

BIOMEDICAL COMMUNICATIONS

300.01 **Administrative Correspondence and Related Documents (Originals and Duplicates)**

Dates: 1987 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year,
Alphabetical by name

This record series consists of incoming and outgoing correspondence exchanged by the above office, other units of SIU School of Medicine, and interested groups or individuals external to the agency. Files also include memos, notes, and working papers.

Recommendation: Retain in office for three (3) years, then dispose of providing no litigation is pending or anticipated.

300.02 **Auxiliary Billing Listings (Computer Printouts) (Duplicates)**

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

This record series consists of computer printout billings for auxiliary services. Originals are maintained by the Central Services Offices and are to be scheduled for disposition accordingly.

Recommendation: Retain in 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.

300.03 Fiscal Administration Files (Duplicates)

Dates: 1987 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

Record series contents include documents showing operating and entity budget submissions, reappraisal budget submissions, budget allocation forms, fiscal officer reports, and expenditure logs/ledgers. Originals are scheduled by the Office of Management and Budget. Original fiscal officer reports are scheduled by the agency's General Accounting Office.

Recommendation: Retain in 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.

300.04 Fee Collection Reports (Duplicates)

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

This record series consists of documents totaling all monies collected by the department. Record series data include name of department, date prepared, account number to be credited, amount of money, and identification of fund type. Originals are to be scheduled by the Office of Accounting.

Recommendation: Retain in 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.

300.05 Consent to Photograph Forms (Originals)

Dates: 1979 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of documents which serve as an individual's release to be photographed/illustrated.

Data include name of photographed/illustrated person (address and patent number of same); date and place of photo session; description of area or procedure to be photographed or illustrated; identification of physician requesting photographs; standard consent and disclaimer statements; and subject/witness signatures.

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

300.06 Curriculum Development Files (Departmental Copies)

Dates: 1990 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

Record series contents include departmental copies of current curriculum, departmental copies of policy or procedural guidelines associated with the curriculum, and supporting documents. Originals are scheduled by the agency's Medical Library.

Recommendation: Retain in office until the lapse of thirty (30) days after supersedence by a subsequent curriculum, then dispose of.

300.07 Employee Time Records (Originals & Duplicates)

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

Record series contents include time sheets, vacation/sick leave requests, absent without pay reports, requests for overtime, fringe benefit reports, and A-21 Staff Effort/Payroll Distribution Reports. Original absent without pay reports, overtime requests and A-21 Staff Effort/Payroll Distribution Reports are scheduled by the Payroll Office. Original fringe benefit reports are filed in the Personnel Office and are to be scheduled for disposition by that office.

Recommendation: Retain in 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.

300.08 Staff Performance Evaluations (Non-Civil Service) (Originals)

Dates: 1985 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

Recommendation: Retain in office for twenty five (25) years following termination of employment from the department, then dispose of (by shredding) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

300.09 External Client Invoices (Central Copies)

Dates: 1985 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year,
Numerical by account
number

Record series data include client name, account number, description of services, and amount billed. Original invoices are maintained for five (5) years by the State Comptroller's Office per item 1 of application 89-34.

Recommendation: Retain in office for six (6) 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.

300.10 Internal Client Invoices

Dates: 1988 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year,
Numerical by account
number

Record series data include client name, account number, description of services, and amount billed. Original invoices are maintained by the State Comptroller's Office for five (5) years per item 1 of application 89-34.

Recommendation: Retain in 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.

300.11 Minutes of Council and Committee Meetings (Duplicates)

Dates: 1990 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

Originals are to be scheduled by the committee/department/council chairs for permanent retention.

Recommendation: Retain in office for three (3) years, then dispose of providing all administrative value has expired.

300.12 Personnel Files (Civil Service) (Duplicates)

Dates: 1985 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

Record series contents include employee evaluations, personnel/payroll information form, and personnel request/salary budget adjustment form. Originals are scheduled by the agency's Personnel Department for a sixty-five (65) year retention period.

Recommendation: Retain in office for five (5) years following termination of employment, then dispose of (by shredding) providing no litigation is pending or anticipated.

300.13 Photographic Request Correspondence with the Department of Children and Family Services

Dates: 1979 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of correspondence exchanged with DCFS

(Department of Children and Family Services) requesting the Biomedical Communications Department to photograph "alleged" victims of child abuse. The letter contains name of individual to be photographed; date and place of photo session(s); physical description of area to be photographed; identification of photographer; name of witness; name of person to whom photos are released; and date photos released.

