

GRADUATE/PROFESSIONAL STUDENT COUNCIL

110.01 **Registered Student Organization (R.S.O.) Funding Files (Duplicates & Originals)**

Dates:	1984 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by fiscal year

This record series consists of the Registered Student Organization Funding Files maintained by the Office of the Graduate and Professional Student Council. The information includes a record of funding through the R.S.O. budget for specific events (e.g. conferences, guest speakers). Specific examples include: copies of invoice vouchers; original allocation agreements; and copies of the budget/requests. Original invoices are maintained with the Office of General Accounting.

Recommendation: Retain all original fiscal records (e.g. allocation agreements) in office for six (6) 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. All duplicate records (e.g. copies of invoice vouchers) may be disposed of after three (3) years retention in office.

110.02 **Committee Files (Duplicates)**

Dates:	1984 -
Volume:	3 Cu. Ft.
Annual Accumulation:	1 Cu. Ft.
Arrangement:	Alphabetical

This record series consists of the Committee Files maintained by the Office of the Graduate and Professional Student Council. The information includes committee reports and copies of related minutes (e.g. Student Conduct Review Board, Intramural Rec. Advisory Board).

Recommendation: Retain in office for three (3) years, then dispose of provided all administrative value has expired.

110.03 General Correspondence Files (Originals & Duplicates)

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

This record series consists of the General Correspondence Files maintained by the Office of Graduate and Professional Student Council.

Recommendation: Retain in office for three (3) years, then dispose of provided all administrative value has expired.

110.04 Graduate and Professional Student Council - Agendas, Minutes, and Resolutions (Originals)

Dates: 1975 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the Agendas, Minutes, and Resolutions of the Graduate and Professional Student Council.

Recommendation: Retain in office permanently and/or transfer to the University Archives for permanent retention.

110.05 Fiscal Administration Files (Duplicates)

Dates: 1985 -
Volume: 1½ Cu. Ft.
Annual Accumulation: ¾ Cu. Ft.
Arrangement: Chronological by fiscal year

This record series consists of the Fiscal Administration Files maintained by the Office of the Graduate and Professional Student Council. The records include: invoice vouchers; travel vouchers; copies of the budget; general stores requisitions; and catering requisitions.

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.

110.06 Personnel Time Sheets (Originals)

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

This record series consists of the Personnel Time Sheets maintained by the Office of the Graduate and Professional Student Council. Duplicate copies are maintained with the Office of Student Affairs.

Recommendation: Retain in office for three (3) years, then dispose of provided all administrative value has expired.

110.07 Board of Trustees Meeting Minutes

Dates: 1985 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical by date

This record series consists of copies of BOT meeting minutes and related supporting documentation (e.g., agendas). The originals are maintained by the Office of the Chancellor on a permanent basis per the provisions of State Records Application 87-62, item 100.01.

Recommendation: Retain in the office for three (3) years, then dispose of.

110.08 City of Carbondale Council Meeting Minutes (Duplicates)

Dates: 1985 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement:: Numerical

This record series consists of copies of city council meeting minutes which are retained by the GPSC to monitor

the passage of any local ordinances which might impact on the University. The originals are maintained by the city council and are not entered into the IRAD system.

Recommendation: Retain in the office for three (3) years, then dispose of.

110.09 GPSC Professional Development Request Forms

Dates: 1985 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of request forms which are used to reimburse GPSC staff members for various professional development expenses (e.g., conferences, seminars).

Recommendation: Retain in the office for two (2) years, then dispose of.