

## INFORMATION TECHNOLOGY TELEPHONE SERVICES

### 108.01 Fax Billings (Originals)

Dates: 1986-  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Numerical

This record series consists of charges incurred by university departments for incoming and outgoing Fax documents in which Telephone Service equipment is utilized.

Application 87-62, item 220.01, is superseded to reflect a change in the administrative jurisdiction of the record series.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 the 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.

### 108.02 Telephone Bills

Dates: 1986-  
Volume: 20 Cu. Ft.  
Annual Accumulation: 2.5 Cu. Ft.  
Arrangement: Numerical/by vendor

This record series consists of telephone bills for military bases and other areas in Illinois for which Telephone Service pays the bills and then charges the department (e.g., GTE, MCI, AT&T, Sprint).

Application 87-62, item 220.02, is superseded to reflect a change in the administrative jurisdiction of the record series.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 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.

### **108.03 Telephone Service Requests**

Dates: 1986-  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Numerical

This record series consists of requests for telephone services for the various departments within the university.

Application 87-62, item 220.03, is superseded to reflect a change in the administrative jurisdiction of the record series.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 the office for three (3) years, then dispose of.

### **108.04 Telecommunication Billing Files (Originals and Duplicates)**

Dates: 1983 -  
Volume: 40 Cu. Ft.  
Annual Accumulation: 10 Cu. Ft.  
Arrangement: Chronological

The Telephone Service Division of the Service Enterprise Office is responsible for the payment of telecommunication services bills for the entire University and, in turn, billing each individual office for their portion of those bills. These files are maintained and utilized for that purpose.

Included are: the actual bills received from GTE; computer printouts breaking charges down by department or unit; master listings of authorization numbers; billings sent to outside vendors who utilize the University's telecommunication system; transfer of charges forms; escrow deposits; wiring numbers

credits; personal reimbursement forms; and journal vouchers.

Application 87-62, item 220.04, 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 six (6) years in the 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.

#### **108.05 Employee Time Sheets**

Dates: 1983 -  
Volume: ½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

Application 87-62, item 220.05, 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 two years in office, then dispose of provided no litigation is pending or anticipated.

#### **108.06 Administrative Correspondence and Related Memoranda and Documents**

Dates: 1990 –  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of letters and memos exchanged by Telephone Service with vendors, university departments, and students.

**Recommendation:** Retain three (3) 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.