

UNIVERSITY PRESS

270.01 Administrative Correspondence and Reference File

Dates: 1956 -
Volume: 68 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological/Alphabetical

This record series contains the general correspondence and reference files for every department at the University Press, covering every operation from solicitation of manuscripts to production to book sales. The record series consists of communications, letters, notes and memoranda between Press departments, with the university and with external entities such as other publishers, exhibitors, professional associations or booksellers; however, the most important correspondence included here is between the Press and the authors in all stages of the production of a book.

This item supersedes State Records Application 87-63, item 1200, 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 the office, then review files to weed out any material that no longer has any administrative value for disposal, provided no litigation is pending or anticipated, and identify any material of long-term historical value that has no further administrative value and could be transferred to the University Archives for permanent retention.

270.02 Personnel Files

Dates: 1956 -
Volume: 3 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of hiring forms, curriculum vitae, change-in-status forms, and appointment papers for all employees of the University Press.

This item supersedes State Records Application 87-63, item 1201, 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 separation from employment, then dispose of.

270.03 Fringe Benefit File (Duplicates)

Dates: 1984 -
Volume: 3 1/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains time records and fringe benefit reports for the employees of the University Press.

This item supersedes State Records Application 87-63, item 1202, 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.

270.04 General Business File (Duplicates)

Dates: 1981 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains payroll distribution information for student workers, civil service and administrative/professional employees and budget allocation, adjustment and development material for both the projections of book sales as well as the operation of the Press.

This item supersedes State Records Application 87-63, item 1203, 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, 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.

270.05 Monthly Expense File (Duplicates)

Dates: 1979 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Chronological

This record series contains invoice vouchers and computer printouts from General Accounting used by the University Press to keep track of their expenses and develop the budget for the Press. Originals are maintained by the Office of Purchasing, Disbursements and General Accounting.

This item supersedes State Records Application 87-63, item 1204, 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, 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.

270.06 Purchase Order Files (Duplicates)

Dates: 1984 -

Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Numerical/Chronological

This record series contains copies of the purchase orders for all commodities and equipment bought by all departments of the University Press. Originals are maintained by Purchasing.

This item supersedes State Records Application 87-63, item 1205, 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.

270.07 Equipment Inventory

Dates: 1956 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the annual computer printout from Inventory Control in the General Accounting Office, which lists the date the equipment was bought, what it cost, and where it is located. This file also contains the lists of any property sent over to Surplus Property and copies of maintenance contracts.

This item supersedes State Records Application 87-63, item 1206, 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 superseded by the next update or the administrative value has expired, then dispose of.

270.08 Title Costs File

Dates: 1959 -
Volume: 13 1/2 CU. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical

This record series contains copies of printer invoices and a cover sheet showing the number of copies produced divided by the printer cost to obtain the unit cost.

This item supersedes State Records Application 87-63, item 1207, 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 ten (10) 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.

270.09 Subventions File

Dates: 1979 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains correspondence and remittance documents for cost recovery when the University Press prints a book for which the individual or business has promised to pay the manufacturing costs.

This item supersedes State Records Application 87-63, item 1208, 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 permanently in the office.

270.10 Exhibits File

Dates: 1985 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Chronological

This record series contains material related to exhibits that Southern Illinois University personnel set up and that professional exhibit companies set up for the university, consisting of correspondence, preparation notes and lists of the books exhibited.

This item supersedes State Records Application 87-63, item 1209, 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 eighteen (18) months or until administrative value expires whichever is longer, then dispose of.

270.11 History Records and Library

Dates: 1946 -
Volume: 250 Cu. Ft.
Annual Accumulation: 8 Cu. Ft.
Arrangement: Alphabetical

This record series contains a master copy of every book published by the University Press. The finding aid is a four-drawer 3" x 5" card file with call numbers that are arranged alphabetically by author and title. Also, a historical notebook lists all books published, including the publication date, dates of any re-printings or second printings, the names of the printer and the binder, and how many books received.

