



### 110.03 Scholarship Offer Files (Duplicates)

Dates: 1985-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological, then Alphabetical

This record series consists of the notification of award letters sent to the scholarship winners.

This item supersedes State Records Application 87-63, item 1239, 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, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

### 110.04 Scholarship and Financial Aid Fund Release Forms

Dates: 1985-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of the release forms which authorize the Financial Aid office, Foundation office or the Imprest Fund administrators to release scholarship funds or financial aid for infusion into student accounts. The Imprest Fund records are maintained for six (6) years as per Application 87-66, Item #22. The student loan files are maintained for thirty (30) years as per 87-66, Item #24.

This item supersedes State Records Application 87-63, item 1240, 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 financial aid and foundation release forms in office for two (2) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.
- B) Retain Imprest Fund release forms in office for seven (7) years, then dispose of providing all audits have been completed under the

supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**110.05 Student Workers Files (Duplicate)**

Dates: 1986-  
Volume: ½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of application material, work schedules, performance evaluations, correspondence, and other related personnel material.

This item supersedes State Records Application 87-63, item 1241, 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.

**110.06 Administrative Correspondence and Reference File (Original and Duplicates)**

Dates: 1986-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of correspondence, memos, conference materials and minutes of proceedings of the Illinois Admission Counselors conference, staff meeting minutes, college reference list, telecommunication materials and other related material.

This item supersedes State Records Application 87-63, item 1242, 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 with the assistance of University Archives staff, review the series and transfer any documents possessing archival value to the University Archives for permanent retention and dispose of all extraneous materials.

## 110.07 Student Payroll Files

Dates: 1986-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the time cards and the payroll time sheets for student workers.

This item supersedes State Records Application 87-63, item 1243, 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.

## 110.08 Budget Files (Duplicates)

Dates: 1986-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of copies of the budget, budget allocations and other budget related material.

This item supersedes State Records Application 87-63, item 1244, 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 providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

## 110.09 Vouchers and Requisitions (Duplicates)

Dates: 1986-  
Volume: 6 Cu. Ft.  
Annual Accumulation: 1½ Cu. Ft.  
Arrangement: Chronological

This record series consists of invoice vouchers, travel vouchers, vehicle requisitions, printing and postage requests and other fiscal related

material. University record copy vouchers and requisitions are maintained and scheduled for disposition by the University's accounting and/or purchasing offices.

This item supersedes State Records Application 87-63, item 1245, 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.

### **110.10      Articulation Files (Duplicates)**

Dates:	1985-
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of printouts used as guidelines for determining which courses in community college curriculum are equivalent in credit hours to those offered at SIU. The file also contains a list of all approved courses as well as courses which may be substituted for another course.

This item supersedes State Records Application 87-63, item 1246, 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 superseded or updated or for one (1) year, whichever is longer, then dispose of.

### **110.11      Auto Usage Reports and Gas Cards**

Dates:	1985-
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of the auto usage reports and gas cards maintained by the new student admissions office.

This item supersedes State Records Application 87-63, item 1247, 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 providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**110.12 Admission Application Files (Inactive)**

Dates:	1980-
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of the admission application files for prospective students that have attained inactive status from the failure of accepted students to attend, denial of application, or from prospective students who failed to complete the application process. Under university policy, prospective students who do not attend once accepted or are denied acceptance or do not complete the application process must resume active application processing within one (1) year from the date of last document submission or reapply in entirety within the guidelines of the whole application process.

**Recommendation:** Retain in office for one (1) year lapsed from the last date of document submission, then dispose of (by shredding) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.