

ALUMNI SERVICES OFFICE

(Formerly under Vice Chancellor for Institutional Advancement –
also 87-62)

110.01 Placement Files - Inactive (Originals and Duplicates)

Dates: (1979-1982)
Volume: 3/4 Cu. Ft.
Annual Accumulation: N/A
Arrangement: --

This record series consists of the placement files (inactive) maintained by the Office of Alumni Services. These files were established for the purpose of providing job placement services to SIU alumni. The records generally include letters of inquiry, lists of volunteers, and survey results (e.g., how effective is the program).

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

110.02 Alumni Constituency Group Files (Originals)

Dates: 1970 -
Volume: 6 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by school/college

This record series consists of the Alumni Constituency Group files maintained by the Alumni Services Office. The alumni constituencies consist of professional groupings of graduated student, organized according to school (e.g., Agriculture, Business) who share common professional interest and pursuits. Records for each group are handled by the Alumni Office and include: accounts of dues paid, minutes of meetings, and related correspondence.

Recommendation: Retain in the office for three (3) years, then review files and weed

out any documents possessing long term administrative, legal, or historical value (e.g., original minutes) for permanent retention in the office and/or transfer to the University Archives. All duplicate, extraneous materials may be disposed of provided all administrative value has expired.**110.03 Foundation Meeting Files (Duplicates)**

Dates: 1960 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the foundation meeting files maintained by the Alumni Services Office. The SIU Foundation Office is maintained as a separate entity from Alumni Services, and is primarily responsible for fund raising efforts for the university (e.g., telethons). Specific records of meetings include: agendas, minutes and related correspondence.

Recommendation: Retain in the office until all administrative value has expired, then dispose of.

110.04 Insurance Program Files (Duplicates)

Dates: 1979 -
Volume: ¾ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By program

This record series consists of the insurance program files maintained by the Alumni Services Office. The insurance program (Associated Consultants Incorporated) is sponsored by the Alumni Association and offers coverage to university alumni according to the specific plan requested (e.g., group term life, in-hospitalization, accidental death and dismemberment). All original plans/documents are retained with the company's central office in Chicago. Alumni Services records include: lists of persons enrolled; types of

coverage carried/available; brochures, and related correspondence.

Recommendation: Retain in the office until all administrative value has expired, then dispose of.

110.05 Merchandise Program Files (Inactive) (Original)

Dates: 1972 -
Volume: 1½ Cu. Ft.
Annual Accumulation: N/A
Arrangement: By item sold

This record series consists of the merchandise program files (inactive) maintained by the Alumni Services Office. The merchandise program was originally administered through Alumni Services for the purpose of supplying university related memorabilia (e.g., t-shirts, class rings) to consumers. Administration of the program has since been transferred to the University Bookstore. Specific examples of records include: supply orders, price lists, advertisements, and related correspondence.

Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

110.06 Special Events Files (Originals & Duplicates)

Dates: 1950 -
Volume: 9 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the Special Events files maintained by the Alumni Services Office. The records generally contain information for the following areas:

Homecoming, Awards, Chapter Workshops, Alumni Day (inactive), and Touch of Nature family camp (inactive). Specific examples of records include: schedules of events, copies of liability insurance, copies of contracts, lists of participants, brochures, pictures and related correspondence.

Recommendation: Retain in the office for three (3) years, then review files and weed out any documents possessing long term administrative, legal or historical value (e.g., original photographs) for permanent retention in the office and/or transfer to the University Archives. All duplicate records (e.g., copies of contracts) may be disposed of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

110.07 Legislative Council Files (Closed) (Originals)

Dates: (1950-1986)
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the Legislative Council files maintained by the Alumni Services Office. The Legislative Council served as the former governing body of the Alumni Association before being disbanded in 1986. The records generally include: agendas, minutes of meetings, rosters, mailing address lists and correspondence.

Recommendation: Retain permanently in the office and/or transfer to the University Archives for permanent retention.

