

COLLEGE OF SCIENCE
MATHEMATICS

780.01 Proficiency Records File

Dates: 1984 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of records of those students who proficiency out of classes.

This item supersedes State Records Application 87-63, item 1058, 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 separation from the university, then dispose of provided no litigation is pending or anticipated.

780.02 Advisement Folder

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

This record series consists of advisement files for students within the Mathematics Department at Southern Illinois University. Information contained in this includes courses taken, advisement forms, and what courses are needed by the student to complete requirements.

This item supersedes State Records Application 87-63, item 1059, 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 separation from university, then dispose of provided no litigation is pending or anticipated.

780.03 Old Final Exams File

Dates: 1984 -

Volume: 2 Cu. Ft.

Annual Accumulation: --

Arrangement: By course

This item supersedes State Records Application 87-63, item 1060, 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 dispose of.

780.04 Graduate Assistant Applications File

Dates: 1980 -

Volume: 3 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of inquiry letters for graduate assistant positions in the Mathematics Department. Also included in this are letters of acceptance or denial.

This item supersedes State Records Application 87-63, item 1061, 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 for five (5) years, then dispose of provided no litigation is pending or anticipated.

780.05 Administrative File

Dates: 1977 -
Volume: 40 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of the files used in the day-to-day administration of the Mathematics Department. Included in this would be achievement reports, faculty assignments, catalog changes, faculty vitae, committee membership list, computer room information, equipment files, grievances, salary information, memorandum, SIU foundation material, teaching schedules, office hours for faculty, faculty home phone number, general information, postal information, syllabi, telephone information and equipment files.

This item supersedes State Records Application 87-63, item 1062, 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 until administrative value has expired, then dispose of.

780.06 Budget and Fiscal Files

Dates: 1980 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contain budget and fiscal files for the Mathematics Department of Southern Illinois University. Included in this would be all budget material, purchase orders, vouchers, etc.

Original budget and fiscal material is maintained by the Office of the Budget.

This item supersedes State Records Application 87-63, item 1063, 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 and no litigation is pending or anticipated.

780.07 Faculty, Civil Service and Student Worker Files

Dates: 1960 -

Volume: 8 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of the personnel files for all those employed in the Mathematics Department of Southern Illinois University. Included in this would be resumes, applications, salary, memos, awards, etc.

Original personnel files are maintained by Personnel Services as per Application 87-66.

This item supersedes State Records Application 87-63, item 1064, 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 separation from employment, then dispose of provided no litigation is pending or anticipated.