

HUMAN RESOURCES EMPLOYMENT SERVICES

130.01 Job Applicant Files (Active and Inactive)

Dates: 1974 -
Volume: 32 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Alphabetical and Chronological

This record series contains employment applications, resumes, and a summarized history of all exams taken and grades received. This series includes applications that are still pending and applications that have been administratively closed through denial/withdrawal of applicant or the failure of the applicant to appear for an interview or to commence duties and responsibilities.

Recommendation: Retain in office for two (2) years, then microfilm and dispose of original paper. Retain record series microforms 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.

130.02 Civil Service Employment Examination Register (Card File) (Personal Computer Magnetic Tapes)

Dates: 1950 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical and Chronological

This is both a card file and a PC computer tape file of civil service employment examines showing results of examinations. This file attains inactive status when an examinee fails an exam, fails to respond with interest on staying on the eligible list, fails to provide a current address, or when an examination is voided.

Recommendation: Retain all record series formats in office for five (5) years after the corresponding file

attains inactive status, 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.

130.03 Employment Register Sequence Listing (Originals)

Dates: 1975 -
Volume: 7½ Cu. Ft.
Annual Accumulation: 2/3 Cu. Ft.
Arrangement: By applicant and Chronological

This is a listing of applicants referred to an interview for a particular job.

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.

130.04 Applicant Testing Results for Positions Under the Civil Service System and Administrative and Professional Classes (Originals)

Dates: 1969-1987
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical and Chronological

This record series contains applicant testing results for job vacancies classified other than civil service system positions as well as vacancies with a civil service system class.

This record is no longer generated or maintained on a current basis.

Recommendation: Retain in office for seven (7) years from the date of approval of application, 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.

130.05 Civil Service Position Classification File (Originals)

Dates: 1952 -

Volume: 22½ Cu. Ft.
Annual Accumulation: ¾ Cu. Ft.
Arrangement: Numerical by civil service
position number

This file series contains descriptions of jobs and any personnel audit results. Job descriptions are subject to mandatory updating every three (3) **years**.

Recommendation: Retain in office until the lapse of one (1) year after the respective job becomes vacant or until superseded by updating, 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.

130.06 Union Contracts (Duplicates)

Dates: 1980 -
Volume: 3½ Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological

These copies are maintained for reference to all questions of collective bargaining relations. These contracts are renegotiated every three (3) years.

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.

130.07 Pay Range Rate Sheets with Approval Documentation Received from the University Civil Service Merit Board

Dates: 1960 -
Volume: 4½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological and by
classification

These pay range sheets are received and used by the Office for overall comparative analyses for pay range variations by classification within ten (10) year

spans and for documentation of University Civil Service Merit Board approval of such ranges.

Recommendation: Retain in office for ten (10) 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.

130.08 Administrative Correspondence and Related Working Papers and Memoranda (Originals and Duplicates)

Dates: 1975 -
Volume: 15 Cu. Ft.
Annual Accumulation: 3¼ Cu. Ft.
Arrangement: By subject and Chronological

Subject matter captured within this correspondence file predominately includes Affirmative Action goals and statistics as well as levels of classifications filled from the pool of applicants. Original Affirmative Action letters and reports are sent to the university's Affirmative Action Office.

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.

130.09 Budget and Fiscal Administration Records (Duplicates)

Dates: 1980 -
Volume: 4½ Cu. Ft.
Annual Accumulation: ¾ 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-wide record copies of these forms and

records are maintained by the Accounting and Disbursements Offices.

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.

130.10 Personnel Payroll Files (Duplicates)

Dates: 1985 -
Volume: 1½ Cu. Ft.
Annual Accumulation: ¾ Cu. Ft.
Arrangement: Alphabetical and Chronological

This record series includes the Office of Employment Services copies of payroll administration forms and documents including Fringe Benefit Reports, copies of change of status forms, notices of appointment, and time and attendance records.

Recommendation: Retain in office for two (2) 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.

130.11 Civil Service Examination and Rating Sheets (Agency Record Copy)

Dates: 1952 -
Volume: 33 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of civil service examinations and rating sheets for classifications used at Southern Illinois University at Carbondale. Included in this record series are all examinations and rating sheets. These rating sheets are the guidelines used to score each exam. Each civil service classification has its own exam and each exam has its own rating sheet explaining how to score it. A rating sheet is completed for each exam given at the university.

The State Universities Civil Service Commission maintains original examination files for five (5) years after supersession per State Records Application 04-34, item 21.

Recommendation: Retain in office until inactive through supersedure, then dispose of providing no litigation is pending or anticipated. This Application was deferred 3/15/06 to define the use of the word "extraneous."

130.12 Background Investigations (Agency Record Copy)

Dates: 1995-
Volume: 4 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Alphabetical

This record series consists of correspondence, pre-employment investigation results, release forms for full investigation, criminal history documents, and copies of resumes from job applicants. Background investigations are provided by the Illinois State Police Department and the Illinois State Police Department maintains the original criminal background checks for twenty (20) years per approved State Records Application 81-105M, item 1.

Recommendation: Retain in office for (2) years, then destroy provided no litigation is pending or anticipated.