

**DUNN-RICHMOND ECONOMIC DEVELOPMENT
CENTER**

**CENTER FOR RURAL HEALTH & SOCIAL SERVICE
DEVELOPMENT**

**(Referencing From Small Business Development
Center's schedule)**

365.03 Administrative Correspondence and Reference File

Dates: 1984 -
Volume: 4 1/2 Cu. ft.
Annual Accumulation: --
Arrangement: Alphabetical by correspondent
or subject

These files contain original and duplicate correspondence and reference material generated or received by the Small Business Development Center. Examples of predominant types of documents maintained in this file include: original and duplicate university memorandum; annual reports submitted by the center; quarterly reports to the Illinois Department of Commerce and Community Affairs; and programmatic grant files.

This item supersedes State Records Application 87-63, item 360, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain three (3) years in the office, then dispose of all duplicate, informational, or routine items. Transfer remaining accumulation to the University Archives for possible accessioning of records possessing archival value.

365.04 Budget and Fiscal Administration Files

Dates: 1984 -
Volume: 4 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: By fiscal year

This record series consists of duplicate vouchers, invoices, payroll information printouts, ledgers, telephone logs, budget reports and matching reports (matching incoming funds with outgoing funds).

The originals of these documents are maintained by the General Accounting, Disbursements, Purchasing and Budget Offices.

This item supersedes State Records Application 87-63, item 361, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

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.

365.05 Personnel Files (Duplicates)

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

This record series consists of personnel files for the administrators and civil service employees of the Small Business Development Center. Included are employment evaluations, requests for vacation/sick leave, and correspondence related to personnel matters.

Original personnel files are maintained by Personnel Services for sixty-five years.

This item supersedes State Records Application 87-63, item 362, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain five (5) years in the office following the date of separation from employment, then dispose of.