

**TOUCH OF NATURE ENVIRONMENTAL CENTER
CONFERENCE COORDINATOR/RESIDENTIAL PROGRAMS**

**370.01 Administrative Correspondence and Reference File
for Residential Programs (Originals and
Duplicates)**

Dates: 1978 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains correspondence, policies, recommendations, procedures, housing, special programs such as the Buffalo Tro (which is a unique outdoor program preparing steaks in the Plains Indian cooking method), other menus, and procedures for sick or injured staff. Any correspondence or reference material related to Special Programs are included and are considered the original record.

Application 87-63, item 257, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain three (3) years in the office, then review and weed, transferring any material with long-term historical value to the Touch of Nature Archives and disposing of any other material which no longer has administrative value provided no litigation is pending or anticipated.

**370.02 Year-Round Personnel Files for Residential
Programs**

Dates: 1967 -
Volume: 1½ Cu. ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series is the personnel file for the permanent employees at Touch of Nature, including the coordinating staff, clerical employees, kitchen workers and conference staff who work all-year round. A typical

file contains recommendations, documents on disciplinary actions, memos, requests for sick leave or vacation, evaluations, job descriptions, travel vouchers (which are cross-referenced in the "Fiscal File" in this application) and correspondence from parents to the camp coordinators relating to a child's camp experiences at Touch of Nature.

Application 87-63, item 258, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain five (5) years after termination of employment, then dispose of provided no litigation is pending or anticipated.

370.03

Camp Personnel Files for Residential Programs

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

This record series is the personnel file for the temporary employees needed at Touch of Nature for the summer camping season. A typical file contains a job application, signed letter of intent (which is the employment contract for summer help) and travel vouchers, which are cross-referenced with the "Fiscal File" for Residential Programs in this application.

Application 87-63, item 259, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain five (5) years in office, then dispose of provided no litigation is pending or anticipated.

370.04

Fiscal File for Residential Programs (Duplicates)

Dates: 1981 -
Volume: 3 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological

This record series contains the fiscal records for Touch of Nature Residential Programs, including food inventories, purchase requests and authorizations, paid invoices, blanket order numbers, travel requests and authorizations, expenditure and budgeting information, daily meal counts, records for the summer food reimbursement program through the Illinois Board of Higher Education, payroll distribution records and financial reports. The original records are maintained by General Accounting as per this application.

Application 87-63, item 260, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of 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.

370.05

Camp Files

Dates: 1981 -
Volume: 9 Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Chronological

This record series contains the records for the various residential camping sessions offered at Touch of Nature. This file contains both general information about the camping sessions and information on individual campers attending. The general information includes contracts with the agencies who send groups of campers, correspondence, and food and other purchase requests which are used to prepare the next years budget. The information on campers includes the application and health forms, which must be filled out before a camper attends any camping sessions.

Application 87-63, item 261, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain five (5) years after camping sessions close, then dispose of provided no

litigation is pending or anticipated.

370.06

Conference Files (Originals)

Dates: 1985 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Alphabetical

This record series contains documents and information related to conferences held at Touch of Nature, which are services and use of the facility contracted for by various groups. The files contain scheduling agreements and summaries of charges for services provided.

Application 87-63, item 262, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of 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.