

## STUDENT LEGAL ASSISTANCE

### 340.01 Case Files (Originals)

Dates: 1977 -  
Volume: 47 Cu. Ft.  
Annual Accumulation: 4 ¾ Cu. Ft.  
Arrangement: Numerical by case number

This record series consists of the Case Files maintained by the Office of Student Legal Assistance. The records generally contain all documents relevant to legal cases involving SIU students including: case sheets (e.g. personal data on client, case classification, specific problem, case progress data, and disposition); copies of briefs; attorney's workpapers (e.g. first appearance worksheets, landlord-tenant information sheets); briefs; copies of divorce papers; motions; small claims complaints; pleadings; receipts; and related correspondence (e.g. insurance companies).

**Recommendation:** Retain in office five (5) years after final disposition and closure of case, then dispose of.

### 340.02 General Administrative and Reference Files (Originals & Duplicates)

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

This record series consists of the General Administrative and Reference Files maintained by the Office of Student Legal Assistance. The records generally include: annual reports; audit reports; attorney insurance; insurance and contracts; board announcements; agendas; minutes; caseload statistics; inventory; LL-T (Landlord-Tenant) Landbook and information; Law Day File; newspaper clippings and legal articles (originals); NLADA (National Legal Aid and Defenders Association information; seminars; Student Attorney Program Information; thank-you

letters; Union of Student Attorneys Information; and court date notices (letters to clients).

**Recommendation:** Retain in the office for three (3) years, then review files and weed out any documents possessing long term administrative, legal, or historical value (e.g. original minutes of meetings, original articles, newspaper clippings, original annual reports, etc.) for permanent retention in office and/or transferal to the University Archives. All duplicate, extraneous materials may be disposed of at the discretion of the agency.

**340.03 General Correspondence Files (Originals & Duplicates)**

Dates: 1977 -  
Volume: 2 ½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the General Correspondence Files maintained by the Office of Student Legal Assistance. The records generally include general office correspondence (incoming/outgoing) including; inquiries, responses, and referrals.

**Recommendation:** Retain in the office for three (3) years, then dispose of provided all administrative value has expired.

**340.04 Case Log Books (Originals)**

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

This record series consists of the Case Log Books maintained by the Office of Student Legal Assistance. The records generally include log books indicating the specific case in litigation, the case number, the date, etc.

**Recommendation:** Retain in the office until all administrative value has expired, then dispose of.

**340.05 Conference Files (closed) (Originals)**

Dates: 1977 - 1984  
Volume: 2 Cu. Ft.  
Annual Accumulation: N/A  
Arrangement: Chronological

This record series consists of the Conference files (closed) maintained by the Office of Student Legal Assistance. The records generally contain information retained on conferences attended by various S.L.A. staff including: budgetary information; copies of travel vouchers; conference materials (e.g. brochures); and related correspondence.

**Recommendation:** Retain in the 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.

**340.06 Fiscal Administration Files (Duplicates)**

Dates: 1979 -  
Volume: 8 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological by fiscal year

This record series consists of the Fiscal Administration Files maintained by the Office of Student Legal Assistance. The records generally include: requisitions; purchase orders; invoice vouchers; employee benefit reports; payroll time transfers; copy/duplicating charges; and attorney's salaries. Originals are maintained with the University Offices of Disbursements and General Accounting.

**Recommendation:** Retain in the 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.

**340.07 Personnel Files (Duplicates)**

Dates: 1977 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: By personnel  
classification then  
alphabetical

This record series consists of the Personnel Files maintained by the Office of Student Legal Assistance. The records generally contain personnel information for all attorneys, law clerks, student workers, and civil service employees including: resumes; appointment notices; grad student applications; letters of reference/referral; and accrued/sick leave time. Originals are maintained with the University Personnel Office and the Office of Student Work/Financial Assistance.

**Recommendation:** Retain in the office for five (5) years after separation from employment, 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.