

LIBRARY AFFAIRS

LIBRARY SERVICES

685.01 Grant Files

Dates: 1982 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: By subject

This record series consists of library grant information. Included in this are: grant proposals; applications; fiscal reports; award letters; and Illinois State Library grants.

This item supersedes State Records Application 87-63, item 976, 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 after expiration or completion of grant.

685.02 Budget and Fiscal Records

Dates: 1982 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological

This record series consists of copies of: vouchers; purchase orders; correspondence relating to the budgets; allocation memos; property control; and financial and budget annual reports. Original fiscal records maintained by the university six (6) years in General Accounting, Disbursements, and Purchasing Offices.

This item supersedes State Records Application 87-63, item 977, 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.

685.03 Correspondence Files

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

This file series contains letters and memos relating to policy and procedure concerning library business.

This item supersedes State Records Application 87-63, item 978, 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 administrative value has expired, then transfer to the University Archives for evaluation and potential accession of records possessing archival value.

685.04 Faculty and Graduate Assistant Search Files (Originals and Duplicates)

Dates: 1982 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By position

These personnel search files contain copies of the position ad or vacancy posting, position descriptions, copies of resumes submitted or job/Grad-assist applications, and any search committee minutes or job interview notes. Central Affirmative Action documentation is maintained by the Office of the Assistant to the

president for Affirmative Action and will be scheduled for appropriate retention periods accordingly.

This item supersedes State Records Application 87-63, item 979, 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 five (5) years in office, then dispose of providing no litigation is pending or anticipated.

685.05 Staff and Related Committee Minutes (Originals and Duplicates)

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

This series contains copies of department and division head meeting minutes along with minutes from the LCS (Library Computer System) Policy Committee and the Library Storage Building Committee.

This item supersedes State Records Application 87-63, item 980, 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 five (5) years in office, then transfer to the University Archives for permanent retention.

685.06 Automated Collection and Card Catalogue Files (Computer Tapes/COM)

Dates: N/A
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical/Chronological

This series contains computer tape processing and back-up files and COM microforms of the Library's card catalogue for volumes and of charge out fine collection data (documented officially through receipts and deposits with the Bursar's Office). These files are continuously maintained and updated with on-line communication with the OCLS main frame of the University of Illinois (Chicago Circle).

This item supersedes State Records Application 87-63, item 981, 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 and reuse and/or dispose of upon update or revision of file information.

685.07 Annual Achievement and Planning Reports (Duplicates)

Dates: 1976 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

University record copies of these reports have been scheduled for a five (5) year retention and subsequent University Archives screening per records disposition item written for the Office of the Associate Vice President for Academic Affairs Research for Planning.

This item supersedes State Records Application 87-63, item 982, 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, 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.

685.08 General and Administrative Correspondence and Memoranda (Originals and Duplicates)

Dates: 1982 -

Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological and by subject

This correspondence file covers only routine policies and procedures of no long term or archival value.

This item supersedes State Records Application 87-63, item 983, 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.