

COLLEGE OF AGRICULTURE

FORESTRY

335.01 Fiscal Files

Dates: 1975 -
Volume: 20 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological

This record series consists of all fiscal records for the Forestry Department of SIU. Included in this are vouchers, property control inventories, budget matters, etc.

All original records are maintained by the University's Business Office for six (6) years per Application 87-66.

This item supersedes State Records Application 87-63, item 307, 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.

335.02 Student Files

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

This record series consists of student files for those enrolled in Forestry (all files since 1984 are on disk).

Original records of each student's courses taken, grades received, and degree earned are maintained by the University's Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 308, 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 date of graduation or date of last attendance at the university, 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.

335.03 Personnel Files

Dates: 1970 -
Volume: 5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of all workers employed in the Forestry Department. Included in this are applications, resumes, time and attendance evaluations.

Original personnel files are maintained in the university's Personnel Services Office per Application 87-66.

This item supersedes State Records Application 87-63, item 309, 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 following the date of separation from employment, then dispose of provided no litigation is pending or anticipated.

335.04 Correspondence

Dates: 1979 -
Volume: 9 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: Alphabetical

This record series consists of correspondence with other schools and related organizations.

This item supersedes State Records Application 87-63, item 310, 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 review files and retain any materials containing information which has any long term historical value. Transfer these materials to the University Archives for permanent retention. Dispose of all other material.

335.05 Grant Project Fiscal Files (Originals and Duplicates)

Dates: 1970 -

Volume: 18 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: Chronological

These files contain the documents generated and received by the Forestry Department of administer U.S. Department of Agriculture research program grants as well as state and private sources. (A large portion of the grant funds documented have been awarded through the McIntire-Stennis grant program.) Types of documents include grant applications, program proposals, periodic ledger accounts, monthly and annual financial reports with copies of General Accounting Monthly Expenditure and Status Reports (AMO 90's and 91's) and copies of vouchers and requisitions generated for purchases and property control accounting.

This item supersedes State Records Application 87-63, item 311, 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 six (6) years after completion of the funded project, 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.

335.06 Faculty Minutes

Dates: 1979 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consist of faculty and other committee meeting minutes. Included in this are matters dealing with departmental policy, Graduate Studies Committee minutes and undergraduate memorandum in lieu of meetings.

This item supersedes State Records Application 87-63, item 312, 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 in office or University Archives.

335.07 Syllabi, Class Handouts, Exams, Manuscripts of Articles and Research Publications (Hard Copy and Computer Diskette)

Dates: 1982 -
Volume: 4 1/2 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Chronological

This item supersedes State Records Application 87-63, item 313, 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 until expiration of administrative value, then reuse and/or dispose of.