

COLLEGE OF SCIENCE

GEOLOGY

775.01 Student Files (Duplicates)

Dates: 1954 -
Volume: 13 1/2 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical

This record series contains the department's student files consisting of grades, transcripts, advisement forms, grad-assistant contracts, copies of applications for graduate school admission, letters of recommendation, and copies of graduation approval sheets. Master student files are maintained by the Admissions and Records Office and will be scheduled for a permanent or long term retention period accordingly.

This item supersedes State Records Application 87-63, item 1046, 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 the date of graduation or the last period of enrollment of the respective students 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.

775.02 Professional Organizations File (Originals and Duplicates)

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

This file includes various materials related to numerous professional organizations associated with the work and interests of the Geology Department. Types of materials primarily include copies of organization membership applications, convention/conference program materials, and related correspondence and memoranda. Principal organizations documented include the National Science Foundation, the Geological Society of America, American Institute of Professional Geologists, and the Illinois Geological Survey.

This item supersedes State Records Application 87-63, item 1047, 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: Maintain and dispose of in office upon discretion of the department providing all materials are screened for potential accessioning by the University Archives before disposals proceed.

775.03 Outgoing Correspondence (Duplicates)

Dates: 1975 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of carbon copies of the department's outgoing correspondence. The department maintains an overall administrative correspondence subject file which covers much (if not all) of this correspondence.

This item supersedes State Records Application 87-63, item 1048, 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 in office, then dispose of providing no litigation is pending or anticipated.

775.04 Faculty Load Reports, Class Schedules, Grades Issued and Tenth Day Enrollment Reports (Computer Printouts)

Dates: 1978 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

These are all computer printouts mostly originating from the registrar. A five (5) year retention satisfies all of the department's research use of this file.

This item supersedes State Records Application 87-63, item 1049, 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.

775.05 Personnel Files (Duplicates)

Dates: 1948 -
Volume: 6 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

These are the department's personnel files covering faculty members, civil service employees, and student workers. The files contain resumes, application for employment, performance evaluations, time and attendance records, hiring authorizations, and letters or forms documenting employee preparation. 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 1050, 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 separation and/or last term of enrollment in SIU-C, 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.

775.06 Faculty Search Committee Files (Originals and Duplicates)

Dates: 1976 -
Volume: 2 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological and by field

These search committee files contain job descriptions, copies of the job advertisement, letters of recommendation, copies of applications for the position, vitae, and Affirmative Action records consisting of Personnel Data Card(s) reporting the EEO statistics on ethnic groups applying for positions, Candidate Demographic Data Form(s), Hiring Audit Form(s), and guidelines issued from the Affirmative Action Office of the university.

This item supersedes State Records Application 87-63, item 1051, 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 from the date the respective vacancy is filled, 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.

775.07 Gas Research Institute Grant Files (Originals and Record Copies)

Dates: 1981 -
Volume: 7 1/2 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Chronological and Alphabetical

These are grant administration files for projects instituted via awards received from the Gas Research Institute. Types of documents include the department's copies of grant contracts, related fiscal administration records (vouchers, etc.) and expenditure reports, correspondence, and final reports of project results.

This item supersedes State Records Application 87-63, item 1052, 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 completion or termination of grant project, then dispose of providing the materials are first screened for potential accessioning by the University Archives and providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

775.08 PHD Program Proposals and Supporting Reports (Originals or Record Copies)

Dates: 1980 - 1983

Volume: 1 1/2 Cu. Ft.

Annual Accumulation: --

Arrangement: Chronological

This record series includes the department's written proposals and supporting statistical reports and correspondence generated and exchanged with the Vice President for Academic Affairs and Research for the establishment of Ph.D. program in Geology. The program was ultimately established in 1983.

This item supersedes State Records Application 87-63, item 1053, 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 on a permanent basis or transfer to the custody of the University Archives.

775.09 Staff Meeting Minutes (Originals)

Dates: 1974 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This item supersedes State Records Application 87-63, item 1054, 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 ten (10) years, then transfer to the University Archives for permanent retention.

775.10 Graduate School Application Files (Duplicates)

Dates: 1976 -
Volume: 6 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Alphabetical by applicant

This file series contains the department's copies of completed applications for admission to Graduate School with supporting copies of transcripts and completed forms for indicating acceptance or denial of applicants. This file series includes both active files and inactive files of students who have completed the program, failed to appear for program classes or enrollment, and files of those denied admission.

This item supersedes State Records Application 87-63, item 1055, 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 from the date the respective file becomes inactive.

775.11 Administrative Correspondence Memoranda (Originals and Duplicates)

Dates: 1969 -

Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological/Alphabetical
by subject

This file contains the department's administrative correspondence and memoranda having reference to a wide range of policy and procedural matters connected with the operation of the department.

This item supersedes State Records Application 87-63, item 1056, 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 with the assistance of the University Archives staff, transfer any materials possessing sufficient archival or research value to the custody of the University Archives for permanent retention and dispose of the remaining accumulation of routine correspondence and memoranda providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

775.12 Budget and Fiscal Administration Records (Duplicates)

Dates: 1958 -
Volume: 13 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological

This record series consists of vouchers, schedules, requisitions, budget administration papers forms, purchase orders, contract obligation documents and/or miscellaneous obligation documents, AMO system computer printout 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 1057, 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, 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.