

INFORMATION TECHNOLOGY

STUDENT INFORMATION SYSTEMS

210.01 Student Information Systems - Admission Idler File (Computer Tapes)

Dates: 1987 -

Volume: 3½ Cu. Ft. (7 tapes)

Annual Accumulation: --

Arrangement: Numerical (SSN or computer assigned number)

This file provides a profile of admission applications, status, contracts (etc.). File data cover applicants from the first official contact until the lapse of four (4) months past admission entry date.

File update frequency is twice weekly and upon request. Spring and Fall semesters are purged with the continuous retention of week fifteen (15) Idler File data. Tapes are retained for the most current seven (7) generations with the subsequent scratching and reuse of the oldest generation.

Application 87-66, item 490.01, is superseded to reflect a change in the administrative jurisdiction of the record series.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 seven (7) most current generations, then reuse and/or dispose of oldest generation provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

210.02 Student Information Systems - Time Table File and History File of Semester Course Offerings (Computer Tapes)

Dates: 1987 -

Volume: 22½ Cu. Ft. (45 tapes)

Annual Accumulation: --

Arrangement: Chronological, department,
Numerical and section

This file contains course offering by section including time, location, instructor, and other pertinent information. File information documents the current semester and two (2) advance semesters.

Update frequency is weekly and upon request. Tapes are retained for the most current twelve (12) generations with the subsequent scratching and reuse of the oldest generation. The past semester is moved to a History File at week sixteen (16) and three (3) generations of this History File have been retained.

Application 87-66, item 490.02, is superseded to reflect a change in the administrative jurisdiction of the record series.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 in office for twelve (12) most current generations, then reuse and/or dispose of oldest generation provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Retain in office for three (3) generations of the History File years, then reuse and/or dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

210.03 Student Information Systems - Course Master File (Computer Tapes)

Dates: 1987 -

Volume: 2 Cu. Ft. (4 tapes)

Annual Accumulation: --

Arrangement: Department and course number

This file provides an inventory of all approved courses at SIU-C. The file is updated weekly. Tapes have been retained for the four (4) most current generations with the subsequent scratching and reuse of the oldest generation.

Application 87-66, item 490.03, 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 in office for four (4) most current generations, then reuse and/or dispose of oldest generation provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

210.04 Student Information System - Active Student Profile (ASP)/Inactive Student Profiles (ISP) (Computer Tapes)

Dates: 1982 -

Volume: 50 Cu. Ft. (100 tapes)

Annual Accumulation: --

Arrangement: Numerical (social security number)

This record series consists of background profiles on students spanning the lapse of three (3) years from the date of last attendance, and in the case of military program students, five (5) years from the date of last attendance. Information maintained in the file series consists of the student's name, social security number, local/home address, date of birth, parent/guardian data, financial aid summaries, course/grade information, high school data, ACT data, fees data, and other miscellaneous personnel information.

File update frequency is weekly and upon request. Records of inactive students are selected every spring semester and placed in the Inactive Student Profile (ISD), while week #3 and end-of-semester enrollments are maintained continuously.

Application 87-66, item 490.04, 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 data permanently with the exception of non-current data which are to be purged as needed (i.e. change of address of student, financial aid status, course/grade information, and updated fees data). The permanent retention of the data in computer tape/disc media is to be assured through tape management and recycling systems based on

periodic archival and back up tape productions with regular maintenance inspections and cleaning. All hardware and software necessary to insure the ongoing accessibility of the data are to be retained permanently.