

INFORMATION TECHNOLOGY
FINANCIAL ACCOUNTING SYSTEMS

170.01 Financial Accounting System "FAS" Master Files (Computer Tapes)

Dates: 1977 -

Volume: 12 Cu. Ft. (24 tapes)

Annual Accumulation: --

Arrangement: File identification number and copy detail number

This record series maintained on computer tape(s) is maintained by the Information Technology Office to aid in the verification and overall accounting of the financial transactions of the University. Included in the "FAS" System are: the General Ledger Data Base which maintains the daily balances in the University's accounts; the Subsidiary Ledger Data Base; the Batch, Dictionary & Suspense Data Base - a processing/instructional system; the Open Commitment Data Base; the Transaction History Data Base listing transactions to University accounts during a 12 month period; the Daily Transaction Data Base listing daily transactions to University accounts; the Obligation Tape File, and the Code File utilized to process CUSAS financial transactions. Each Data Base File Tape is backed up (duplicated) on a daily, monthly or end-of-year basis, as applicable.

Application 87-66, item 460.10, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: For each Data Base in the "FAS" System: Retain End-of-week tape run of data for seven (7) days, then reuse and/or purge data. Retain end-of-month tape run of data for seven (7) days, then reuse and/or purge data. Retain end-of-year tape run of data for six (6) years, then reuse tape and/or purge data. Retain Obligation Tape File for seven (7) days, then purge. Retain all back up file tapes for the identical lengths of time as the master tapes. (All computer tape/disc maintenance and preservation procedures are to be fully applied.)

170.02 Bank Reconciliation System Master Files (Computer Tapes)

Dates: 1987 -
Volume: 1½ Cu. Ft. (3 tapes)
Annual Accumulation: --
Arrangement: File identification number and copy detail number

This record series maintained on computer tape(s) and backed up on tape, contains the data related to the reconciliation of outstanding checks drawn against University accounts. The system includes: daily tape run of outstanding checks; tape of year-to-date reconciled checks; Idler Tapes of reconciliation of payroll checks and amounts payable. Each tape run is backed up (duplicated) on a daily basis.

Application 87-66, item 460.02, 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 Daily Tape run of outstanding checks for seven (7) days, then reuse and/or purge data. Retain tape of year-to-date reconciled checks for seven (7) days, then reuse and/or purge data. Retain Idler Tapes for reconciliation of payroll and accounts payable checks for seven (7) days, then reuse tape and/or purge data. Retain all back up file tapes for the identical lengths of time as the master tapes.

170.03 Bursar Accounts Receivable Master Files (Computer Tapes)

Dates: 1979 -
Volume: 10 Cu. Ft. (10 tapes)
Annual Accumulation: --
Arrangement: File identification number and copy detail number

This record series consists of the Accounts Receivable Data Base which contains data on: balances in students' accounts for registration fee and housing; daily transactions to these accounts; daily, monthly and end-of-semester balances of University accounts

following receipts and disbursements; billing data for housing and registration; refund data for housing security deposits, etc. Each computer tape is backed up on a daily, monthly, or annual basis, whichever is applicable.

Application 87-66, item 460.03, 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 transaction file tapes for ninety (90) days, then reuse tape and purge data. Retain end-of-year file tapes for six (6) years, the reuse tapes and purge data. Retain all back up file tapes for identical lengths of time as the master tapes.

170.04 General Stores Master File (Computer Tapes)

Dates: 1987 -

Volume: 3 Cu. Ft. (3 tapes)

Arrangement: --

Annual Accumulation: Numerical and Chronological

This record series consists of the (a) Commodity Items Data Base and the (b) Purchase Orders Data Base which are maintained to document the requisitioning and issuance of purchase orders to obtain commodity items from the University's general stores inventory. Tapes produced in this operation are: the Daily Activity Tape which lists all purchase orders issued each day for commodity items, and the month-to-date tape of all orders received by the General Stores Office. All file tapes are backed up (duplicated) on a daily, monthly or annual basis, whichever is applicable.

Application 87-66, item 460.04, 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 Daily Activity Tape for ten (10) days, then reuse tape and/or purge data. Retain Month-to-Date Tape for ten (10) days, then reuse tape and/or purge data. Retain back up file tapes for identical lengths of time as the master tapes.

170.05 Property Control Master File System (Computer Tapes)

Dates: 1980 -

Volume: 3 Cu. Ft. (3 tapes)
Annual Accumulation: --
Arrangement: File identification number and copy detail number

This record series, maintained on computer tape, was created to produce the necessary location reports, inventory listings, and final disposition of equipment reports used to account for the assignment and location of all physical assets under the control of SIU. Specific reports generated by this system are: Monthly Detail File of Property; General Ledger Balance File of university accounts for purchase/leasing of equipment, and End-of-Year File of Property. All computer tapes are backed up (duplicated) on a daily, monthly or annual basis, whichever is applicable.

Application 87-66, item 460.05, 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 Monthly Detail File of Property Tape for ninety (90) days, then reuse tape and/or purge data. Retain General Ledger Balance Tape for ninety (90) days, then reuse tape and/or purge data. Retain End-of-Year File of Property for three (3) years, then reuse tape and purge data. Retain back up file tapes for identical lengths of time as the master tapes.

170.06 Alumni Data Base Master File (Computer Tapes)

Dates: 1972 -
Volume: 10 Cu. Ft.
Annual Accumulation: --
Arrangement: File identification number and copy detail number

This computer file contains the names, addresses, place of employment and donation history of alumni, "Friends of SIU", corporations and small business (160,000 listing on data base currently).

Application 87-66, item 460.07, is superseded to reflect a change in the administrative jurisdiction of the record series and to establish a definite retention period for the series.

Recommendation: Retain in office for two (2) years from the date of data entry or until the expiration of administrative value, whichever is longer, then reuse tapes and/or purge data.

170.07 Cumulative Disbursements Master File (Computer Tapes)

Dates: 1980 -
Volume: 5 Cu. Ft. (5 tapes)
Annual Accumulation: --
Arrangement: File identification number and copy detail number

This record series consists of a Monthly Disk File and a "Frozen" Disbursements Tape File which lists disbursements (1099 deductions, W-2 deductions, etc.) from the "FAS" System and resequences this data for production of payroll processing computer files (see items of this application).

Application 87-66, item 460.08, 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 Monthly Disk File for ninety (90) days, then purge data. Retain "Frozen" Disbursements File tapes until administrative value has expired, then purge data.

170.08 Property Control Files (Duplicates)

Dates: 1985 -
Volume: ¼ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of the Office of Computer Affairs' copies of all reports/forms received for the accounting of the use and disposition of physical property assigned to the office. Included

within this file are: property control issues reports; transfer vouchers; purchase documents for terminals, VDT's, and other computer hardware purchased by Computer Affairs as well as ordinary office equipment necessary for the operation of the office.

Agency record copies of property control information are forwarded to the University's property Control Office and maintained for three (3) years.

Application 87-66, item 460.09, 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 one (1) year, then dispose of.