

**TOUCH OF NATURE ENVIRONMENTAL
CENTER**

ENVIRONMENTAL WORKSHOP

380.01 Employee Files

Dates: 1982 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the employment files of students who were hired to do their internship as leaders of environmental workshops at Touch of Nature Environmental Center. These files consist of applications, resumes, student journals which they are required to keep during the internship and evaluations of student work. Most students in this program are students in Forestry and Outdoor Recreation management programs.

Application 87-63, item 263, is superseded to reflect a change in the administrative jurisdiction of the record series.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 graduation or last date of attendance at the university, then transfer final evaluations to the Office of Admissions and Records for permanent retention and dispose of other non-essential material provided no litigation is pending or anticipated.

380.02 Unsuccessful Applicants for Instructors at Environmental Workshops

Dates: 1982 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains applications and resumes from students who have applied to be environmental workshop leaders but were unsuccessful.

Application 87-63, item 264, is superseded to reflect a change in the administrative jurisdiction of the record series.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 the job search has been completed, then dispose of provided no litigation is pending or anticipated.

380.03 Workshop Records (Originals)

Dates: 1982 -
Volume: 4½ Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series contains records of the environmental workshops conducted by the Touch of Nature Environmental Center for adults and children. Instruction is a mixture of both classroom discussions/demonstrations and outdoor field trips with some sessions being non-credit and others are credit courses through Southern Illinois University. This record series consists of lists of people registered per session; records of fee deposits; medical histories; elderhosteler health/emergency information forms for senior citizen attendees; registration forms; lists of activities; schedules; records of final attendance; program evaluations; food order forms; class worksheets and handouts, and routine correspondence with participants.

Application 87-63, item 265, 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 for six (6) years, then review to weed out routine or non-current material that no longer has any administrative value for disposal. Retain program evaluations and other reports that document the functioning and development of the program and transfer this material to the Touch of Nature Archives for permanent retention.