

UNIVERSITY COMMUNICATIONS

430.01 **Biographical Reference File** **(SEE 430.17)**

Dates: 1950 –
Volume: 51 Cubic Feet
Annual Accumulation: 1 Cubic Foot
Arrangement: Alphabetical

This record series contains biographical information on faculty, administrative/professional staff and other people connected with SIU-Carbondale, consisting of media releases, photographs, negatives, and proofs, news clippings, biographical data sheets and curriculum vitae.

Recommendation: Retain permanently in the office.

430.02 **Historical Reference File**

Dates: 1949 –
Volume: 60 Cubic Feet
Annual Accumulation: 1 ½ Cubic Feet
Arrangement: By area of university

This record series contains historical information about departments and programs of SIU – Carbondale, consisting of news clippings, photographs, and other information.

Recommendations: Retain permanently in the office.

430.04 **Time Sheets for Student Workers**

Dates: 1975 –
Volume: ½ Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the copy of the referral from the Student work and Financial Assistance Office and time sheets on which students sign in and out to show the days and hours worked.

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.

430.06 Personnel Files (Duplicates)

Dates: 1955-
Volume: 2 ¼ Cu. Ft.
Annual Arrangement: Negligible
Arrangement: Alphabetical

This record series contains the personnel files for the Media and Communication Resources Office, including administrative/professional staff, civil service, GA's, student workers. Duplicates of assignments, changes in salary, evaluations, transcripts, work study awards, hiring forms, merit raises, letters of appreciation, appointment papers vacation and time records are included. Human Resources maintain the original records as per this application.

This application item supersedes item 430.03, 440.01 and 450.09 of Application 87-62 in order to change the description and combine the record series under Media and Communication Resources. (No other revision of the previously approved disposition is proposed.)

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

430.07 Fiscal Administration Files (Duplicates)

Dates: 1968-
Volume: 20 Cu. Ft.
Annual Arrangement: Negligible
Arrangement: Chronological and Alphabetical

This record series contains fiscal administration files for the Media and Communication Resources Office, including payroll distribution, requisitions, communications lease payment records, purchasing records billings, payroll records, vouchers, and receipts. Accounts Payable and Payroll have the original records.

This application item supersedes item 440.02, 450.02 and 450.10 of Application 87-62 in order to change the description and combine the record series under Media and Communication Resources. (No other revision of the previously approved disposition is proposed.)

Recommendations: Retain on office for three (3) years, then dispose of providing app audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

430.08**General Information and Administration Correspondence Files**

Dates: 1964-
Volume: 13 Cu. Ft.
Annual Arrangement: Negligible
Arrangement: Alphabetical

This record series consists of the following: shipping information (i.e., who is shipping, when the shipment is to go out, when it is to arrive at Central Receiving), position description, student worker procedure manual, goals and accomplishments reports (annual report of what they did this year and what they hope to accomplish), equipment warranties, copies of advertisements for positions, incoming/outgoing correspondence, memos and drafts.

This application item supersedes item 440.03, 450.03 of Application 87-62 in order to combine the record series under Media and Communication Resources and to establish a uniform retention of three (3) years with screening and transfer to the University Archives.

Recommendation: Retain for three (3) years then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all extraneous materials after retaining permanently all items having archival value.

430.09**Graphic Artwork Files (Originals) (Hard Copy and Electronic)**

Dates: 1977-
Volume: 24 Cu. Ft.
Annual Arrangement: 2 ½ Cu. Ft.
Arrangement: Varied

This record series consists of original artwork for all posters, flyers, brochures, mailers and "mechanical" (camera-ready art) developed for the University. From 1977 to 2000, the series is in hard copy format. From 2001 and ongoing, the series is in electronic format.

This application item supersedes item 450.01 of Application 87-62 in order to combine the record series under Media and Communication Resources and to change the media from hard copy to electronic format. (No other revision of the previously approved disposition is proposed).