This University Press Library is maintained for its editors to use when editing new books or granting copyright permissions. The University Press is developing a disaster preparedness plan, realizing that this library is vital to the operation of the Press.

This item supersedes State Records Application 87-63, item 1210, 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 permanently.

270.12 Contract Files (Originals)

Dates: 1956 -

Volume: 30 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: Alphabetical by author's name

This record series contains the contracts between the University Press and each author they have published, detailing the terms for publishing the book. Also included in this file are copyright permissions from other authors for passages to be quoted in the books published by the University Press. Of the two original copies of the contracts that are typed up, the second one is maintained by the Purchasing Department.

This item supersedes State Records Application 87-63, item 1211, 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 permanently. Consider transfer to the University Archives for permanent retention twenty (20) years after contract expiration.

270.13 Rejected Manuscripts/Proposals File

Dates: 1978 -

Volume: 13 1/2 Cu. Ft.

Annual Accumulation: 1 1/2 Cu. Ft.

Arrangement: Alphabetical by author's name

This record series contains rejected manuscripts and proposals with related correspondence with the authors.

This item supersedes State Records Application 87-63, item 1212, 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 ten (10) years in the office, then transfer to the University Archives for permanent retention.

270.14 Copyright Permissions Copies of Other Publications

Dates: 1956 -
Volume: 11 1/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains a complimentary copy of all books which contained quotes from books published by the University Press. These books are retained to check the accuracy of the text and include copies of foreign translations of their titles.

This item supersedes State Records Application 87-63, item 1213, 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 permanently in the office.

270.15 Customer Order Processing File

Dates: 1946 -
Volume: 70 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical

This record series contains invoice vouchers for publications and copyright permissions ordered from the Southern Illinois University Press. Prior to 1985, invoices generated by the Order Processing Department were microfilmed with a paper copy in the customer account file and microfiche copies in a separate invoice file. During the transition from the old Computer-Output-Microfilm

system and the new computer system, copies of invoices were printed and maintained in 11" x 17" binders. With the new system fully operational, the computer generates an invoice for the customer but no microfiche or hard copies are maintained. The invoice information can be searched for in the computer or printed out again, if needed.

This item supersedes State Records Application 87-63, item 1214, 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.

270.16 Order Documents (Originals)

Dates: 1985 -
Volume: 9 Cu. Ft.
Annual Accumulation: 4 1/2 Cu. Ft.
Arrangement: Numerical by invoice number

This record series contains the letters, note or other form used to order books from the Southern Illinois University Press. Prior to the installation of the new computer system, the order document was filed in the customer file which is the "Customer Order Processing File," item 1162 in this application. Under the new system, order documents are filed in a separate file in numerical sequence using the invoice number.

This item supersedes State Records Application 87-63, item 1215, 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.

270.17 Chargeback/Returns Document File

Dates: 1982 -
Volume: 7 1/2 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Numerical

This record series contains chargeback paperwork for books that have been ordered for customers (such as the campus bookstore) who are able to return books that are not sold. Under the old system prior to 1985, the chargeback documents were filed in the customer files. Under the new system, the chargebacks are filed separately, creating a distinct record series.

This item supersedes State Records Application 87-63, item 1216, 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.

270.18 Credit Memos

Dates: 1979 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Numerical

This record series was maintained on paper, then microfilmed, before the new computer ordering system was set up in 1985. With the present system, the credit memos on each customer's account do not accumulate in paper form but are noted on the memo pad in the computer which are listed chronologically as a credit history of the account. This record series is actually part of the customer file which is maintained on computer under the new system.

This item supersedes State Records Application 87-63, item 1217, 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 permanently in the office.

270.19 Title Files (Agency Record Copy)

Dates: 1956 -

Volume: 27 Cu. Ft.

Annual Accumulation: 1 1/2 Cu. Ft.

