

BASIC SCIENCE DEPARTMENTS/CARBONDALE FINANCIAL SUPPORT

480.01 Auxiliary Billing Listings (Computer Printouts) (Duplicates)

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

Originals are maintained by the Central Services Offices.

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.

480.02 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.

480.03 Fee Collection Reports (Duplicates)

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

This record series consists of documents showing totals of 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 funding source. Originals are maintained by the agency's 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.

480.04 Departmental Accounting Printouts (Originals)

Dates: 1972 –
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical by file number

This record series consists of computer printout summaries of various SIU School of Medicine financial transactions. Data include dates and amounts of entries, types of transactions, identities of vendor/payees, account numbers and titles, and object codes.

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.

480.05 Employee Time Records (Originals and Duplicates)

Dates: 1985 –
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

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 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.

480.06 Purchasing/Disbursement Record Files (Duplicates)

Dates: 1985 –
Volume: 3 Cu. Ft.
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 central copies scheduled by the Purchasing Department and the agency's General Accounting Office for longer periods of time. 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 filed 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.

480.07 Research Grant Applications (Denied)

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 pending allotments.

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

480.08 Research Grant Files (Approved)

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

Record series contents include requests for personnel, supplies, and equipment; research notes, research results, and

interim and final progress reports to the funding sources. Central copies are maintained 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.

480.09 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.