

Human Resources
Office of Fringe Benefits

140.01 Fringe Benefit Reports (Computer Printouts)

Dates: 1973 –
Volume: 28 Cu. Ft.
Annual Accumulation: 4 Cu. Ft.
Arrangement: Chronological

This record series consists of computer printout reports showing accrued vacation and sick leave time, as well as other fringe benefits accrued by employees. These are the university's record copy of such reports.

Recommendation: Retain in office for one (1) year, then microfilm and dispose of originals provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Retain any record series microforms produced on a permanent basis.

140.02 Group Dental, Health, and Life Insurance, Tax Deferred Annuities and Dependent Care Program Enrollment Forms (Originals)

Dates: 1950 –
Volume: 12 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Alphabetical and Chronological

These are the forms used by the Fringe Benefits Office to enroll employees in payroll deducted programs for health, life and dental insurance coverage, tax deferred annuities and dependent care coverage.

Recommendation: Retain in office until supersedure and replacement of enrollment forms and/or the termination of coverage, 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.

140.03 Workers Compensation Claim Case Files and Related Index Card Summary File (Originals)

Dates: 1978 –
 Volume: 12 Cu. Ft.
 Annual Accumulation: 1½ Cu. Ft.
 Arrangement: Alphabetical and Chronological

This record series consists of the workmen's compensation claim case files containing record copies of employer's first, supplemental, and final reports of injury, copies of vouchers for medical and/or disability claims, related medical reports of condition and treatment, any Industrial Commission settlement or arbitration documents and related correspondence and index summary card file. The recommended disposition for this file series is based on statutes of limitation stipulated under 820 ILCS 305/17 and 820 ILCS 310/3. (1994 State Bar Edition).

Recommendation: Retain in office for five (5) years following the final disposition and closure of the respective cases, 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.

140.04 Referred and Adjudicated Decisions Files on Unemployment Compensation Claims (Originals)

Dates: 1983 –
 Volume: 1 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

This file series contains hearing transcripts, exhibits, and decisions on actions involving Unemployment Insurance.

Recommendation: Retain in office for four (4) 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.

140.05 Unemployment Insurance Administration File (Originals)

Dates: 1981 –
 Volume: 3½ Cu. Ft.
 Annual Accumulation: ¾ Cu. Ft.
 Arrangement: Chronological

This file series contains the documentation of the Fringe Benefits Office's administration of Unemployment Insurance on behalf of the university. Original completed forms include Employer Notice of Possible Ineligibility, Notice of Findings to Base Period, computer printout Quarterly Summary of Benefits Paid, insurance coverage audit forms, exit interviews, verification forms of employment termination circumstances or conditions (layoff, resignation, discharge, etc.), and related correspondence.

Recommendation: Retain in office for six (6) 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.

140.06 Payroll Deduction/Revocation of Deduction Authorization Cards And Related Conversion Waiver and Enablement Forms (Originals and Duplicates)

Dates: 1981 –
 Volume: 11½ Cu. Ft.
 Annual Accumulation: 1½ Cu. Ft.
 Arrangement: Alphabetical and Chronological

These are duplicate payroll deduction/revocation of deduction authorization cards used by Personnel Services as proof of employees' authorization for the direct withdrawal/cancellation of group insurance premiums and annuity plan contributions from employees' payroll warrants. Original payroll deduction revocation of deduction cards are maintained by the Payroll office. Related original conversion waiver and enrollment forms are included within the scope of the series.

Recommendation: Retain in office for five (5) years following the revocation of deduction or termination of the corresponding employees, 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.

140.07 Insurance Billing Records (Originals)

Dates: 1983 –
 Volume: 10 Cu. Ft.
 Annual Accumulation: 2½ Cu. Ft.
 Arrangement: Chronological

This file series contains computer printouts, billing cards, and And summary cards of billing transactions related to “direct” billings And payments of group insurance premiums. These records also serve As data input sources for main frame entry.

Recommendation: Retain in office for four (4) 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.

140.08 General Correspondence (Originals and Duplicates)

Dates: 1961 –
 Volume: 6 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of the office’s general correspondence concerning routine administrative tasks of no long-term historical/ administrative significance.

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.

100.03 Emeritus Association Files (Originals)

Formerly with 87-62 Vice Chancellor for Institutional Advancement > Constituent Relations & Special Events. July 2011

Dates: 1990 –
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Topic/Chronological

This record series consists of files relevant to the Emeritus Association. The organization is affiliated with the State University Annuity Association and the State University Retirement System. Contents include minutes of the chapter, activities, social events, and membership information.

Recommendation: Retain permanently.