Arrangement: Numerical by ISBN number of each title

This record series contains the Title Files of the Southern Illinois University Press, consisting of ISBN request forms, contract execution forms, price establishment information, receiving reports, low stock/reprinting requests, notices of reprinting, royalty statements, house free distribution listings, back order listings, notices of change in royalty payee, notices of the death of an author and changes in address for authors. This file continues to be used even if a book is out of print mostly to maintain information about income from fees for copyright permissions.

This item supersedes State Records Application 87-63, item 1218, 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 permanently in the office.

270.20 Payments File

Dates: 1985 -

Volume: 3 Cu. Ft.

Annual Accumulation: 1 1/2 Cu. Ft.

Arrangement: Chronological

This record series contains remittance advices and check stubs for books purchased from the Southern Illinois University Press.

This item supersedes State Records Application 87-63, item 1219, 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.

270.21 Bank Deposit Listing

Dates: 1985 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Chronological

This record series contains the computer printouts and the pink copies of the deposit slips that come back from the Bursar. The two documents are reconciled and any discrepancies between the printout and the actual deposit is explained on the printout.

This item supersedes State Records Application 87-63, item 1220, 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.

270.22 Inventory File

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

This record series contains two files relating to adjustments to inventory. One part maintains notes about short shipments of books that help the University Press keep track of the scope of this problem. The other part is the monthly physical inventory sheets with adjustments noted.

This item supersedes State Records Application 87-63, item 1221, 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.

270.23 Miscellaneous Financial Files

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

This record series contains four files: copyright permissions, credit adjustments, debit adjustments and refunds related to order processing. The copyright permissions file is the green copy of the original source document which is maintained in the customer file, "Customer Order Processing File." The credit adjustments file shows any changes in credit due to a customer claiming overcharges such as an incorrect discount percentage. The debit adjustments file shows any changes in debits such as a customer claiming to have returned books which the University Press never received or which were damaged. The refund file consists of the stubs from the statements printed out from the computer when a refund is sent.

Information about requests for refunds that are not honored is also maintained. This information would also be maintained on a customer's credit memo pad in the computer as per the "Credit Memo File" in this application.

This item supersedes State Records Application 87-63, item 1222, 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.

270.24 Book Review Files

Dates: 1956 -
Volume: 7 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Alphabetical

This record series contains reviews from magazines or journals of books published by the University Press as well as requests from reviewers at magazines or journal publications for a copy of the book they would like to review.

This item supersedes State Records Application 87-63, item 1223, 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 permanently. Consider transfer to University Archives for material that has been retained in the office for twenty (20) years for permanent retention.

270.25 Book Promotion Files

Dates: 1956 -
Volume: 41 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Alphabetical

This record series contains book promotion information, including correspondence with authors on promotion, ideas for advertising and other ways of promoting the books, news releases, a jacket copy, one copy of each brochure produced and lists of the

people who receive a copy of the book for reviews or other promotional projects.

This item supersedes State Records Application 87-63, item 1224, 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 ten (10) years in the office, then transfer to the University Archives for permanent retention.

270.26 Photo Promotion File

Dates: 1956 -
Volume: 2 1/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains various sizes of photographs or artwork from the books published by the University Press which are used in making brochures and other book promotion projects.

This item supersedes State Records Application 87-63, item 1225, 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 permanently. Consider transfer to the University Archives for permanent retention after material has been retained for twenty (20) years.

270.27 Advertising Files

Dates: 1978 -
Volume: 3 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains information about advertising campaigns with schedules of advertising and the costs as well as reference material on possible places to advertise.

This item supersedes State Records Application 87-63, item 1226, 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 any administrative value has expired and providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

270.28 Titles in Production File

Dates: 1974 -
Volume: 16 1/2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by author's name

This record series contains design specifications for books, original estimates from suppliers, the actual costs and correspondence with authors and suppliers such as typesetters, printers and binders. This file covers both individual books and book series information on production.

This item supersedes State Records Application 87-63, item 1227, 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 ten (10) years after book is first published, then transfer any material of long term historical value to the University Archives and dispose of any material that no longer has administrative value providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.