

**COLLEGE OF LIBERAL ARTS**  
**CENTER FOR DEWEY STUDIES**

**565.01      Editing Project Files (Originals or Record Copies)**

Dates:                              1882 -  
Volume:                             194 1/2 Cu. Ft.  
Annual Accumulation:         4 Cu. Ft.  
Arrangement:                     Chronological

The Center for Dewey Studies was established in 1961 as the integral unit for the university's involvement in an editorial publishing project for the works of and concerning the great thinker and author John Dewey. Series document formats include correspondence, hand written notes, collating lists, indexes, manuscripts, galley sheets, published books/articles, and dissertation project award files originating from the center's editing of Dewey's works, Hook's works (a student of Dewey's), and works about Dewey. (The center has traditionally archived much of this material with the University Archives/Library.)

This item supersedes State Records Application 87-63, item 966, 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 until administrative reference value has expired, then after review by University Archives/Library staff, transfer all materials possessing permanent value to University Archives/Library and retain and dispose of upon discretion of the Center for Dewey Studies the balance of materials after such periodic reviews.

**565.02      Grant Administration Files (Originals or Record Copies)**

Dates:                              1961 -  
Volume:                             1 1/2 Cu. Ft.  
Annual Accumulation:         Negligible

Arrangement: Chronological

This file contains grant applications (or application excerpts), proposals, notices of award, related fiscal/budget administration forms and reports, pertinent correspondence, and in many instances, final report of grant program accomplishments and findings generated from grants awarded from such organizations as the National Endowment for the Humanities.

This item supersedes State Records Application 87-63, item 967, 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 five (5) years after expiration or completion of grant program, then dispose of providing any final reports are first offered for accessioning by the University Archives or Library, and providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**565.03 Professional Organizations and Conferences File  
(Originals and Duplicates)**

Dates: 1961 -

Volume: 6 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological and by Organization

This file contains correspondence, meeting notices, minutes, and agenda items of professional or university organizations and/or conferences of interest to the Center for Dewey Studies. Examples of such organizations are the Center for Scholarly Editions, Modern Language Association, SIU Press, John Dewey Foundation, Association of Documentary Editing, John Dewey Society, Society for Professors of Education, and the Society for Textual Scholarship.

This item supersedes State Records Application 87-63, item 968, 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 three (3) years in office, then with the assistance of the University Archives staff, review files and retain on a permanent basis in either the department's Office or the University Archives (if accepted by Archives) materials possessing Archival/research value and dispose of the balance of materials after completion of the foregoing review(s).

**565.04 Administrative Correspondence and University Committee Minutes (Originals and Duplicates)**

Dates: 1961 -  
Volume: 10 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Chronological

These are the center's copies of all administrative correspondence/memoranda exchanged with other university and non-university entities and copies of minutes of university committees, which include the Search Committee for the SIU Press Director and the Mission Committee.

This item supersedes State Records Application 87-63, item 969, 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 three (3) years in office, then offer to University Archives for accessioning. If offer is refused by University Archives staff, retain in office and dispose of upon discretion of the center.

**565.05 Budget and Fiscal Administration Records (Duplicates)**

Dates: 1961 -  
Volume: 12 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Chronological

This record series includes vouchers, schedules, requisitions, purchase orders, Contract Obligation Documents

and/or Miscellaneous Obligation Documents, AMO system computer printout account status reports/ledgers, and property control files. University record copies of these forms and records are maintained by the Accounting and Disbursements Offices.

This item supersedes State Records Application 87-63, item 970, 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.

**565.06 Personnel Files (Duplicates)**

Dates: 1961 -  
Volume: 4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

These are the center's personnel files covering faculty members, civil service employees Grad Assistants and student workers. The files contain resumes, applications for employment, performance evaluations, time and attendance records, living authorizations, and letters or forms documenting employee separation. University record copies of personnel files are maintained by the Office of Personnel Services and the Office of Student Work and Financial Assistance in the case of student workers. These latter files will be scheduled for retention periods of sixty-five (65) years and five (5) years after termination of employment and/or enrollment in SIU-Carbondale respectively.

This item supersedes State Records Application 87-63, item 971, 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 five (5) years after separation and/or the last term of enrollment in SIU-C, 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.