

TOUCH OF NATURE ENVIRONMENTAL CENTER
WILDERNESS PROGRAM

400.01 Administrative Correspondence and Reference File for the Wilderness Program

Dates: 1980 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains correspondence with various groups and agencies wanting wilderness programs such as the Department of Children and Family Services, elder hostel groups, rock climbing experiences for the National Guard, etc.

Application 87-63, item 269, is superseded to reflect a change in the administrative jurisdiction of the record series.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 dispose of provided any administrative value has expired and no litigation is pending or anticipated.

400.02 Program Files for the Wilderness Program

Dates: 1978 -
Volume: 10 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series contains program plans for the various service units such as Underway, Wilderness Spectrum, Youth Advocacy and other specialty courses.

Application 87-63, item 270, is superseded to reflect a change in the administrative jurisdiction of the record series.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 to the Touch of Nature Archives for review and possible permanent retention.

400.03 Personnel Files for Wilderness Programs

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

This record series contains the personnel files for the program staff at Touch of Nature Environmental Center, including student workers, graduate assistants doing fieldwork, Underway apprentice outdoor leaders and other outdoor program leaders and aides. Files contain applications, staff assignment reports, time sheets, job descriptions and internship reports by graduate assistants. The original application forms and change of status forms are maintained by the Personnel Office as per scheduling under Application 87-66.

Application 87-63, item 271, is superseded to reflect a change in the administrative jurisdiction of the record series.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, then transfer to the Touch of Nature Archives for review and possible permanent retention. Following the completion of the foregoing review, dispose of all documents not accessioned by the Touch of Nature Archives staff.

400.04 Fiscal File for the Wilderness Program

Dates: 1978 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological and Alphabetical

This record series contains the fiscal files for both the Wilderness/Wilderness Spectrum Underway and the Youth Advocacy Programs. This file contains annual fiscal reports as well as purchase orders, travel vouchers, etc. In addition, grants and contract information are also included. The programs have grants from groups such as the American Camping Association and Contracts with state agencies such as the Department of Children & Family Services (DCFS).

Application 87-63, item 272, 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 dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.