

TESTING SERVICES

450.01 GED Files (Originals)

Dates: 1950 -
Volume: 46½ Cu. Ft.
Annual Accumulation: 1¼ Cu. Ft.
Arrangement: Chronological by receipt of application;
IBM Card Files: Alphabetical and
Alphabetical by county

This record series consists of GED (General Education Development) files maintained by the Office of Testing Services. The records generally include: initial applications, answer sheets, test results (e.g., test scores - IBM cards), reports forms, and related correspondence.

Recommendation: Required by contract to maintain permanent records. These are comparable to high school graduation.

450.02 Specimen Test Files (Originals)

Dates: 1980 -
Volume: 7½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the Specimen Test files maintained by the Office of Testing Services. The records generally include a copy of every exam administered by the office to assess student achievement and aptitude.

Recommendation: Dispose of all obsolete copies.

450.03 Administrative Correspondence and Reference Files (Originals and Duplicates)

Dates: 1980 -

Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the administrative correspondence and reference files maintained by the Office of Testing Services. The records generally include: correspondence to and from candidate concerning exams, test schedules and news releases of registration and testing dates.

Recommendation: Retain in office for three (3) years or until expiration of administrative value, whichever is longer, then dispose of.

450.04 Fiscal Administration Files (Duplicates)

Dates: 1980 -
Volume: 2½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the fiscal administration files maintained by the Office of Testing Services. The records generally include: purchase requisitions, invoices, collection forms/reports, payroll information (civil service, AP staff, student workers), fringe benefit accounts (General Accounting printouts), and copies of the budget. Originals are maintained with the University's Office of Payroll, Disbursements and General Accounting.

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.

450.05 Proficiency Exam Files (Originals)

Dates: 1972 -
Volume: 12 Cu. Ft.
Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of the proficiency exam files maintained by the Office of Testing Services. The records generally include exam answer sheets and report forms for various selected courses (e.g., English 101, Constitution exam).

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.

450.06 G.R.E. Scores Files (Originals)

Dates: 1982 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of original G.R.E. (Graduation Record Exam) score files. The University's contract with the Testing Service Company stipulates that the original scores will be disposed of after a five year period; however, a duplicate of the score is included in each graduate students' file maintained by the respective school/department.

G.R.E. scores are retained for a period of five (5) years by Governor's State University as per State Records Application 86-27, item #160. G.R.E. scores are also maintained in the SIU-C graduate student master files maintained permanently per Application 87-63, #125.

Recommendation: Retain in office for five (5) years, then dispose of.

450.07 M.A.T. Score Cards (Originals)

Dates: 1978 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of the M.A.T. (Miller's Analogy Test) score cards maintained by the Office of Testing Services. Original answer sheets are returned to the testing company.

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.

450.08 DLEP Score Files (Originals)

Dates: 1972 -

Volume: ½ Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological by year

This record series consists of the CLEP (College Level Entrance Program) score files maintained by the Office of Testing Services.

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.

450.09 Test Logbooks (Originals)

Dates: 1962 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of the test logbooks maintained by the Office of Testing Services. The logbooks indicate the date that the testbooks (e.g., MAT, GRE) were shipped, the parent company, the date received, etc.

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