

SMALL BUSINESS DEVELOPMENT CENTER

150.01 Client Files (Originals)

Dates: 1984 -
Volume: 13 Cu. Ft.
Annual Accumulation: 6 Cu. Ft.
Arrangement: Alphabetical by business name

This record series consists of files created for the center's clients (small businesses who call and request counseling and advice).

Included in these files would be: "Management Assistance Counseling Records", which report the topic of the counseling session provided to a small business owner such as business start-up, government procurement, or personnel, among others, as well as the number of contact hours, preparation hours, travel hours and any problems or comments noted by the counselor; brochures from the business; business plans; correspondence with the business in question; copies of outgoing correspondence; and meeting notes.

Copies of all "Management Assistance Counseling Records" (SBA Form 1062) are forwarded to the Illinois Department of Commerce and Community Affairs where they are maintained for six years as per item #5 of approved Application 86-127.

This item supersedes State Records Application 87-63, item 358, 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 the office for ten (10) years following date of last activity, then dispose of provided no litigation is pending or anticipated.

150.02 Training and Consortium Files

Dates: 1985 -
Volume: 1 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.

Arrangement: Chronological by workshop or project

This record series consists of files created for each training workshop or project sponsored by the Small Business Development Center.

Included in these files would be: copies of advertisements for the workshop or project; flyers advertising the workshop or project; lists of participants; supporting documentation; and "Management Training Reports" (SBA Form 888) summarizing information about the training workshops.

The Illinois Department of Commerce and Community Affairs maintains copies of all "Management Training Reports" for six years as per approved Application 86-127.

This item supersedes State Records Application 97-43, item 365.02, to reflect a change in the administrative jurisdiction of the record series from the College of Business Administration to the Small Business Development Center of the Office of the President. (No change in the previously approved disposition is proposed.)

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.

150.03 Administrative Correspondence and Reference File

Dates: 1984 -
Volume: 30 Cubic Feet
Annual Accumulation: 1 Cubic Foot
Arrangement: Alphabetical

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 97-43, item 365.02, to reflect a change in the administrative jurisdiction of the record series from the College of Business Administration to the Small Business Development Center of the Office of the President. (No change in the previously approved disposition is proposed.)

Recommendation: Retain three (3) years in the office, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

150.04 Budget and Fiscal Administration Files

Dates: 1984 -
Volume: 27 Cubic Feet
Annual Accumulation: 1 Cubic Foot
Arrangement: Chronological

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 97-43, item 365.02, to reflect a change in the administrative jurisdiction of the record series from the College of Business Administration to the Small Business Development Center of the Office of the President. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then destroy in a secure manner provided all audits have been completed under the supervision of the Auditor General, if necessary and no litigation is pending or anticipated.

150.05 Personnel Files (Duplicates)

Dates: 1984 -
Volume: 10 Cubic Feet
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 97-43, item 365.02, to reflect a change in the administrative jurisdiction of the record series from the College of Business Administration to the Small Business Development Center of the Office of the President. (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 destroy in a secure manner.