

STUDENT CENTER MAINTENANCE OFFICE

270.01 Fiscal Administration Files (Duplicates)

Dates: 1975 -
Volume: 4½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by vendor

This record series consists of the Fiscal Administration files maintained by the Student Center Maintenance Office. The records generally include: phone charges, requisitions (e.g. janitorial supplies), invoice vouchers, and C numbers. Originals are maintained with the University Offices of Purchasing, Disbursements, and General Accounting.

Recommendation: Retain in the office for three (3) years, 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. Keep selected purchase orders indefinitely for reference.

270.02 Personnel Files (Duplicates)

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

This record series consists of the Personnel files maintained by the Student Center Maintenance Office for civil service employees. The records generally include: authorized absences, call in slips, attendance files, overtime, vacation & sick leave time, and up grade (status change) slips. Originals are maintained in the Office of Personnel Services.

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

270.03 Project files (Originals)

Dates: 1962 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by project title

This record series consists of the Project Files maintained by the Student Center Maintenance Office. The files generally contain a record of all major construction jobs completed within the building (student center). Specific examples include: copies of contracts with outside vendors (e.g. elevator maintenance, pest control), and copies of construction plans and estimates.

Recommendation: Retain permanently in the office.

270.04 Utilities Operation Files (Originals)

Dates: 1987 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the Utilities Operation files maintained by the Student Center Maintenance Office. The files generally contains a record (printout) of daily utility usage in the building including: fluctuating rates in temperature, alarms, and usage trends.

Recommendation: Retain in the office for six (6) months, then dispose of.

270.05 Correspondence Files (Originals and Duplicates)

Dates: 1983 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: None

This record series consists of the correspondence files maintained by Student Center Maintenance Office. The records generally include internal/external memos and letters to outside vendors.

Recommendation: Retain in the office for three (3) years, then dispose of.

270.06 Work Order Files (Originals)

Dates: 1986 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Chronological

This record series consists of the Work Order Files maintained by the Student Center Maintenance Office. The records generally include on campus requests for maintenance indicating: date of request, date completed, hours worked, and amount of materials used.

Recommendation: Retain in the office for two (2) years then dispose of providing all administrative value has expired.

270.07 Custodial reports (Originals)

Dates: 1987 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the Custodial Reports maintained by the Student Center Maintenance Office. The records generally include reports indicating the nightly rounds of custodians and the various S.C. areas serviced.

Recommendation: Retain in the office for three (3) months, then dispose of.

270.08 Scheduling Files (Duplicates)

Dates:	1987 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of the scheduling files maintained by the Student Center Maintenance Office. The records generally include the schedules for the SIU Arena technician who performs some student center repair services.

Recommendation: Retain in the office for two (2) months, then dispose of.