

**OFFICE OF MILITARY PROGRAMS
ADMINISTRATION**

215.01 Budget Administration Files (Duplicates)

Dates: 1980 –
Volume: 10 1/2 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: By fiscal year

This record series contains the Office of Military Programs' copy of their operating budget. Also included herein would be budget proposals, requests and working papers.

Original budget files for the entire university are maintained by the Budget Office.

This item supersedes State Records Application 87-63, item 99, 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.

215.02 State Licensure Registration Files

Dates: 1978 -
Volume: 7 1/2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by state,
then chronological

The Office of Military Programs is responsible for procuring the appropriate government licenses for SIU's military schools

operating in other states but still falling under the jurisdiction of this office.

Included would be: applications for licensure registration, a copy of the formal approval and related correspondence.

This item supersedes State Records Application 87-63, item 100, 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 the office after expiration of license, then dispose of provided no litigation is pending or anticipated.

215.03 SAA/VA Files

Dates: 1976 -

Volume: 15 Cu. Ft.

Annual Accumulation: 1 1/2 Cu. Ft.

Arrangement: Alphabetical by state, then chronological

The Office of Military Programs is responsible for gaining approval of their school's courses through the State Approving Agency (SAA) which determines if they qualify for Veterans Administration (VA) benefits. This process is undergone annually.

Included in these files would be the school's applications, the SAA's formal letter of approval or denial, and any other related correspondence.

This item supersedes State Records Application 87-63, item 101, 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 the office, then dispose of provided no litigation is pending or anticipated.

215.04 Accreditation Files

Dates: 1978 -

Volume: 7 1/2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by association

These files are maintained to document the accreditation of the Office of Military Programs' schools by various accreditation sources (the North Central Association, the Council on Post-Secondary Education, the Department of Defense, etc.).

Included in these files would be applications/self-studies, correspondence, and copies of the final report received from the accrediting association.

This item supersedes State Records Application 87-63, item 102, 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 provided no litigation is pending or anticipated.

215.05 MOU Files (Originals)

Dates: 1973 -
Volume: 4 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By school (or base) then chronological

These files contain Memorandum of Understanding for each base or school operated by the Office of Military Programs. These MOU's serve as contracts between this office and each base or school, outlining the details of their programs and stating the various responsibilities of both parties.

This item supersedes State Records Application 87-63, item 103, 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 six (6) years in office following the termination of the agreement, then dispose of provided no litigation is pending or anticipated.

215.06 Payroll Information Files (Duplicates)

Dates: 1984 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: By item, then Chronological

This record series consists of payroll information for the civil service employees of the Office of Military Programs. Included would be: Fringe Benefit printouts; Payroll Distribution printouts, and Time Transmittal printouts. This information is also maintained by the Fringe Benefits section of Personnel Services and the Payroll Office.

This item supersedes State Records Application 87-63, item 104, 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.

215.07 Personnel Files (Duplicates)

Dates: 1984 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of personnel files for the employees of the Office of Military Programs. Included are copies of resumes, requests for vacation/sick leave, evaluations, and appointment letters. Also included in this record series is a list of all

past employees. Original personnel files are maintained for sixty-five (65) years by the university's Personnel Office.

This item supersedes State Records Application 87-63, item 105, 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 following the date of separation from employment, then dispose of provided no litigation is pending or anticipated.

215.08 Administrative Correspondence and Reference File

Dates: 1972 -

Volume: 33 Cu. Ft.

Annual Accumulation: 2 Cu. Ft.

Arrangement: Alphabetical by subject

These files contain original and duplicate correspondence and reference material generated or received by the Office of Military Programs. Examples of predominant types of documents maintained in this file include: original and duplicate university memorandum; duplicate meeting minutes and agendum of campus-wide committees; duplicate delegation of authority letters; fee waiver requests, and policy manuals.

This item supersedes State Records Application 87-63, item 106, 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 dispose of all duplicate, informational or routine items. Transfer remaining accumulation to the University Archives for evaluation and possible accessioning of records possessing archival value.

215.09 Information Survey Reports (Originals)

Dates: 1984 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of questionnaires completed by military service persons which include the following information: method of service payment, student classification, age, sex, race, previous college course work, previous work experience/training, branch of service, years of military service, and military rank. The survey results are summarized according to unit (CTC, IT, and VES) and retained for comparison to earlier survey data.

This item supersedes State Records Application 87-63, item 106A, 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 two (2) years after the date of the survey, 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.