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

300.14 Production Files (Originals)

Dates: 1988 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of educational and/or promotional files used by the Office of Biomedical Communications. Contents include outlines, scripts, artwork, and project schedules.

Recommendation: Retain in office for three (3) years, then dispose of providing all administrative value has expired.

300.15 Project Billing Summaries (Computer Printouts) (Originals)

Dates: 1985 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by month,
Numerical by account
number

This record series consists of summaries of costs billed to other agency departments and external clients. Record series data include client information (i.e. name, account number), project identification, and cost summaries.

Recommendation: Retain in 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.

300.16 Annual Property Inventory Records (Over \$100) (Computer Printouts) (Duplicates)

Dates: 1987 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Numerical by tag number

Record series contents include listings of equipment and property, change of status forms, and change of location reports. Central copies are scheduled by the agency's Inventory Control Unit.

Recommendation: Retain in office for one (1) year or until expiration of administrative value, whichever is longer, then dispose of.

300.17 Purchasing/Disbursement Record Files (Duplicates)

Dates: 1987 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Numerical by file number

Record series contents include requisitions, requirement clarifications or notes, purchase orders receiving reports, and invoice vouchers. The documents are duplicates with control copies scheduled by the Purchasing Department for a longer period of time. Central copies of the invoices/vouchers are scheduled by the agency's General Accounting Office. Original purchase orders/requisitions are maintained for ten (10) years following completion of contracts by the Department of

Central Management Services per item 1 of application 90-86. Original invoice vouchers are maintained by the State Comptroller for five (5) years per item 1 of application 89-34.

Recommendation: Retain in 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.

300.18 Staff Recruitment Files (Non-Civil Service Employees) (Not Hired) (Originals)

Dates: 1985 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of documents submitted by individuals seeking non-civil service positions within the office (i.e. faculty, research assistants, administrative professionals, graduate assistants). Record series contents include formal applications, copies of curriculum, vitae, letters of reference, and supporting correspondence.

Recommendation: Retain in office for five (5) years (following the date of record generation), then dispose of (by shredding) providing no litigation is pending or anticipated.

300.19 Annual Report Files (Duplicates)

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

Originals are scheduled by the Office of Dean and Provost.

Recommendation: Retain in office for three (3) years, then dispose of providing all administrative value has expired.

**300.20 Research Grant Applications (Denied)
(Central Copies)**

Dates: 1988 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

Record series contents include grant reports, objectives of the research proposal, cost estimates, and projected spending allotments.

Recommendation: Retain in office for one (1) year following date of rejection, then dispose of pending final approval of the PI (Principal Investigator).

300.21 Research Grant Files (Approved)

Dates: 1980 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

Contents of the records series include requests for personnel, supplies, and equipment, research notes, research results, and interim and final progress reports to the funding sources. Central copies are scheduled by the Sponsored Programs Management Office.

Recommendation: Retain in office for six (6) years following the termination and/or completion of the corresponding grant project(s), then dispose of providing all audits (federal and state) have been completed under the supervision of the Auditor General, if necessary, no litigation is pending or anticipated, and providing all final reports of the grant program results are first offered to the University Archives for its acquisition and permanent retention.

300.22 Telecommunications Invoices

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

Record series contents include invoices and allocations detail sheets that summarize monthly charges for telephone tolls. Original invoices are maintained for five (5) years by the State Comptroller's Office per item 1 of application 89-34. Original allocation detail sheets are filed at the Department of Central Management Services for eight (8) years per item 1 of application 81-7.

Recommendation: Retain in 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.

300.23 Travel Files (Duplicates)

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

Record series contents include travel requests, out-of-state travel request forms, and travel vouchers. Original travel vouchers are maintained for five (5) years by the State Comptroller's Office per item 1 of application 89-34. Original travel requests and out-of-state travel requests are scheduled by the agency's General Accounting Office.

Recommendation: Retain in 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.

300.24 Work Request Forms (Originals)

Dates: 1985 -
Volume: 8 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological by year

This record series consists of service orders from clients. Data of the record series include client information, description of services requested and provided, list of materials used and job time expended.

Recommendation: Retain in office for two (2) 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.