Recommendation: For hard copy records dated 1977 to 2001 retain permanently either in office or the University Archives. For electronic information dated 2001 and ongoing, retain information entered on electronic media permanently (All computer/digital media maintenance and preservation procedures are to be fully applied. If equipment and programs which provide access to the database(s) involved are updated or

replaced, the existing data must remain accessible in the successor format for the duration of the approved retention period).

430.10 Blue Sheet Report File

Dates: 1983-1994
Volume: 5 1/2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series contains year-end reports, covering topics such as expenditures for stationery, promotional pieces in various printing categories (such as offset, etc.) and copies of the newsletters printed. This application item supersedes item 450.04 of 87-64 in order to note closure of the series in 1994 due to office procedure. (No other revision of the previously approved disposition is proposed.)

Recommendation: Retain until administrative value has expired and dispose of at the department's discretion.

430.11 "Short Loop" Printing File

Dates: 1982-1994
Volume: 3 Cubic Feet
Annual Accumulation: 1/2 Cubic Feet
Arrangement: Chronological

This record series contains the printing file for "short loop" jobs such as quick printing or hand-lettered projects for flyers and other pieces. This application item supersedes item 450.05 of 87-64 in order to note closure of the series in 1994 due to office procedure. (No other revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of.

430.12 Production Files

Dates: 1972-1994
Volume: 17 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Chronological

This record series contains job tickers (in numerical order), information about activities related to job tickets, galleys and proofs, manuscripts, correspondence, and transmittals.

This application item supersedes item 450.06 of Application 87-62 in order to note closure of the record series in 1994 due to office procedures (No other revision of the previously approved disposition is proposed.)

430.13 Weekly Status Reports

Dates: 1972-1994
Volume: 1 1/2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the weekly status reports from the editors and printers at University Publications about all projects currently underway.

This application item supersedes item 450.07 of Application 87-62 in order to note closure of the record series in 1994 due to office procedures (No other revision of the previously approved disposition is proposed.)

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.

430.14 Printshop Job Samples - (Ended per Pam Anderson 3/24/2008)

Dates: 1980 –
Volume: 15 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Numerical by job number

This record series contains samples of printing jobs in process, which are received daily and weekly and which are checked for errors or other problems.

This application item supersedes item 450.08 of Application 87-62 in order to note closure of the record series in 1994 due to office procedure. (No other revision of the previously approved disposition is proposed.)

Recommendations: Retain and weed periodically at the department's description.

430.15 Graphics Standards Project Files- (Ended per Pam Anderson 3/24/2008)

Dates: 1964 –
Volume: 3 Cu. Ft.
Annual Accumulation: N/A
Arrangement: Alphabetical

This record series contains correspondence and sample publications from other universities while SIU was developing a master information plan on graphics standards.

This application item supersedes item 450.11 of Application 87-62 in order to change the administrative jurisdiction to “Media and Communication Resources.” (No other revision of the previously approved disposition is proposed.)

Recommendation: Dispose of at discretion of the department.

430.16 Extracurricular Publishing File

Dates: 1970-1985

Volume: 2 1/4 Cu. Ft.

Annual Accumulation: N/A

Arrangement: None

This file contains material related to obtaining reprints of hardbound publishing books. This file is no longer maintained.

This application item supersedes item 450.12 of Application 87-62 in order to change the administrative jurisdiction to “Media and Communication Resources.” (No other revision of the previously approved disposition is proposed.)

Recommendation: Retain and dispose of at the department’s discretion.

430.17 Biographical Reference Files

Dates: 1950 –

Volume: 90 Cubic Feet

Annual Accumulation: 1 ½ Cubic Feet

Arrangement: Alphabetical

This record series contains biographical information on faculty, administrative/professional staff and other people connected with SIU-Carbondale, consisting of media releases, photographs, negatives, and proofs, news clippings, biographical data sheets and curriculum vitae.

This record supersedes item 430.01 of this application 87-62 in order to change the retention from “retain permanently in office” to “retain one year in office, then microfilm and retain microfilm permanently in the Records Management Division.” (No change in the previously approved record series description is proposed).

Recommendation: Retain in office for one (1) year, then microfilm and destroy originals in a secure manner after images have been verified. Retain microfilm permanently in the Records Management (Micrographics) Division.