

PHYSICIAN'S ASSISTANT PROGRAM

(Moved from 97-43 to 93-10)

800.01 Financial Records (Duplicates)

Dates: 1997 -
Volume: 1 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Numerical

This record series consists of purchase orders, invoice vouchers, requisitions, AM090's and AM091's, travel vouchers, budget information contractual service vouchers, telephone service requests, and internal billing summaries. The original records are maintained by General Account, Purchasing, Disbursements and the Budget Office. These records are created and maintained by the Southern Illinois University – Carbondale campus.

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.

800.02 Correspondence (Originals)

Dates: 1997 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of incoming and outgoing letters exchanged by the above office, other units of the SIU School of Medicine, and interested groups or individuals external to the agency. Files also include memos, drafts, and working papers. These records are created and maintained by the Southern Illinois University – Carbondale campus.

Recommendation: Retain in office for five (5) years after the date of generation, then with the assistance of the University Archives staff, review the series and transfer

any documents possessing archival value to the University Archives for permanent retention and destroy any remaining materials in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

800.03 Personnel Files (Originals and Duplicates)

Dates: 1997 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical by name

Record series contents include faculty, civil service (including graduate assistants) and A/P employee evaluations, personnel/payroll information forms which include: fringe benefit reports, personnel request forms, payroll time transmittals, transcripts, distributions, appointment letters, request for sick leave and vacation, resumes, contracts, resignations, terminations, grievance reports, letters of referrals, reference letters and applications.

The original records for the personnel/payroll information is maintained by Human Resources and Payroll. These records are created and maintained by the Southern Illinois University – Carbondale campus.

Recommendation: Retain in office five (5) years following separation, then dispose of all duplicates. The original documents are to be offered to Human Resources as a part of the employee's permanent file.

800.04 Student Files (Duplicates)

Dates: 1997 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of student employment files which include work referrals, immigration forms, time transmittals, distributions, accident reports, and evaluations. The original records are maintained by Payroll and the Financial Aid Office. These records are created and maintained by the Southern Illinois University – Carbondale campus.

Recommendation: Retain in office for five (5) years, following the date of graduation or date of last attendance, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

800.05 Student Applications for Program Admission (Originals)

Dates: 1997 -
Volume: 6 Cu. Ft.
Annual Accumulation: 6 Cu. Ft.
Arrangement: Alphabetical by name

This record series contains applications and related documents submitted by students seeking admission into the program including essays, interview review documents, letters of recommendation, admission applications, transcripts, evaluation forms, advisor evaluations, reinforcement letters, rejection letters, and alternate letters. Original applications for students who are accepted into the program become part of the departmental student files. These records are created and maintained by the Southern Illinois University – Carbondale campus.

Recommendation: Retain in office for five (5) years after the date of rejection, then destroy in a

secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

800.06 Research Files (Originals)

Dates: 1997 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains research about the program, surveys, personal history information, testing information, demographics, human subject files, and correspondence. These records are created and maintained by the Southern Illinois University – Carbondale campus.

Recommendation: Retain in office for five (5) years after the date of generation, then microfilm and destroy the hardcopy documents in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Retain all record series microfilm permanently.

800.07 Program Entity Affiliation Agreement Administration File

Dates: 1997 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of contract letters exchanged with program affiliated entities, pertinent insurance information, supporting administrative reports, correspondence regarding students employed by the affiliated entities, and copies of the affiliation agreements formed with the participating entities. These records are created and maintained by the Southern Illinois University – Carbondale campus.

Recommendation: Retain in office for five (5) years after the date of generation, then microfilm and destroy the hardcopy documents in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Retain all record series microfilm permanently.

800.08 Student Files (Originals & Duplicates)

Dates: 1997 -
Volume: 1 Cubic Feet
Annual Accumulation: 7 Cubic Feet
Arrangement: Alphabetical by student last name

This record series consists of student files including the applications to the Physician Assistant Program, transcripts, grade slips, records of courses taken, appointment papers, advisement sheets, dean's letter of recommendations, resumes, questionnaires, student evaluations of the program, evaluations of the student, and related correspondence. These records are created and maintained by the Southern Illinois University – Carbondale campus.

Recommendation: Retain in office for seven (7) years after the date of generation, then scan and microfilm and destroy the hardcopies in a secure manner (once scanned images have been verified) and provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Retain microfilm copies in office permanently. Retain electronic data until all administrative has expired, then delete from the system.