

**SCHOOL OF LAW**  
**PLACEMENT OFFICE**

**525.01 Student and Alumni Career Files**

Dates: 1990 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological by year, Alphabetical by name

The School of Law maintains student and alumni resumes for the On-Campus Interview Program, Job Fairs and the Research Service. Files are primarily retained for referral purposes (i.e., to prospective employers) and do not possess any historical and/or long-term administrative value.

This item supersedes State Records Application 87-63, item 745, 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 one (1) year after last activity, then dispose of.

**525.02 Informational Reference Files**

Dates: 1985 -  
Volume: 30 Cu. Ft.  
Annual Accumulation: 3 Cu. Ft.  
Arrangement: Alphabetical by subject, Geographic by region

This record series consists of files which are primarily retained to provide users with current information about employers,

fellowships, internships, etc., to assist in exploring career options. Files include firm resumes and brochures.

This item supersedes State Records Application 87-63, item 746, 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 thirty (30) days following supersession or until all administrative value has expired, whichever is longer, then dispose of.

**525.03 Alumni Employment Survey and Report Files**

Dates: 1985 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

This record series consists of files which generally contain reports, including NALP (National Association of Law Placement) Employment Reports, and summaries of survey data from employment surveys administered to alumni.

This item supersedes State Records Application 87-63, item 746A, 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 employment surveys in office for one (1) year after completion of survey, then dispose of. Retain the reports and summaries (including NALP Employment Reports) in office on a permanent basis.

**525.04 General Placement Files (Originals & Duplicates)**

Dates: 1987 -  
Volume: 10 Cu. Ft.  
Annual Accumulation: 4 Cu. Ft.  
Arrangement: Alphabetical by subject

This record series consists of a variety of administrative, program, and service files including:

- A) Employer Correspondence files (other than Job Listings)
- B) Program files (i.e., On-campus Interviewing Program files, job fairs files, special programs files, and the SIU School of Law Placement Bulletin file), Reports, and Summary Information files
- C) NALP (National Association of Law Placement) Forms files, other miscellaneous NALP files, and other forms files
- D) Career Library Bibliography files
- E) Calendar (i.e., of activities/programs, services) files, Policies and Procedures files, and other miscellaneous files

This item supersedes State Records Application 87-63, item 746B, 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:**

- A) Retain key Employer Correspondence in office for five (5) years after completion of the survey, then review files and dispose of all materials no longer possessing any administrative value. Continue to maintain the balance of the file series for an additional five (5) years, then dispose of providing all administrative value has expired.
- B) Retain Program files, Reports, and Summary Information files in office for ten (10) years, then transfer to the University Archives for permanent retention.
- C) Retain NALP Forms files, other miscellaneous NALP files, and other forms files in office for two (2) years, then review files and dispose of all materials that have been superseded and/or no longer possess any administrative value. Continue to maintain the balance of the file series for an additional three (3) years, then dispose of providing all administrative value has expired.

D) Retain Career Library Bibliography file in office for three (3) consecutive years, then dispose of as superseded. Retain an original (annual) copy for ten (10) years, then dispose of.

E) Retain Calendars, Policies, and Procedures files, NALP Newsletter, and other miscellaneous files in office for five (5) years, then review files and dispose of all materials that no longer possess any current administrative value. Continue to maintain the balance of the file series for an additional five (5) years, then dispose of providing all administrative value has expired.

**525.05 Student Survey and Report Files (Originals)**

Dates: 1990 -

Volume: 3/4 Cu. Ft.

Annual Accumulation: 3/4 Cu. Ft.

Arrangement: Alphabetical by type or name of report and year

This record series consists of files which generally contain reports and summaries of survey data from a variety of surveys administered to students. This includes the Special Needs Assessment Surveys/Reports (i.e. employment needs/career services needs) and the Annual Summer Job(s) Surveys (i.e. type of position, duties) and Reports.

This item supersedes State Records Application 87-63, item 746C, 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 special Needs Assessment Surveys/ Reports in office for five (5) years, then transfer to the University Archives for permanent retention. Retain Summer Job Surveys in office for ten (10) years, then dispose of. Retain Summer Job(s) in office for five (5) years, then transfer to the University Archives for permanent retention.