

**BASIC SCIENCE DEPARTMENTS/CARBONDALE  
CURRICULUM AFFAIRS**

**460.01 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.

**460.02 Fiscal Administration Files (Duplicates)**

Dates: 1987 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
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.

**460.03 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 curriculum, and supporting documents related to working files. Originals are scheduled by the agency's Medical Library for a longer period of time.

**Recommendation:** Retain in office for thirty (30) days after supersession by a new curriculum, then dispose of.

**460.04 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 no litigation is pending or anticipated.

**460.05 Annual Reports (Duplicates)**

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

Originals are maintained by the Office of Dean and Provost.

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