

**SCHOOL OF LAW  
DEAN'S OFFICE**

**505.01 Administrative Correspondence and Reference File**

Dates: 1972 -  
Volume: 36 Cu. Ft.  
Annual Accumulation: 2 1/2 Cu. Ft.  
Arrangement: Alphabetical

This record series contains correspondence with and information on various national and state organizations such as the American Bar Association, American Bar Foundation, the Association of American Law Schools and the Illinois State Bar Association; correspondence with and information on national and local student organizations such as the Student Bar Association and the Black American Law Students Association; reports on accreditation; correspondence and reports to various university officials; names and addresses of law school staff; an expenditures file with notes from accountant; class schedules; university car scheduling; room scheduling; student locker information; custodial correspondence; fund-raising files and other general correspondence.

This item supersedes State Records Application 87-63, item 718, 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 files and weed out any material possessing long term historical value (minutes of meetings, policy formulation correspondence, significant department reports, etc.) and transfer these records to the University Archives for permanent retention. Records which do not possess any historical value are to be disposed of.

## 505.02 Student Evaluations

Dates: 1974 -  
Volume: 18 Cu. Ft.  
Annual Accumulation: 1 1/2 Cu. Ft.  
Arrangement: Alphabetical

This record series contains the student evaluation forms for each class taught by a professor at the School of Law.

This item supersedes State Records Application 87-63, item 719, 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 the office, then dispose of provided all administrative value has expired and no litigation is pending or anticipated.

## 505.03 Personnel Files

Dates: 1974 -  
Volume: 9 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Alphabetical by name

This record series consists of the personnel files for the School of Law's faculty and staff, consisting of the contract for employment, evaluation forms, absence requests and letters of commendation. Original personnel files are maintained by the Personnel Services Office.

This item supersedes State Records Application 87-63, item 720, 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 after separation from employment, then dispose of provided no litigation is pending or anticipated.

#### **505.04 Fringe Benefit Reports (Duplicates)**

Dates: 1972 –  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series contains duplicate timekeeping records and fringe benefit records for the Dean's Office for the School of Law. Originals are maintained permanently by the Department of Human Resources per State Records Application 87-66, item 140.01.

**Recommendation:** Retain three (3) years in the office, 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.

#### **505.05 Fiscal Administration Files (Duplicates)**

Dates: 1983 –  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of invoices, vouchers, budget reports, expenditures, purchase orders, student wage/staff payroll transmittals and distribution records. Originals are maintained for six years by the Department of Payroll and the Department of Purchasing per State Records Application 87-66, items 490.18, 490.23, 490.24, and 170.07.

**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.