

WOMEN'S STUDIES

275.01 Administrative Organization Files (Originals and Duplicates)

Dates: 1978 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the administrative organization files maintained by the Office of Women's Studies. The records generally include: by-laws and operation paper of Women's Studies (updated or changed by Executive Committee); Executive Committee notes/memoranda; minutes of meetings; voting procedures for Women's Studies members; and various committee notes/memoranda.

This item supersedes State Records Application 87-63, item 1228, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in the office for three (3) years, then review files and weed out any documents possessing long term administrative, legal, or historical value (e.g., original by-laws, original minutes of meetings) for permanent retention in the office and/or transfer to the University Archives. All duplicate, extraneous materials may be disposed of at the discretion of the office.

275.02 Administrative Correspondence Files (Originals and Duplicates)

Dates: 1978 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the administrative correspondence files maintained by the Office of Women's Studies. The records generally include correspondence for faculty/staff, courses taught, and the budget.

This item supersedes State Records Application 87-63, item 1229, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in the office for three (3) years, then dispose of providing all administrative value has expired.

275.03 Personnel Files (Duplicates)

Dates: 1982 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the personnel files maintained by the Office of Women's Studies. The records generally include personnel appointment papers and recommendation paperwork for staff (coordinator, secretary, graduate assistant, and student worker). Originals are maintained with the Office of Personnel Services and the Student Work Office.

This item supersedes State Records Application 87-63, item 1230, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in the office for five (5) years after separation from employment, 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.

275.04 Fiscal Administration Files (Duplicates)

Dates: 1982 -
Volume: 3/4 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of the fiscal administration files maintained by the Office of Women's Studies. The records generally include: current and past budget records (by line item); invoice vouchers; purchase requisitions; and budget allocations.

This item supersedes State Records Application 87-63, item 1231, to provide for the incorporation of the file series into this revised records disposition application. (No change in 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.

275.05 Scholarship Files (Duplicates)

Dates: 1986 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of the scholarship files maintained by the Office of Women's Studies. The records generally include financial statements received from the SIU Foundation regarding the Women's Studies Scholarship account.

This item supersedes State Records Application 87-63, item 1232, to provide for the incorporation of the file series into this revised records disposition application. (No change in 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.

275.06 Events Files (Originals and Duplicates)

Dates: 1978 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By event

This record series consists of the events files maintained by the Office of Women's Studies. The records generally include financial paperwork, correspondence, and advertisements for each special event (e.g., guest lectures) sponsored and co-sponsored by Women's Studies.

This item supersedes State Records Application 87-63, item 1233, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in the office for three (3) years, then review files and dispose of all non-active documents (e.g., past fiscal information) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

275.07 Student Records (Duplicates)

Dates: 1982 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by student

This record series consists of the student records maintained by the Office of Women's Studies. The women's studies minor is interdisciplinary in nature, and was designed to enrich and extend a students major field of study by contributing knowledge and understanding of the role of women in society. The records generally include planning worksheets for future minor students and practicum contract forms.

This item supersedes State Records Application 87-63, item 1234, to provide for the incorporation of the file series into this

revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in the office for five (5) years after graduation or date of last attendance, then dispose of.

275.08 Course Files (Originals and Duplicates)

Dates: 1982 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By course number

This record series consists of the course files maintained by the Office of Women's Studies. The records generally include: university form 90's; syllabi; course lists; and course evaluations.

This item supersedes State Records Application 87-63, item 1235, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in the office until updated and/or superseded, then dispose of.

275.09 Research and Grants Files (Duplicates)

Dates: 1982 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the research and grants files maintained by the Office of Women's Studies. The information generally contains a record of grants and proposals developed by Women's Studies for various projects (e.g., Ill. Humanities Council Grant - monies for film production). Specific examples include supporting documentation and related correspondence. Originals are maintained with the University's Office of Research and Development.

This item supersedes State Records Application 87-63, item 1236, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in the office for three (3) years, then dispose of provided all administrative value has expired, and providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.