

## ENROLLMENT MANAGEMENT

### ADMINISTRATIVE OFFICE

#### 100.15 Administrative Professional Files – (Not Hired) (Originals & Duplicates)

Dates: 1990-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of job applications of individuals who have applied for a position, but were not hired. Included in this file are: applications, resumes, cover letters, professional references, search committee evaluations, and correspondence with Affirmative Action. Administrative Professionals hired by the University have their own Personnel Files maintained for five (5) years following separation from employment per item 100.14 of this application. Eastern Illinois University maintains "Job Applications and Vitae" for not hired applicants for three (3) years per item 260.07 of Application 96-32.

**Recommendation:** Retain 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.

#### 105.14 Personnel File (Duplicates)

Dates: 1960 –  
Volume: 2 ¼ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series contains the personnel files and fringe benefit reports for all administrative and professional staff, and civil service workers of the Admissions and Records Office.

This item supersedes State Records Application 87-63, item 138, 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 a minimum of three (3) months after separation from employment before microfilming. Microfilm

annual files based on July 1 – June 30 calendar on a discretionary schedule as time permits preparing the folders. Microfilmed records will be kept in a microjacket file in Admissions and Records Micrographics Center. Paper will be disposed of after microfilming, provided all audits have been completed under the authority of the Auditor General, if required, and no litigation is pending or anticipated. All microforms are to be retained for five (5) years following separation from employment.

**105.28 Budget and Fiscal Administration Records (Duplicates)**

Dates: 1985 –  
Volume: 3 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological

This record series includes vouchers, schedules, requisitions, purchase orders, contract obligation documents and/or miscellaneous obligation documents, AMO system computer printout account status, reports/ledger, 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 152, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed).

**105.29 Administrative Correspondence with Related Papers and Memoranda (Originals and Duplicates)**

Dates: 1984 –  
Volume: 45 Cu. Ft.  
Annual Accumulation: 15 Cu. Ft.  
Arrangement: Chronological

This is the file of the central administration of the Office of Admissions and Records. It contains policy matters, as well as general correspondence. Current procedures call for microfilming on an irregular basis.

This item supersedes State Records Application 87-63, item 153, 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 records in paper form for one (1) year. Microfilm annual files based on July 1 – June 30 calendar on

a discretionary schedule, as time permits preparing the files. Frequently used records, bulky or large items may be maintained on paper until need has expired. Paper files will be destroyed after filming. All record series microforms are to be retained in the office for three (3) years, then with the review and assistance of University Archives staff, transfer any record series microforms containing archival documents to the custody of the University Archives for permanent retention and dispose of routing non-archival correspondence and related documents.

**105.38 Job Search Files (appointees and non-hires)**

Dates: 1980 –  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series contains the documentation of appointment searches for student work, civil service, faculty, and administrative/professional positions. The series consists of applications for appointment with supporting documentation such as curriculum vitae, letters of recommendation, transcripts, resumes, job descriptions, and affirmative action reporting forms. Master personnel files are established for those candidates ultimately appointed and such files are maintained for sixty-five (65) years following termination of employment of the respective employees per approved Application 87-66, item 150.01.

**Recommendation:** Retain in office all files of candidates both appointed and not hired for five (5) years lapsed from the date(s) the respective vacancy(s) are filled, then dispose of (by shredding) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**110.07 Payroll Files**

Dates: 1986 –  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the time cards, payroll certifications, payroll time transmittals, and the payroll time sheets for staff and student workers.

This item supersedes State Records Application 87-63, item 1243, 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.

**110.08 Budget Files (Duplicates)**

Dates: 1986 –  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of copies of the budget, budget allocations and other budget related material.

This item supersedes State Records Application 87-63, item 1244, 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 providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**110.09 Vouchers and Requisitions (Duplicates)**

Dates: 1986 –  
Volume: 6 Cu. Ft.  
Annual Accumulation: 1 ½ Cu. Ft.  
Arrangement: Chronological

This record series consists of invoice vouchers, travel vouchers, vehicle requisitions, printing and postage requests and other fiscal related material. University record copy vouchers and requisitions are maintained and scheduled for disposition by the University's accounting and/or purchasing offices.

This item supersedes State Records Application 87-63, item 1245, 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 providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.