110.08 Fiscal Administration Files (Originals and Duplicates)

Dates: 1950 -
Volume: 19 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By fiscal year

This record series consist of the fiscal administration files maintained by the Alumni Services Office. The records generally include: quarterly reports, treasurer's reports, F.A.S. printouts, invoice vouchers, disbursements, purchase orders, copies of the budget and investment information (treasury reports). Originals of duplicate information are maintained with the University Offices of Disbursements, Purchasing and General Accounting.

Recommendation: Retain original fiscal records in office for six (6) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. All duplicate fiscal records may be disposed of after three (3) years, provided all audits have been completed.

110.09 Archive Files (Originals)

Dates: 1950 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: --

This record series consists of the Alumni Services Office. The files generally include a historical record of alumni related events including photographs (e.g., Homecoming, awards ceremonies) and programs (e.g., commencement, chapter workshops).

Recommendation: Transfer to the University Archives for permanent retention.

110.10 Student Alumni Council Files (Originals)

Dates: 1980 -
Volume: 8¼ Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This record series consists of the Student Alumni Council files maintained by the Alumni Services Office. The council is a student organization that strives to enhance the visibility of the Alumni Office by providing various services for the University including:

1) Extern Program - service program that helps match a student with a specific sponsor (employer) for work experience in their major.

2) Fund raising - done in conjunction with the Alumni Foundation Office. Specific examples of records contained in this series are correspondence, original minutes and flyers.

Recommendation: Retain in the office for three (3) years, then review files and weed out any documents possessing long term administrative, legal or historical value (e.g., original minutes) for permanent retention in the office and/or transfer to the University Archives. All duplicate, extraneous materials (e.g., correspondence) may be disposed of at the discretion of the agency.

110.11 Alumni Chapter Files (Originals)

Dates: 1950 -
Volume: 6 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by area

This record series consists of the alumni chapter files maintained by the Alumni Services Office. The information

generally contains a record of SIU Alumni Chapter meetings including: newsletters, invitations to meetings, chapter meeting minutes, alumni lists and correspondence with chapter officers.

Recommendation: Retain permanently in the office and/or transfer to the University Archives for permanent retention.

110.12 Board of Director's Files (Originals)

Dates: 1950 -
Volume: 5¼ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological/Alphabetical
by committee

This record series consists of the Board of Director's files maintained by the Alumni Services Office. The records generally include: minutes of meetings, agendas, letters of detail and actions passed, treasurer's reports and related correspondence.

Recommendation: Retain permanently in the office and/or transfer to the University Archives for permanent retention.

110.13 Personnel Files (Duplicates)

Dates: 1950 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the Personnel Files maintained by the Alumni Services Office. The records generally include: hiring requests, promotion updates, terminations, honors received, annual evaluations and correspondence. Originals are maintained with the Office of Personnel Services.

Recommendation: Retain in office for five (5) years after separation from employment, then dispose of provided all audits

have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

110.14 Administrative Correspondence Files (Originals)

Dates: 1982 -
Volume: 4 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Alphabetical by topic

This record series consists of the administrative correspondence (outgoing) files maintained by the Alumni Services Office.

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

110.15 General Administrative Files (Originals and Duplicates)

Dates: 1950 -
Volume: 9 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the general administrative files maintained by the Alumni Services Office. The records generally include: Affirmative Action Policy, Alumni Achievement Policy, Alumni Association functions and goals, Liability Insurance information, Alumni Recognition Program, by-laws, and calendar of events, etc.

Recommendation: Retain in office for three (3) years, then review files and weed out any documents possessing long term administrative, historical or legal value (e.g., original by-laws, minutes of meetings) for

permanent retention in office and/or transfer to the University Archives. All duplicate, extraneous materials may be disposed of at the discretion of the agency.

110.16 Class History Files (Originals)

Dates: 1900 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the class history files maintained by the Alumni Services Office. The information generally contains a historical record of past SIU graduating classes including: class rosters, alumni achievement information (e.g., promotion), reunion information, and personal data (e.g., deaths, births).

Recommendation: Retain in the office permanently.