

**COLLEGE OF MASS COMMUNICATION AND
MEDIA ARTS**

SCHOOL OF JOURNALISM

735.01 Student Time Sheets

Dates: 1970 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains the time sheets students fill out weekly, showing the hours they worked.

This item supersedes State Records Application 87-63, item 427, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

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

735.02 Accounting Files

Dates: 1963 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains purchase orders, invoice vouchers, postage service requests, collection reports, freight charges and fiscal reports showing budget allocations for line items.

This item supersedes State Records Application 87-63, item 428, to provide for the incorporation of the file series into this revised records disposition application. (No change in 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.

735.03 Applications for Faculty Positions

Dates: 1986 -
Volume: 3/4 Cu. Ft.

Annual Accumulation: Negligible
Arrangement: Alphabetical under specialty

This record series contains applications for faculty positions at the School of Journalism, including curriculum vitae, letters of recommendation and correspondence.

This item supersedes State Records Application 87-63, item 429, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain three (3) years in office after the search is completed, then dispose of provided no litigation is pending or anticipated.

735.04 Scholarship Information File

Dates: 1977 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains lists of winners of scholarships from the School of Journalism, correspondence and information about scholarship funds, and applications and supporting documents from candidates for the scholarships.

This item supersedes State Records Application 87-63, item 430, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain all scholarship applicant material for three (3) years after the award is granted, then weed and retain only the material of the winner. After ten (10) years in the office, transfer to the University Archives for permanent retention.

735.05 Property Control File

Dates: 1979 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This computer printout lists all equipment, including any changes in location, value and SIU tag number, in the School of Journalism.

This item supersedes State Records Application 87-63, item 431, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in the office until superseded by a more current listing, then dispose of.

735.06 Accreditation Files

Dates: 1966 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains materials related to the accreditation process established by the Accrediting Council on Education in Journalism and Mass Communication such as achievement reports, planning statements, operating papers, faculty questionnaires and information on how the report is to be prepared and submitted.

This item supersedes State Records Application 87-63, item 432, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office ten (10) years, then transfer to the University Archives for permanent retention.

735.07 Class Schedules (Duplicates)

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

This record series includes the typed copy of class schedules prepared by the School of Journalism, Scheduling's computer printout, program changes from Scheduling and instructions on how to enter changes.

This item supersedes State Records Application 87-63, item 433, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then

review files and dispose of those documents no longer possessing any administrative value.

735.08 Staff Statistical Reports

Dates: 1968 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the report from General Accounting showing faculty activity, whether teaching or research, etc.

This item supersedes State Records Application 87-63, item 434, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain for five (5) years in office, then dispose of providing no litigation is pending or anticipated.

735.09 Administrative Correspondence and Reference File

Dates: 1967 -
Volume: 31 1/2 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Alphabetical

This record series contains memos, correspondence, minutes of the Curriculum and Faculty Committees, copies of the job leads newsletters, copies of "News Notes" which is an interdepartmental newsletter and records of each class, including tests and handouts.

This item supersedes State Records Application 87-63, item 435, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then with the assistance of University Archives staff, review the series and transfer any documents possessing archival value to the University Archives for permanent retention and dispose of all extraneous materials.

735.10 Class Syllabi

Dates: 1977 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains class syllabi with lists of books required for each course and a course outline for the School of Journalism.

This item supersedes State Records Application 87-63, item 436, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office until revised or superseded, then transfer to the University Archives for appraisal and possible permanent retention.

735.11 Personnel Files

Dates: 1969 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains the School of Journalism's personnel files for faculty and civil service workers which typically include contracts, evaluations, student evaluations, curriculum vitae, recommendation letters and correspondence.

This item supersedes State Records Application 87-63, item 437, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain for five (5) years in the office after separation from employment, then dispose of provided no litigation is pending or anticipated.

735.12 Student Files

Dates: 1974 -
Volume: 5 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of individual files created for students who choose a major in Journalism. Forms/documents which are included in a student's file are: transcripts, proficiency or waiver forms, grade slips, major sheets, graduation checklists and correspondence. Original records of students are maintained by the university office of Admissions and Records.

This item supersedes State Records Application 87-63, item 437A, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for five (5) years following graduation or termination of enrollment, then dispose of