

SCHOOL OF ARCHITECTURE

**(THESE ITEMS ARE BEING REFERENCED FROM CASA
APPLIED ARTS SECTION)**

810.01 Grant Files

Dates: 1974 –
Volume: 18 cu. ft.
Annual Accumulation: 1 ½ cu. ft.
Arrangement: Yearly, by name of
program

This record series consists of the grant applications, quarterly reports of programs, final expenditure reports, etc.

This item supersedes State Records Application 87-64, item 1130, 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 six (6) 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.

810.02 Enrollment Date File

Dates: 1983 –
Volume: 10 cu. ft.
Annual Accumulation: 2 ½ Cu. Ft.
Arrangement: Chronological by
semester

This record series consists of grade books, grade lists, grade sheets, grade reports, enrollment data (10 day enrollment report, etc.).

This item supersedes State Records Application 87-64, item 1131, 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 three (3) years, then dispose of provided no litigation is pending or anticipated.

810.04 Student Files (Duplicates) (All Programs)

Dates: 1979 –
Volume: 132 cu. ft.
Annual Accumulation: 21 cu. ft.
Arrangement: Alphabetical by name
of student

This record series consists of the student files (graduate/undergraduate). The records generally include transcripts, copies of correspondence, grade slips, records of courses taken, course registration forms, appointment papers, advisement sheets, field trip authorization records, and copies of other transcripts (high school or other colleges). Original student files are maintained with the Graduate School and Admissions and Records.

This item supersedes State Records Application 87-64, item 1133, 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 after graduation or date of last
attendance, then dispose of.

810.09 Class and Faculty Schedules

Dates: 1983 –
Volume: 2 cu. ft.
Annual Accumulation: ½ cu. ft.
Arrangement: Chronological by semester

This record series consists of the professor's
schedules: this includes the courses title, and
number, name of instructor, days, times and
location of class.

This item supersedes State Records
Application 87-64, item 1138, 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
new schedules, then dispose of.

810.10 Faculty Evaluations

Dates: 1965 –
Volume: 2 cu. ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of questionnaires
completed by students evaluating their course
content and instructor. (Summary of evaluations with
each personnel file).

This item supersedes State Records
Application 87-64, item 1139, 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.

810.12 Personnel Files (Duplicates)

Dates: 1952 –
Volume: 6 cu. ft.
Annual Accumulation : Negligible
Arrangement: Alphabetical by employee name

This record series consists of duplicate copies of employment records. These files may contain copies of evaluations, appointment letters, application for employment, reference letters, vitas, letters of commendation, letters of resignation or termination, letters of recommendation, disciplinary records, salary and/or classification data. The agency record copies of the record series are maintained by Human Resources.

This item supersedes State Records Application 87-64, item 1141, 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 after separation from employment, then dispose of provided no litigation is pending or anticipated.

810.13 Fiscal Transaction Files

Dates: 1981 –
Volume: 4 cu. ft.
Annual Accumulation: ½ cu. ft.

Arrangement: Chronological by date

This record series consists of the fiscal transaction files. The records generally include purchase orders, requisitions, travel vouchers, computer printout of fiscal reports, ledgers, etc. Original records are maintained with Accounting Services and Procurement Services.

This item supersedes State Records Application 87-64, item 1142, 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, then dispose of.

810.14 Coursework Information Kept in Faculty Offices

Dates: 1977 –
Volume: 138 cu. ft.
Annual Accumulation: 13 cu. ft.
Arrangement: Alphabetical by subject

This record series consists of lecture notes, old tests, articles to be incorporated in the lecture and quizzes.

This item supersedes State Records Application 87-64, item 1143, 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 all administrative use has expired, then dispose of.

**810.15 Department Review Reports (Accreditation Reports)
(Originals)**

Dates: 1967-
Volume: 16 Cubic Feet
Annual Accumulations: 1 Cubic Foot
Arrangement: Chronological

This record series consists of self study reports and accreditation documentation submitted to the Illinois State Board of Education and the North Central Association. Self Study Reports are also submitted for the Masters of Architecture program to the National Architectural Accrediting Board and for the Interior Design Program the CIDA (Council for Interior Design Accreditation).

Recommendation: Retain in office for five (5) years, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

810.16 Master Course Syllabi Files (Originals)

Dates: 1981-
Volume: 2 Cubic Feet
Annual Accumulations: Negligible
Arrangement: Numerical

This record consists of the detailed course syllabi files which includes the required and recommended textbooks for the program.

Recommendation: Retain originals in the department for three (3) years, then transfer to University Archives for permanent retention. Hard copies may be disposed of after images have been verified if record series is microfilmed by University Archives.

810.17 Administrative Correspondence Files

Dates: 1952-
Volume: 40 Cubic Feet
Annual Accumulations: 2 Cubic Feet
Arrangement: Alphabetical

This record consists of the Administrative Correspondence Files for the School of Architecture. Files may contain general incoming and outgoing correspondence, routine correspondence documents, and copies of the following: recommendation letters, articulations, scholarship information, tuition waivers, related materials.

“Routine correspondence documents” are defined as:

- Extra copies of documents, blank forms, or reports preserved only for ease of reference or for supply purposes, where one copy has been retained for record purposes;
- Letters of transmittal and acknowledgement;
- Non-personally addressed, unsolicited correspondence and communications that originate outside of the College, such as “Deans and Directors” memoranda;
- Requests for publications or information after the requests have been filled;
- Replies to questionnaires, where the summary results have been retained for record purposes,
- Material not filed as evidence of administrative activity or for the informational content thereof, including: Working notes, where a final report has been issued documents regarding regular office functions, such as correspondence requesting supplies, scheduling meetings, or informing others of an employee absence, where a record copy of financial or personnel actions is retained in another record series.

Recommendation: Retain in office for three (3) years, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

810.18 Payroll and Timekeeping Files (Duplicates)

Dates: 1952 -
Volume: 15 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of duplicate Payroll information for all SIU-C employees. Files include copies of the following: Fringe Benefit Reports, Requests for Vacation/Sick Leave, Absence Without Pay Slips (AWOPS), Payroll Distribution Sheets, Payroll Certifications, Time Sheets, Time Transmittals, and supporting documentation. Originals are maintained for six (6) years by the Payroll and Human Resource Department.

Recommendation: Retain in office for three (3) years, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

810.19 Minutes and Agendas (Originals)

Dates: 1952 -
Volume: 4 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical and Chronological

This record consists of meeting minutes and agendas for any departmental or faculty meetings held within the SIU-C School of Architecture.

Recommendation: Retain one copy of each document permanently. Hard copies may be disposed of

after images have been verified if record series is
microfilmed by the University Archives.