

WOMEN'S SERVICES

410.01 Administrative Correspondence and Reference File

Dates: 1984 -
Volume: 9 Cu. Ft.
Annual Accumulation: 4 Cu. Ft.
Arrangement: Alphabetical

This record series contains correspondence and reference articles, newsclippings, brochures and pamphlets on women's issues gathered by Women's Services to improve their resources for supporting, educating and counseling women at SIU-C and the surrounding communities.

Recommendation: Retain in office for three (3) years, then weed, retaining any information that has administrative, legal or historical value and disposing of any other material that no longer has any administrative value. Transfer historical material to the University Archives for permanent retention.

410.02 Project Files (Originals)

Dates: 1978 -
Volume: ¾ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains the project files of Women's Services which include minutes of meetings, procedures for various programs conducted and information on guest speakers or artists as well as the original paste-ups of flyers for the programs and special events held.

Recommendation: Retain in office for three (3) years, then transfer material with long-term historical value to the University Archives for permanent retention.

410.03 "Women in Transition" Newsletter File (Originals)

Dates: 1985 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the original copy of the "Women in Transition" Newsletter published by the Women's Services Office.

Recommendation: Retain one (1) copy of the newsletter in office for three (3) years, then transfer to the University Archives for permanent retention.

410.04 Log Book

Dates: 1986 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the log book at Women's Services which is used to record the contacts made by either phone or walk-in, whether the person was male or female, what kind of information or services needed and who the person was referred to. The log book information is transferred to the weekly activity sheets that are maintained by the Counseling Center.

Recommendation: Retain until information is transferred to the weekly activity sheets, the dispose of when administrative value has expired.