

COLLEGE OF ENGINEERING

TECHNOLOGY DEPARTMENT

500.01 Budget and Fiscal Administration Records (Duplicates)

Dates: 1983 -
Volume: 5 1/2 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Chronological

This record series consists of vouchers, schedules, requisitions, purchase orders, Contract Obligation Documents and/or Miscellaneous Obligation Documents, AMO system computer print-out account status reports/ledgers, and property control files. University-wide record copies of these forms and records are maintained by the Accounting and Disbursements Offices.

This item supersedes State Records Application 87-63, item 670, 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.

500.02 Personnel Files (Originals and Duplicates)

Dates: 1970 -
Volume: 6 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

These departmental personnel files document employee histories of starting dates, payroll classifications, promotion and

tenure attainment, career highlights of academic achievements, general performance records, time and attendance records, resumes, vitae, letters of recommendation/resignation, and related correspondence/memoranda pertinent to personnel administration. Types of personnel covered include student workers, faculty, civil service, graduate assistants, and administrative/professional personnel. University-wide record copies of personnel files are maintained by the Office of Personnel Services and the Office of Student Work & Financial Assistance in the case of student workers. These latter files will be scheduled for retention periods of sixty-five (65) years and five (5) years after termination of employment and/or enrollment in SIU-Carbondale respectively.

This item supersedes State Records Application 87-63, item 671, 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 termination of employment, 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.

500.03

Faculty Load Reports and Class Schedules and Enrollment Reports (Computer Printouts)

Dates: 1987 -

Volume: 1 1/2 Cu. Ft.

Annual Accumulation: 3 1/2 Cu. Ft.

Arrangement: Chronological

The college record copy enrollment reports are maintained in the Dean's Office. Original faculty "load" reports are maintained by the Office of Institutional Research.

This item supersedes State Records Application 87-63, item 672, 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 in office, then dispose of.

**500.04 General Correspondence and Related Memoranda
(Originals and Duplicates)**

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

This is a file containing correspondence related memoranda addressing routine operational concerns of the department.

This item supersedes State Records Application 87-63, item 673, 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.

**500.05 Achievement Reports with Supporting Papers for
Accreditation (Duplicates)**

Dates: 1983 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series includes periodic (semi-annual and annual) Achievement Reports with supporting narratives and reports showing statistics for the department's accreditation from the National Association of Industrial Technology. The original Achievement Reports are submitted to the Dean's Office for ultimate incorporation in RAMP's, President's Reports, and other planning reports.

This item supersedes State Records Application 87-63, item 674, 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 in office, then dispose of.