

## BUDGET OFFICE

### 140.01 General Administrative Correspondence and Reference Files

Dates: 1977 -  
Volume: 10½ Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Alphabetical/Chronological

This record series contains the chronologically arranged **defense file** of correspondence sent out by the Director of the Budget Office as well as the alphabetically arranged general correspondence and reference file detailing the functions, procedures, organization and policy-making of the Budget Office.

**Recommendation:** Retain for five (5) years in the office, then review the files in order to take the following steps for disposition:

- A) Dispose of correspondence/reference material that is routine, informational or duplicate.
- B) Transfer all original or only existing copy of minutes of meetings, significant reports, development of policies and procedures and any other material that has long-term historical value to the University Archives for permanent retention.

### 140.02 RAMP Documents

Dates: 1977 -  
Volume: 18 Cu. Ft.  
Annual Accumulation: 1 3/4 Cu. Ft.  
Arrangement: Chronological

These are documents for the development of the "Resource Allocation Management Plan" (RAMP) compiled in conjunction with the Board of Governors of State College and Universities for providing documentation of annexations, physical facility plans, sites, developments, instructional and public service plans, enrollment projections, budget projections, and

discussions of mission and scope of the universities. The Board of Governor's copies of RAMP documents are transferred to the State Archives for permanent retention.

**Recommendation:** Retain in office for ten (10) years, then dispose of.

### 140.03

#### **Budget File**

Dates: 1975 -  
Volume: 30 Cu. Ft.  
Annual Accumulation: 2½ Cu. Ft.  
Arrangement: By category/Chronological

This record series contains the budgetary needs projection and expenditures control files for the University as a whole. The file contains the following subject categories: contingency reserve; correspondence ; educational operations; Illinois Board of Higher Education (IBHE) recommendations (cross-referenced with the "RAMP documents" as per this application); operating appropriations; operating budget request; income fund including Legislative Audit Commission reports on student fees collected, General Accounting monthly reports and Form 100 from academic departments receiving money from students; integrated budgeting information; university-wide internal operating budget with budget transmittals and executive budget review; line item conversions; academic affairs vice-presidents' information on budget requests and reviews, military programs, off-campus degree programs, position control and monitoring of the Personnel Payroll Information System (PPIS); budget racking; Campus Services and its budget requests and reviews; Financial Affairs and its budget requests and reviews; Planning and Budgeting Division's information and position control of the three departments (Budget Office, Computing Affairs and Institutional Research); the Chancellor's administration and president's office; Student Affairs and its budget requests and reviews; University Relations and it budget requests and reviews; budget transmittals for the School of Medicine; College Work Study; non-state budgets covering monthly reports for non-appropriated funds, non-state indirect cost/overhead recovery and reallocation; non-

state schedule A-3 and A-5, and non-state repair/replacement reserves; personnel listings and services lapse; physical plant increases covering salary increase transfer, physical plant requests and work sheets, and Department's Executive Officer's response to Budget Office on increases; reserve lines; Sara Tables; salary base and base reductions; salary increase information including summaries and budget extractions; salary transfer; support cost budgets; mid-year reappraisal information with line item conversion, fall-out funds and resource reallocation; tuition increases and closeout of each fiscal year.

**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.

#### **140.04 Fiscal Records (Duplicates)**

Dates: 1984 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series contains purchase requisitions for the internal operations of the Budget Office, containing duplicate copies of purchase orders and invoices. Original records are on microfiche in the Purchasing/Disbursement system.

**Recommendation:** Retain in office for three (3) 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.

#### **140.05 Personnel Files (Duplicates)**

Dates: 1977 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series contains the personnel files for the civil service, faculty and administrative staff of the Budget Office. Original file maintained by Human Resources.

**Recommendation:** Retain in office for five (5) years after separation from employment, then dispose of provided no litigation is pending or anticipated.

**140.06**

**Student Workers Personnel File**

Dates: 1986 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series contain the personnel files for student workers in the Budget Office.

**Recommendation:** Retain in office for five (5) years after separation from employment, then dispose of provided no litigation is pending or anticipated.

**140.07**

**Budget Allocation/Adjustment File**

Dates: 1977 -  
Volume: 30 Cubic Feet  
Annual Accumulation: 1 ½ Cubic Feet  
Arrangement: Numerical

This record series consists of all modifications made to the university's operating budget. Included in this record series are budget eliminations, adjustments made to the current budget, and/or details/data in regard to establishing a new budget.

**Recommendation:** Retain prior and current fiscal years in office. After completion of current fiscal year audit, microfilm and dispose of originals. Retain microfilm for an additional five (5) years, then dispose of providing all audits have been completed and no litigation is pending or anticipated.