

INTERNATIONAL PROGRAMS AND SERVICES

310.01 Achievement Reports (Duplicates)(Computer Disks)

Dates: 1975 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

These reports are compiled routinely to reflect the office's progress on special projects and the continued performance of ongoing activities. These reports are copied with the Office of the Vice-President for Academic Affairs and Research for incorporation of the report data in academic and administrative planning documents which include RAMPS, five year plans, annual reports, President's reports, audit reports, HEGIS, etc.

Application 87-63, item 215, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain the hardcopy for two (2) years in office, then offer to transfer to the custody of the University Archives. If the offer is refused by University Archives staff, then dispose of. Retain and/or dispose of the computer disk formats of the series upon discretion of the agency.

310.02 General Correspondence and "Reading" File (Originals and Duplicates)

Dates: 1982 -
Volume: 9 Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Chronological

This record series includes routine correspondence and reference copies of various procedural bulletins/circulars distributed by various agencies of supervisory or coordinating jurisdiction (i.e., the University's Controller, the State Comptroller's Office, the Executive Office of the university's Vice President for Financial Affairs, etc.).

Application 87-63, item 216, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain three (3) years in office, 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.

310.03 Student Background Summary Card File (Originals)

Dates: 1958 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by student and Chronological

This is a reference card file with entries abstracted from the program's student files.

Application 87-63, item 217, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain for five (5) years or until expiration of administrative value, whichever is longer, then dispose of.

310.04 Administrative Correspondence and Memoranda (Originals and Duplicates)

Dates: 1976 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible

Arrangement: Chronological and by correspondent

This record series contains correspondence and related inter and intra-office memoranda exchanged with other countries, states and universities documenting procedural and regulatory details of the program.

Application 87-63, item 218, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain three (3) years in office, then with the joint review and assistance of the University Archives staff, dispose of ephemeral materials and transfer to University Archives custody materials deemed to have sufficient archival/research value.

310.05 Participant Trainee/Student Case Files of Short-term Exchange Visitors (Originals and Duplicates)

Dates: 1986 -

Volume: ½ Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical by name of student

Short-term exchange visitors are accepted and instructed in seminars and training sessions not qualifying as regular or full-time enrollment. Case files of participating trainees receiving the instruction contain summary information and copies of documents establishing the participant's general background, career, and academic eligibility for the session or seminar and the participant's completion or incompleteness of the seminar or training session.

Application 87-63, item 219, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for two (2) 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.

310.06 Personnel Files (Duplicates)

Dates: 1981 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by employee

This record series consists of the program's copies of personnel files containing copies of job referrals, evaluations, applications for employment, and time and attendance records. Personnel include those classed as student workers, civil service, administrative and professional. Record copies of file contents are maintained by the Office of Personnel Services and the Office of Student Work and Financial Assistance.

Application 87-63, item 220, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for five (5) years after separation from employment, 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.

310.07 Informational File on International Programs (Originals and Reference Copies)

Dates: 1986 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This file is used for the maintenance of written program description. It includes both manuscripts and materials used for distribution, mainly pamphlets.

Application 87-63, item 221, is superseded to reflect a change in the administrative jurisdiction of the record series and to establish a retention period.

Recommendation: Retain in office for two (2) years or until expiration of administrative value, whichever is longer, then dispose

of providing the file series is first reviewed by University Archives staff for the possible transfer and custodial preservation of historically valuable documents by the University Archives.

310.08 Ford Foundation Grant Files (Record Copies)

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

This record series includes the office's grant administration files for grants received from the Ford Foundation. Types of series documents are copies of applications for grant funds, grant award or application rejection letters, related fiscal administration reports/forms, grant progress/evaluation reports, and related correspondence.

Application 87-63, item 223, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for five (5) years after the expiration and/or renewal of the respective grant, then dispose of providing the materials are first reviewed by the University Archives staff and any records deemed to possess sufficient archival value are transferred accordingly to the custody of the University Archives.

310.09 International Program Student Files(Originals and Duplicates) (Active & Inactive)

Dates: 1984 -
Volume: 45 Cu. Ft.
Annual Accumulation: 14 Cu. Ft.
Arrangement: Alphabetical by country and by student

These are the student files of program applicants and participants. File contents consist of the I20 form generated for permitting immigration as United States students, background

personal and financial historical summaries of each student, copies of passports with financial aid reference letters and information, copies of university enrollment applications with background financial statements from the Admissions Office, advisement notes, educational transcripts, copies of grades, and related correspondence/memoranda.

This series includes inactive files of applicants who did not enter the program because of rejection/withdrawal of admission application or failure to appear for matriculation. Also included are inactive files of those who have successfully completed academic programs with SIU, Carbondale, and those inactive files from transfers or returns to the students' native country or transfers to other American colleges or universities.

Application 87-63, item 224, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain inactive files in office for two (2) years after becoming inactive from failure to be accepted or to appear for enrollment, 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. Retain all other student files permanently.

310.10 Project Proposals (Duplicates)

Dates: 1976 -
Volume: 1¼ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

The program's record copies of these project proposals are maintained by the Associate Vice-President's Office (for services).

