

Annual Accumulation: Negligible

Arrangement: Alphabetical/some Chronological

This record series contains three major areas: the central files for the director, correspondence with other SIU departments, and correspondence with other state, federal and private agencies. The director's central files consist of staff meeting minutes (back to 1976) and correspondence with each program run by Touch of Nature such as the camping programs for special populations, environmental workshop advocacy, etc. The correspondence with other departments at SIU consists of routine memos and circulars. The correspondence with other state, federal and private agencies is general administrative communications which are program specific. Some of the agencies who correspond with Touch of Nature are the U.S. Department of the Interior, the Illinois Department of Conservation, the Illinois Department of Children and Family Services and the Illinois Department of Public Health.

Application 87-63, item 244, is superseded to reflect a change in the administrative jurisdiction of the record series.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, then weed, transferring historically significant materials to the Touch of Nature Archives and disposing of other routine materials that no longer has any administrative value provided that no litigation is pending or anticipated.

330.03 Associate Director's Correspondence and Reference File

Dates: 1980 -

Volume: 1½ Cu. Ft.

Annual Accumulation: Negligible

Arrangement: By subject

This record series contains correspondence, both incoming and outgoing, between the Associate Director and the various program directors at Touch of Nature's Wilderness, Advocacy and Environmental Workshop programs; copies of all contracts that the Advocacy and Wilderness programs have with other agencies such as the Department of Children and Family Services (DCFS); copies of speeches or presentations the Associate Director has given, and

quarterly fiscal years prepared for each contract and sent to the Department of Children and Family Services (DCFS).

Application 87-63, item 245, is superseded to reflect a change in the administrative jurisdiction of the record series.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, then transfer reports and other historical significant material to the Touch of Nature Archives for permanent retention, and also dispose of other material that no longer has administrative value provided no litigation is pending or anticipated.