

BASIC SCIENCE DEPARTMENTS/CARBONDALE PHYSIOLOGY

500.01 Administrative Correspondence (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 letters exchanged by the office, other units of the SIU School of Medicine, and interested groups or individuals external to the agency. Files also include memos, drafts, and working papers.

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

500.02 Curriculum Development Files (Duplicates)

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

Record series contents include copies of current curriculum, Copies of salary or procedural guidelines associated with the curriculum, and supporting documents related to working files. 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.

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

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

Recommendations: Retain in office for twenty five (25) years following termination of employment from the department, then

dispose of (by shredding) providing no litigation is pending or anticipated.

500.04 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). Contents of the record series 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.

500.05 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).

500.06 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 fund 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.

500.07 Student Applicant Files (Not Accepted) (Originals)

Dates: 1986 –
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year,
Alphabetical by name

This record series consists of documents submitted by individuals who are interested in enrolling in the Physiology Program. Contents include applications, references, and supporting correspondence. This file contains only the applications and supporting documents which were rejected for admission.

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

500.08 Student Files (Originals)

Dates: 1975 –
Volume: 15 Cu. Ft.
Annual Accumulation: 4 Cu. Ft.
Arrangement: Chronological by year

Record series contents include applications for admission and related materials, transcripts from other institutions, letters of recommendation, interview notes, demographic background data, evaluations, and supporting correspondence.

Recommendation: Retain in office until graduation or last date of attendance, then microfilm and dispose of original paper (by shredding). Retain all record series microforms in office permanently.