Application 87-63, item 225, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain two (2) years in office, 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.

310.11 Faculty Vitae (Record Copies)

Dates: 1975 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by faculty member

These office copies of faculty vitae are used for general personnel administration reference as well as for determining which members should be given priority for grant awards.

Application 87-63, item 226, is superseded to reflect a change in the administrative jurisdiction of the record series and to increase the retention period to five (5) years following termination of employment.

Recommendation: Retain in office for five (5) years following the termination of employment of the respective faculty member, 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.

310.12 Study Abroad Program Student Files

Dates: 1984 -
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by student

The Office's student files from this program contain predominantly copies of applications for program acceptance and university enrollments and supporting diplomatic forms/papers. These files document both American students studying or applying for university acceptance abroad and internationals studying or applying for enrollment with Southern Illinois University, Carbondale. This series includes inactive files of applicants who did not enter the program because of rejection/withdrawal of

acceptance application or failure to appear for matriculation. Also included are inactive files of those who have successfully completed academic programs and those inactive files from transfers or returns of students to native countries or to other colleges of universities.

Application 87-63, item 227, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for two (2) years after the date each file becomes inactive, then dispose of providing no litigation is pending or anticipated.

310.13 Exchange Program Student Files

Dates: 1984 -
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This file series contains the Exchange Program student files documenting students studying at SIU, Carbondale under the program and Americans studying abroad. The files typically contain duplicate attendance registrations with course schedules, grades, and any related correspondence. This series includes inactive files of applicants who did not enter the program because of rejection/withdrawal of acceptance application or failure to appear for matriculation. Also included are inactive files of those who have successfully completed academic programs and those inactive files from transfers or returns of students to native countries or to other colleges or universities.

Application 87-63, item 228, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for two (2) years after the date each file becomes inactive, 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.

310.14 Computer Disk File on Program Literature and Conference Handout Material Preparation

Dates: 1983 -
Volume: Negligible (20 disks)
Annual Accumulation: Negligible
Arrangement: Chronological

Application 87-63, item 229, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office and dispose of upon discretion of the agency.

310.15 Minutes of Director's Committee Meetings

Dates: 1981 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

These are duplicates of minutes of committee meetings. The committees are various bodies of which the program's director is a member. The committees documented include the International Programs and Services Advisory Board Committee, several students' graduate program academic advisory committees, and the Naming University Facilities Committee.

Application 87-63, item 230, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office and dispose of upon discretion of office providing the file is first reviewed by the University Archives staff for the possible accessioning and archival preservation of minutes possessing sufficient value for permanent retention.

310.16 Records of Financial Aid Awards

Dates: 1982 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical/Chronological

This record series consists of records of financial aid awards. Included in this series are: lists of those who have been given the award, what semester, what amount, copy of the application (these go to the student files after the student is out of the program or out of school), financial need statement, and list of activities.

Application 87-63, item 231, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain five (5) years in office after date of graduation or date of last attendance, 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.

310.17 Third Party Billing Records

Dates: 1985 -
Volume: 1 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Numerical/Chronological

This record series consists of records of the billing of a third party for a student's expenses. Included in this series are: list of students for semester, credits/additional charges, and copies of correspondence (i.e., problems, scholarships ending, scholarships starting, etc.).

Application 87-63, item 232, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for six (6) 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.

310.18 Advance Department Records

Dates: 1981 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of documents proving advance deposit payment. Included in this series are: collection reports, notes pertaining to the case, copies of invoice vouchers and copies of refunds.

Application 87-63, item 233, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain 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.

310.19 International Exchange Agreements

Dates: 1976 -
Volume: 3½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

These are office copies of international agreements for exchange between SIU and other universities.

Application 87-63, item 234, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office until the expiration and/or renewal of each agreement, then offer to transfer to the University

Archives custody for preservation. If such offer is rejected by University Archives staff, dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

310.20 Budget and Fiscal Administration Records (Duplicates)

Dates: 1982 -
Volume: 7½ Cu. Ft.
Annual Accumulation: 1½ 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/ledgers, and property control files. University-wide record copies of these forms and records are maintained by the Accounting and Disbursements Offices.

Application 87-63, item 235, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of 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.

310.21 Generic Files on International Visitors

Dates: 1986 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of files maintained on any international visitor, whether employed by the university or visiting in any other official capacity. The files contain basic personal background information on each visitor primarily in the form of copies or excerpts of vitae or other biographical summaries and

duplicates or excerpts of I20 forms (Bureau of Immigration and Naturalization).

Application 87-63, item 236, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for two (2) 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.

310.22 Employee Time Sheets and Leave Records (Originals)

Dates: 1981 -

Volume: ½ Cu. Ft.

Annual Accumulation: Negligible

Arrangement: By account

These are time and attendance records for office employees covering employees with civil service status, student workers, and administrative/professional classifications.

Application 87-63, item 237, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for two (2) 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.

310.23 Fringe Benefit Reports (Computer printouts)

Dates: 1981 -

Volume: ¾ Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological and by employee

