfer any material with long term historical value (i.e., minutes of meetings, policy formation correspondence, significant reports, etc.) to the University Archives for permanent retention and to dispose of any material no longer having any administrative value.

575.03 **Fiscal Records (Duplicates)**

Dates: 1976 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1/2 CU. Ft.
Arrangement: Chronological, then
Alphabetical by line item

This record series consists of internal fiscal records for expenditures such as commodities, travel, etc. as well as the inventory records of the equipment and furniture in the English Department.

This item supersedes State Records Application 87-63, item 835, 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.

575.04 Statistical Records

Dates: 1976 -
Volume: 10 1/2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series contains statistical or faculty/staff assigned effort reports, showing the percentage of time professors spent teaching, doing research and other functions per semester. This record is verified by the department and any corrections sent to Institutional Research which maintains the original of this record as per item 77M of Application 87-62.

This item supersedes State Records Application 87-63, item 836, 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 five (5) years, then dispose of provided no litigation is pending or anticipated.

575.05 Job Search File

Dates: 1984 -
Volume: 9 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Alphabetical

This record series contains information about conducting the search and applications from unsuccessful candidates for positions in the English Department.

This item supersedes State Records Application 87-63, item 837, 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 five (5) years after job search completed, then dispose of provided no litigation is pending or anticipated.

575.06 Instructional Materials File

Dates: 1983 -
Volume: 15 Cu. Ft.
Annual Accumulation: 3 3/4 Cu. Ft.
Arrangement: Numerical by course number

This record series contains instructional materials for freshman English composition courses and for literature courses for non-majors as well as the materials for graduate assistants on their teaching duties.

This item supersedes State Records Application 87-63, item 838, 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 until superseded by updated materials, then dispose of.

575.09 Instructional Records (Duplicates)

Dates: 1976 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological

This record series contains computer printouts from Admissions and Records of class schedules, forms that record changes in schedules, and lists that show which professor is teaching which class in which room.

This item supersedes State Records Application 87-63, item 841, 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 provided no litigation is pending or anticipated.

575.12 Non-Attending Students File

Dates: 1984 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains applications from students who are accepted to the Graduate Program in English but who do not attend.

This item supersedes State Records Application 87-63, item 844, 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 two (2) years, then dispose of.

575.13 Evaluations of Graduate Assistants and Faculty By Students (Originals)

Dates: 1989 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by semester,
Alphabetical by name

These evaluations are generated and maintained only within the department.

This item supersedes State Records Application 87-63, item 844A, 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 two (2) years, then dispose of provided no litigation is pending or anticipated.

575.14 Personnel Files (Duplicates)

Dates: 1949-
Volume: 33 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Alphabetical

This record series consists of the English Department's copies of personnel files. Files contain copies of applications; contract documents; student and peer evaluations; research activity reports, and documents demonstrating service to the department, the university or the community.

Original personnel files are maintained for sixty (65) years from date of film generation in the Human Resource Employee Record Center per item 150.01 of approved State Records Application 87-66.

This record series supersedes item 575.02 of Application 97-43 in order to indicate that these files are duplicates and to reduce the retention period from permanent to five (5) years from separation of employment.

Recommendation: Retain in office for five (5) years from date of separation of employment, then destroy in a secure manner.

575.15 Graduate Student Files (Duplicates)

Dates: 1960-
Volume: 20 Cubic Feet
Annual Accumulation: ½ Cubic Feet
Arrangement: Alphabetical

This record series consists of the English Department's copies of active and inactive graduate student records. Files contain documents related to admission to the Graduate School and progress towards graduation; letters of recommendation; and grade records.

Original graduate student files are maintained permanently by the Office of Admissions and Records per item 145.09 of approved State Records Application 97-43.

This record series supersedes item 575.07 of Application 97-43 in order to indicate that these files are

duplicates and to reduce the retention period from permanent to five (5) years from graduation or date of last attendance.

Recommendation: Retain in office for five (5) years from date of last attendance, then destroy in a secure manner.

575.16 Undergraduate Student Files (Duplicates)

Dates: 1946-
Volume: 10 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains departmental undergraduate English Major Files, consisting of advisement records for both active and inactive students. A typical file may contain copies of grade records, records of courses taken toward major, letters of recommendation, applications for scholarships, applications for fellowships, and transfer credit evaluations.

Original records are maintained permanently by the Office of Admissions and Records per approved State Records Application 97-43, item 105.01

This record series supersedes item 575.08 of Application 97-43 in order to indicate that these files are duplicates and to reduce the retention period from permanent to two (2) years.

Recommendation: Retain in office for two (2) years from the date of graduation or date of last attendance, then destroy in a secure manner.

575.17 Course Files (Duplicates)

Dates: 1946-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Numerical by course number

This record series contains copies of authorization forms for courses offered in the English Department, showing the course was authorized, when dropped or when other changes were made.

The original files are maintained by the Office of Admissions and Records permanently per item 105.05 of approved State Records Application 97-43.

This item supersedes item 575.10 of approved State Records Application 97-43 in order to indicate that these files are duplicates and to reduce the retention period from permanent to five (5) years from graduation date of last attendance.

Recommendation: Retain in office for two (2) years, then dispose of providing all audits have been completed, if necessary, and no litigation is pending or anticipated.

575.18 Grade Books (Duplicates)

Dates: 1923-
Volume: 20 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the department copies of professor's grade books used to record grades each semester for English courses taught at Southern Illinois University at Carbondale.

Original grade book sheets submitted by professors for each class taught per term are maintained permanently by the Office of Admissions and Records in item 105.05 of approved State Records Application 97-43.

This item supersedes item 575.11 of approved State Records Application 97-43 in order to indicate that these files are duplicates and to reduce the retention period from permanent to two (2) years.

Recommendation: Retain in office for two (2) years, then dispose of providing all audits have been completed, if necessary, and no litigation is pending or anticipated.