

COLLEGE OF LIBERAL ARTS

SOCIOLOGY

645.01 **Administrative Correspondence and Reference File**

Dates: 1977 -
Volume: 5 1/2 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical

This record series contains departmental memos, graduate handbook materials, handouts used in the graduate program (both Masters and Ph. D.), College of Liberal Arts memos and statistical reports, memos on Graduate School policy, grievance policy, lists of undergraduate and graduate students in sociology, program review reports, letters of recommendation and other miscellaneous correspondence. The files for the Midwest Sociological Society are not included in this description because they are being housed at SIU due to a faculty member serving as Treasurer and will be transferred in total to its next temporary home when someone else assumes the post.

This item supersedes State Records Application 87-63, item 943, 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 then review files in order to transfer material with long term historical value (significant reports, policy formation correspondence, etc.) to the University Archives for permanent retention and to dispose of any materials no longer having any administrative value provided no litigation is pending or anticipated.

645.02 **Grade Records**

Dates: 1973 -
Volume: 1 1/2 Cu. ft.

Annual Accumulation: Negligible

Arrangement: Chronological, then Numerical by
course
number

This record series contains the computer generated grade list from Admissions and Records for the department's verification. Admissions and Records maintained the original on microfiche.

This item supersedes State Records Application 87-63, item 944, 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, then dispose of provided no litigation is pending or anticipated.

645.03 Student Advisement Files

Dates: 1965 -

Volume: 21 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: Alphabetical

This record series contains student advisement files for prospective, inactive, undergraduate and masters and Ph.D. students in Sociology. An undergraduate file would typically contain advisement sheets for taking appropriate courses. A typical Master file consists of admission papers, stipend information, grades, notes, degree committee information, comprehensive exams (for some students) and correspondence. A Ph.D. file contains the same material as a Masters file with the addition of reading lists for the comprehensive exam, the comprehensive exam itself, prospectus and dissertation.

This item supersedes State Records Application 87-63, item 945, 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 for five (5) years after graduation or last date of attendance, then dispose of provided no litigation is pending or anticipated.

645.04 Job Search File

Dates: 1981 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological/Alphabetical

This record series contains the job search records of the Sociology Department, including information on the job search and candidates' application materials. Job search materials consists of copies of advertisement for position, itineraries when candidates arrive for interviews and affirmative action audit documents. A candidate's file would typically contain an application, curriculum vitae, published papers and letters of recommendation.

This item supersedes State Records Application 87-63, item 946, 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 after job search completed, then dispose of provided no litigation is pending or anticipated.

645.05 Departmental Review File

Dates: 1972 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the annual reports of the internal and external review teams that assess the functioning of the Sociology Department along with correspondence and drafts of reviews.

This item supersedes State Records Application 87-63, item 947, 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, then transfer final reports to the University Archives for permanent retention.

645.06 Proficiency Exam File (Originals and Duplicates)

Dates: 1971 -

Volume: 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Numerical by course number

This record series consists of master copies of the proficiency exams on sociology courses as well as carbon copies of the test scores on the exams. Admissions and Records has original copies of the test scores.

This item supersedes State Records Application 87-63, item 948, 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, then transfer master copies of exam to University Archives for permanent retention and dispose of test score information, provided no litigation is pending or anticipated.

645.07 Graduate Assistantship File

Dates: 1974 -

Volume: 3/4 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical by subject

This record series is a reference file of information about Graduate Assistantship, consisting of correspondence, transmittal

letters about contracts, memos, contract and salary information and information from foundations on how to apply.

This item supersedes State Records Application 87-63, item 949, 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, then dispose of any material that no longer has administrative value.

645.08 Sociology Department Files

Dates: 1977 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains policies, recommendations, and minutes of Sociology faculty committees.

This item supersedes State Records Application 87-63, item 950, 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 transfer to the University Archives for permanent retention.

645.09 Payroll and Fringe Benefit File (Duplicates)

Dates: 1980 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Chronological

This record series contains the payroll and fringe benefit files for the employees of the Sociology Department for verification of the original record maintained by Payroll as per item 85 of Application 87-66.

This item supersedes State Records Application 87-63, item 951, 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.

645.10 Inventory Records

Dates: 1977 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Numerical by room number

This record series is a card file of inventory per room used by the Sociology Department.

This item supersedes State Records Application 87-63, item 952, 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 card is superseded with up-to-date information.

645.11 Key Control File

Dates: 1977 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series is a card-file type box of key control slips showing the name of person assigned a key, the key number, room number and date.

This item supersedes State Records Application 87-63, item 953, 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 one (1) year after person is no longer assigned that key, then dispose of provided no litigation is pending or anticipated.

645.12 Faculty Statistical Reports

Dates: 1975 -
Volume: 1 1/2 Cu. ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series is the faculty/staff assigned effort or workload report, showing the percentage of time faculty devote to research, testing, etc. This file also contains separate research reports up to 1983, when they were combined with the other workload reports. Original records of these reports are maintained by Institutional research.

This item supersedes State Records Application 87-63, item 954, 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, then dispose of provided no litigation is pending or anticipated.

645.13 Faculty Personnel Files (Originals and Duplicates)

Dates: 1969 -
Volume: 13 1/2 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Alphabetical

This record series consists of faculty personnel files for active and inactive professors, consisting of copies of contracts,

letters of recommendation, notice of pay increases, course assignments and published papers. The original contracts are retained by the Personnel Office as per item 249M of Application 87-66.

This item supersedes State Records Application 87-63, item 955, 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 after separation from employment, then dispose of provided no litigation is pending or anticipated.

645.14 Civil Services and Student Workers Personnel Files

Dates: 1973 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contain civil service and student workers, personnel files. Student worker files would typically contain referral forms, notices of pay raises, and final evaluations sheets. Civil service files contain notices of pay raises or changes in status and leave slips for illness or vacation. Original student worker referral forms are retained by the Student Work and Financial Assistance Office as per item 240 of Application 87-64, and original civil service records are maintained by Personnel as per item 249M of Application 87-66.

This item supersedes State Records Application 87-63, item 956, 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 after separation from employment, then dispose of provided no litigation is pending or anticipated.

645.15 Budget Records

Dates: 1978 -

Volume: 1 1/2 Cu. ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the monthly report of expenditures received from General Accounting with copies of invoice vouchers attached for the internal operation of the Sociology Department.

This item supersedes State Records Application 87-63, item 957, 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.

645.16 Course Schedules

Dates: 1972 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains Form 75 for making changes in course schedules as well as the computer printout of course schedules.

This item supersedes State Records Application 87-63, item 958, 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, then dispose of.