

**LIBRARY AFFAIRS
DEAN'S OFFICE**

675.01 Budget Files

Dates: 1982 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of budget requests from various departments.

This item supersedes State Records Application 87-63, item 963, 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.

675.02 Faculty/Civil Service Personnel Files

Dates: 1940 -
Volume: 30 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of both faculty and civil service personnel files for Library Affairs. Included within the faculty files are appointment papers, evaluations, and published articles. The civil service file is made up of position descriptions and application.

Original personnel files are kept at the office of personnel services.

This item supersedes State Records Application 87-63, item 964, 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 two (2) years after reaching inactive status, then dispose of.

675.03 Administrative Correspondence & Reference Files (Originals and Duplicates)

Dates: 1986 -
Volume: 8 Cu. Ft.
Annual Accumulation: 8 Cu. Ft.
Arrangement: Alphabetical by subject

This record series consists of the administrative correspondence and reference files maintained by the Dean's Office of SIU's Morris Library. This record series contains both original and duplicate material covering the following subject matter(s):

- (a) Library Program Reference and Information - contains material on catalog development, reports and minutes of meetings from the Library Affairs Academic Council, the University's Administrative Council, the Library's Development Committee, information on Library fund raising, newsletters and mailings from the Illinois Library Association, agreements and information on the Library's participation in the IRAD program, policies on the Library's periodical administration, professional mailings/newsletters from the Association of Research Libraries, and information on Library Security.
- (b) Personnel Administration - reference files on civil service and administration at SIU, evaluations of faculty and library professionals, copies of work schedules for library staff, agreements and/or contracts with graduate assistants (duplicates), reference file on student assistants, and travel authorizations for library staff.
- (c) University General Information - correspondence and reports from the

Association of University Professionals, Academic Plan for SIU (duplicates), minutes of meetings from various on-campus and university-associated committees or agencies such as Academic Council, Committee on Teacher Education, the board of Higher Education, (duplicates), and miscellaneous university policies on parking, student employment, etc.

This item supersedes State Records Application 87-63, item 964, 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, then review file and take the following steps for disposition:

(1) Dispose of all informational or routine items (correspondence, outdated policy statements, duplicate reports and duplicate minutes of campus-wide committees with have no reference value, and duplicate personnel administration documents).

(2) Retain all original copies of minutes of Library committees, special surveys and reports, all agreements and/or contracts with outside agencies, correspondence which documents significant Library policies/development, and any other material which contains historical or long term value to the Library in the Library permanently or transfer to the University Archives for permanent retention.

675.04 Staff Time Sheets

Dates:	FY94 -
Volume:	4 Cu. Ft.
Annual Accumulation:	2 Cu. Ft.
Arrangement:	By payroll type, then by pay period

This record series consists of reports of hours worked by staff and vacation/sick time taken. This series is referenced for the preparation of

time/benefit transmittals sent to and used by Payroll/Human Resources-Data Control for data entry.

This item supersedes State Records Application 87-63, item 965A, 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 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.

675.05 Staff Time/Benefit Transmittals

Dates: FY94 -
Volume: 1 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: By payroll type, then chronological

This series consists of carbon copies of reports sent to Payroll/Human Resources-Data Control that convey staff hours worked/benefits used.

This item supersedes State Records Application 87-63, item 965B, 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 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.

675.06 Internal Billings

Dates: FY93 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of copies of internal billing forms and supporting documents. Supporting documents include work orders and spreadsheets. The internal billing forms are sent to General Accounting for the entry of internal ledger adjustments.

This item supersedes State Records Application 87-63, item 965C, 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 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.

675.07 AMO's (Monthly Budget Status Reports)

Dates: FY93 -
Volume: 4 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: By account
number/month

This record series consists of detail activity reports received from General Accounting detailing the status of monthly budgets. The originals are maintained by General Accounting.

This item supersedes State Records Application 87-63, item 965D, 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 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.

675.08 Collection Reports (Duplicates)

Dates: FY93 -
Volume: 4 Cu. Ft.

Annual Accumulation: 1/2 Cu. Ft.
Arrangement: By group account

This record series consists of reports filled out when depositing checks through the Bursar's Office. The originals are maintained by the Bursar's Office.

This item supersedes State Records Application 87-63, item 965E, 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 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.