

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(continued)**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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**Vice Chancellor for Academic Affairs Research
and Dean of the Graduate School
Illinois Clean Coal Institute (ICCI)**

131.01 Administrative Correspondence and Reference Files

Dates: 1982-
Volume: 5 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Chronological

The Illinois Clean Coal Institute (ICCI) was established by the State of Illinois at the University of Illinois at Urbana-Champaign in December 1982 as the Center for Research on Sulfur in Coal, and then relocated to Southern Illinois University at Carbondale (SIU-C) to fund and coordinate a comprehensive coal research and development (R&D) program addressing issues related to sulfur and other noxious elements in Illinois coal. The current name, effective 1992, reflects the need to broaden research efforts to include all aspects of the Clean Air Act Amendments of 1990, as well as to focus on issues related to clean coal technologies, mining productivity, and mine safety. The ICCI is under the purview of the Office of Coal Development (OCD) within the Illinois Department of Commerce and Economic Opportunity (DCEO), and provides technical management services for the OCD coal research and development program. The ICCI R&D program encourages interaction between small businesses, universities, research centers, industry, the U.S. Department of Energy (DOE), and/or other state and federal agencies to provide the multi-disciplinary expertise and cost sharing necessary to develop a successful research program. Funding decisions are made solely on the quality and applicability of the proposed research. Using ICCI funds as a cost share for larger-scale demonstration projects is of special interest.

This record series consists primarily of correspondence concerning the development and funding of projects with a variety of universities, industry, government, other institutions, organizations and private companies.

Recommendation: Retain in office for three (3) years after date of generation, then transfer to the University Archives. The University Archivist is to review all accumulations and may dispose of all extraneous materials. Retain all record series items having archival value permanently.

**Disposition
approved
8/20/14**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
131.02	<p>Budget and Fiscal Administration Records (Duplicates)</p> <p>Dates: 1982- Volume: 10 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p> <p>This record series consists of budget and fiscal administration records for the procurement of goods and services for the Illinois Clean Coal Institute (ICCI). Included are copies of invoice vouchers, contractual vouchers, purchase orders, travel vouchers, bills, receipts, budget printouts, and account status printouts. Originals are maintained by the Budget Office.</p> <p>Recommendation: Retain five (5) years after date of generation, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition approved 8/20/14</p>
131.03	<p>Funded Grant Project Records and Program Records</p> <p>Dates: 1982- Volume: 50 Cubic Feet Annual Accumulation: 3 Cubic Feet Arrangement: Chronological</p> <p>The main funding cycle of the Illinois Clean Coal Institute (ICCI) is through the annual Coal Research and Development (R&D) Program Request for Proposals (RFP) solicitation. The RFP solicits proposals for research projects up to the commercialization stage. Proposals go through a rigorous internal and external review process. Project funding is contingent upon the commitment of federal and/or private funds for the project, the appropriation and allocation of state funds, and a satisfactory review of the detailed project proposal.</p> <p>This record series consists of original funded grant proposals, grant applications, contracts, correspondence, sub-grant, fund letter, site visit reports, extensions, budget changes, project reports and other information pertaining to the ICCI's program and grant funding.</p> <p>Recommendation: Retain ten (10) years after expiration and/or completion of the corresponding grant contract or project(s), then scan and microfilm. Retain electronic data until all administrative use is complete, then delete from system. All record series microforms are to be retained permanently. Transfer original hardcopies to the University Archives for permanent retention.</p>	<p>Disposition approved 8/20/14</p>

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Item No.	Record Series Title, Description and Recommendation	Action Taken
131.04	Non-Funded Grant Project Records Dates: 1982- Volume: 10 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological This record series consists of non-funded grant proposals, Request for Proposal (RFP) correspondence, rejection letters and other information pertaining to the Illinois Clean Coal Institute's (ICCI's) program and grant funding. Recommendation: Retain five (5) years after expiration and/or completion of the corresponding grant contract or project(s), then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.	Disposition approved 8/20/14
131.05	Personnel Files (Duplicates) Dates: 1982- Volume: 5 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological This record series consists of personnel files for the employees, extra help workers, and student workers of the Illinois Clean Coal Institute (ICCI). Included are copies of performance evaluations, salary/classification change forms, employment contracts, student worker referral appointment forms, letters of appointment, recommendation, resignation or termination, and other related correspondence. Originals are maintained by the Human Resources Department. Recommendation: Retain five (5) years after separation from employment, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.	Disposition approved 8/20/14
131.06	Payroll Records (Duplicates) Dates: 1982- Volume: 5 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological This record series is comprised of time records, leave requests, and fringe benefit reports for Civil Service, Administrative/Professional and student	

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Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>employees. Originals are maintained by the Human Resources/Payroll Department.</p> <p>Recommendation: Retain three (3) years after date of generation, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition approved 8/20/14</p>
131.07	<p>Grant Reports (Duplicates)</p> <p>Dates: 1982- Volume: 10 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p> <p>This record series consists of grant documents and monitoring reports to the Illinois Clean Coal Institute's (ICCI's) funding agency the Illinois Department of Commerce and Economic Opportunity (DCEO) Office of Coal Development (OCD), and any other sponsors of ICCI funded research. Originals are maintained by the Office of Sponsored Projects Administration (OSPA).</p> <p>Recommendation: Retain four (4) years after expiration and/or completion of the grant, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition approved 8/20/14</p>
131.08	<p>Conference and Meeting Files</p> <p>Dates: 1982- Volume: 15 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p> <p>This record series consists of the records maintained on conferences and formal meetings conducted by the Illinois Clean Coal Institute (ICCI) such as the Annual Technical Conference and the annual Program Committee Meeting. Included are records on set-up arrangements for the conferences and meetings, attendance data, copies of papers or abstracts of papers presented by speakers, biographical data on speakers, and information on where displays have been on display.</p> <p>Recommendation: Retain three (3) years after date of generation, then transfer to the University Archives. The University Archivist is to review all accumulations and may dispose of all non-archival materials. Retain all record series items having archival value permanently.</p>	<p>Disposition approved 8/20/14</p>

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Item No.	Record Series Title, Description and Recommendation	Action Taken
131.09	<p>Peer Review Files</p> <p>Dates: 1982- Volume: 5 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p> <p>This record series consists of Peer Review documents including confidentiality agreements, review forms completed by internal and external reviewers, and peer review summaries for proposals received. These records are confidential.</p> <p>Recommendation: Retain four (4) years after date of generation, then transfer to the University Archives. The University Archivist is to review all accumulations and may dispose of all non-archival materials. Retain all record series items having archival value permanently.</p>	<p>Disposition approved 8/20/14</p>
131.10	<p>Planning Documents</p> <p>Dates: 1982- Volume: 10 Cubic Feet Annual Accumulation: .5 Cubic Feet Arrangement: Chronological</p> <p>This record series consists of the Program Plan and other formal planning documents used internally by the Illinois Clean Coal Institute (ICCI) to provide research/development program direction. Also included are Requests for Proposals (RFPs), Statements of Interest (SOIs) and other documents used to solicit proposals to be considered for funding.</p> <p>Recommendation: Retain five (5) years after date of generation, then transfer to the University Archives. The University Archivist is to review all accumulations and may dispose of all non-archival materials. Retain all record series items having archival value permanently.</p>	<p>Disposition approved 8/20/14</p>