

HUMAN RESOURCES DATA CONTROL

155.01 **EEO (Equal Employment Opportunity) Account Faculty Department Listing (Originals)**

Dates:	1990 –
Volume:	600 MB
Annual Accumulation:	30 MB
Arrangement:	Numerical and Alphabetical

This record series shows active faculty and administrative staff appointment, salary, and budget information. File format originated in COM Microfilm and is now an electronic original.

Recommendation: Retain in agency permanently. All computer/digital media maintenance and preservation procedures are to be fully applied. If equipment and programs which provide access to the data are updated or replaced, the existing data must remain accessible in successor format for the duration of the approved retention period.

155.02 **Civil Service EEO Summary By Job Class (Originals)**

Dates:	1990 –
Volume:	600 MB
Annual Accumulation:	30 MB
Arrangement:	Alphabetical

This record series shows active civil service staff including salary and limited biographical. File format originated in COM Microfilm and is now an electronic original.

Recommendation: Retain in agency permanently. All computer/digital media maintenance and preservation

procedures are to be fully applied. If equipment and programs which provide access to the data are updated or replaced, the existing data must remain accessible in successor format for the duration of the approved retention period.

155.03 EEO Account Summary Civil Service (Originals)

Dates:	1990 –
Volume:	600 MB
Annual Accumulation:	30 MB
Arrangement:	Numerical

This record series shows active civil service staff including budget number, salary information, and limited biographical data. File format originated in COM Microfilm and is now an electronic original.

Recommendation: Retain in agency permanently. All computer/digital media maintenance and preservation procedures are to be fully applied. If equipment and programs which provide access to the data are updated or replaced, the existing data must remain accessible in successor format for the duration of the approved retention period.

155.04 Year-To-Date Budget Transfers (Originals)

Dates:	1990 –
Volume:	300 MB
Annual Accumulation:	15 MB
Arrangement:	Numerical

This record series shows budget position year-to-date transfer information. File format originated in COM Microfilm and is now an electronic original.

Recommendation: Retain in agency permanently. All computer/digital media maintenance and preservation procedures are to be fully applied. If equipment and

programs which provide access to the data are updated or replaced, the existing data must remain accessible in successor format for the duration of the approved retention period.

155.05 Year-To-Date Salaries Report-Appointment (Originals)

Dates:	1990 –
Volume:	600 MB
Annual Accumulation:	30 MB
Arrangement:	Numerical

This record series shows appointment information within each position. File format originated in COM Microfilm and is now an electronic original.

Recommendation: Retain in agency permanently. All computer/digital media maintenance and preservation procedures are to be fully applied. If equipment and programs which provide access to the data are updated or replaced, the existing data must remain accessible in successor format for the duration of the approved retention period.

155.06 Salaries Report-Transfers (Originals)

Dates:	1990 –
Volume:	30 MB
Annual Accumulation:	15 MB
Arrangement:	Numerical

This record series shows budget transfers within each position. File format originated in COM Microfilm and is now an electronic original.

Recommendation: Retain in agency permanently. All computer/digital media maintenance and preservation procedures are to be fully applied. If equipment and programs which provide access to the data are updated or replaced, the existing data must remain accessible in

successor format for the duration of the approved retention period.

155.07 Funds Allocation Request (Originals)

Dates: 2003 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological and Numerical

This record series consists of Funds Allocation Request Forms for Southern Illinois University at Carbondale which include: fiscal year, position ID, budget description, fund, Unit, Budget purpose, department activity, function, natural account, current dollars, projected dollars, and increase/decrease for budget line. This form is used to transfer dollars from one account to another.

Recommendation: Retain in office for two (2) years, then transfer to Records Management for scanning. Hard copies may be disposed of after images have been verified. Retain scanned images for an additional four (4) years, then delete file folders providing all audits have been completed and no litigation is pending or anticipated.

155.08 Salary Increases (Departmental Copy)

Dates: 1974 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological and Numerical

This record series consists of computer printouts listing salary information for all University employees (except student workers). This list includes the following information: employee's name, type of employment (faculty, civil service, administrative); department account number; social security number; last year's salary; current

year's salary; the percentage and actual change in salary; and supporting documentation. Original file series is maintained in the Payroll Department.

Recommendation: Retain in office for two (2) years, then transfer to Records Management for scanning. Hard copies may be disposed of after images have been verified. Retain scanned images for an additional four (4) years, then delete file folders providing all audits have been completed and no litigation is pending or anticipated.

155.09 Input Transaction Error Audit List

Dates:	1997 –
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of daily transaction feed printouts from the Personnel Payroll Information System (PPIS) used in reviewing transaction errors such as changes in salary position upgrades, or information errors. Original file series is maintained in the Personnel and Payroll Department.

Recommendation: Retain in office for two (2) years, then dispose of providing all audits have been completed and no litigation is pending or anticipated.