

**VICE PRESIDENT FOR
FINANCIAL AFFAIRS**

**130.01E Administrative Files and Miscellaneous Correspondence
(Originals and Duplicates)**

Dates:	September 1996
Volume:	3 Cu. Ft.
Annual Accumulation:	1 Cu. Ft.
Arrangement:	Chronological by year, Alphabetical by topic

This record series consists of incoming and outgoing correspondence exchanged between the Office of Vice President of Financial Affairs, other units of the University, federal/state governments, and individual/groups external to the University. Files also include defense files, memos, initial drafts, working papers, policies, and procedures.

Recommendation: Scan hard copy documents onto an electronic media. Dispose of hard copy documents after scanning. Retain the electronic records in office for three (3) years, then dispose of electronic records providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

All computer/digital media maintenance, and preservation procedures are to be fully applied. If equipment and programs which provide access to the data are updated or replaced, the existing data must remain in the successor format for the duration of the retention period.

**130.02M SIU Board of Trustees “Finance” and “Architectural and
Design” Committee Minutes (Originals)**

Dates:	March 1990
Volume:	6 Cu. Ft.
Annual Accumulation:	½ Cu. Ft.
Arrangement:	Chronological by month

This record series consists of proceeding of the “Finance” and “Architectural and Design” Committees associated with the SIU Board of Trustees. Contents also comprise related agenda, exhibits, and mailing materials.

Recommendation: Microfilm as processed, then dispose of hard copy. Transfer security record series microforms (reel only) to the University Archives for permanent retention. Agency use microforms are to be maintained in office on a permanent basis.

130.03M Capital Construction Project Files

Dates: 1990 -
Volume: 12 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by project number

This record series consists of files which concern capital projects for building or renovation. Contents include budget materials, contracts, and supporting correspondence. Agency record copies of contracts are maintained with the University's Legal Counsel for "ten (10) years" after expiration, then transfer to the University Archives. University Archives staff is to review all accumulation transferred accordingly and dispose of all extraneous materials after retaining permanently all items having archival value per item 250.05 of application 87-62. Agency record copies of "budget files" are maintained by the Accounting Office for six (6) years per item 140.03 of application 87-62.

Recommendation: Microfilm as processed, then dispose of hard copy. Agency use microforms are to be retained in office for five (5) years following completion of contract, 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. Transfer security record series microforms to an off site location for five (5) years following completion of contract, then dispose of.

130.04M Payroll Ledger Sheets (Originals)

Dates: 1972 -
Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of documents which indicate the payroll earnings of employees at the SIU-C, SIU-E, and SIU-Medical School. Contents include name of employee, job title, fiscal year, percentage of salary drawn from different accounts and annual salary.

Recommendation: Microfilm as processed, then dispose of hardcopy. Transfer security record series microforms (reel only) to the University Archives for permanent retention. Agency use microforms are to be maintained in office on a permanent basis.

130.05 Pooled Investments Files (Originals and Duplicates)

Dates: 1997 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains the pooled investment files for Southern Illinois University at Carbondale. Files include invoices, deposit tickets, custody receipts, investment banking receipts, confirmations, statements, memorandum for interest due, transaction receipts, correspondence, monthly statement summaries, wire transfer information, deposit receipts, safekeeping receipts, agreements, fax transmissions, treasury yield curve, savings disclosure, collection reports, copies of checks, credit advice, and related documentation.

Recommendation: Retain in office for three (3) years, then transfer to Micrographics for scanning/microfilming. Dispose of hard copies after images have been verified and transfer microfilm to the University Archives for permanent retention.

130.06 Insurance Policies (Originals)

Dates: 1972 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by Name

This record series consists of insurance policies and supporting correspondence involving university faculty, students, and employees. Policies expired at different times and may be for a variety of coverage. Examples of such policies include: aircraft liability, athletic catastrophe, auto liability, environmental liability, fine arts museum coverage, motorcycle rider safety transportation general liability, liquor liability, property liability with earthquake and boiler/machinery coverage, university club commercial liability and liquor, and various special event coverage which may include one time events of a high risk nature.

Recommendation: In accordance with State Records Commission rules, microfilm and scan documents as processed, then dispose of hardcopies (by shredding). Retain electronic images for seven (7) years, then destroy. Retain microfilm permanently.

***This application was deferred to determine what types of insurance policies Item 130.05 is referring to.**

130.07 Insurance Claim Files

Dates: 1985 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by Name

This record series consists of documents which identify miscellaneous insurance claims from faculty, employees, and students. Examples of such policies include: aircraft liability, athletic catastrophe, athletic accident, auto liability, environmental liability, fine arts museum coverage, motorcycle rider safety transportation general liability, property liability, crime comprehensive and excess liability, liquor liability, etc.

Contents include invoice vouchers, statement of charges, copies of courtroom documents, and correspondence. Agency record copies of the invoice vouchers are maintained with the University's Accounting Office for six (6) years per item 480.08 of application 87-66. In addition, any claim involving litigation is permanently maintained in the University's General Counsel Office as "Litigation Case Files" per item 250.07 of application 87-62. Northern Illinois University maintains "Policy and Claim Files" for ten (10) years following final settlement of closure of claim per item 240.01 of application 87-23.

Recommendation: In accordance with State Records Commission rules, microfilm and scan documents as processed, then dispose of hardcopies (by shredding). Retain electronic images for seven (7) years, then destroy. Retain microfilm permanently.