

**VICE CHANCELLOR FOR ACADEMIC AFFAIRS RESEARCH**  
**AND DEAN OF THE GRADUATE SCHOOL**  
**GRADUATE SCHOOL**

**145.01 Graduate Assistant Files (Duplicates)**

Dates: 1982 -  
Volume: 28½ Cu. Ft.  
Annual Accumulation: 5 3/4 Cu. Ft.  
Arrangement: Alphabetical

This record series consists of the graduate assistant files maintained by the Office of the Graduate School. The information generally contains a record of all graduate assistants including: contracts, draft compliance forms, fellowship proposals (e.g. Graduate Fellowships, Dissertation Research Awards, College Work Study Assistance), and related correspondence. Some graduate assistant information (e.g., admissions and records) is maintained on microfiche in duplicate form. (Originals with the Office of Financial Assistance. All other original records are maintained with the Office of Personnel Services.)

This item supersedes State Records Application 87-63, item 25, 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 five (5) years after graduation or date of last attendance, then transfer to the University Archives for permanent retention.

Disposition  
Approved  
1/21/98

**145.02 Graduate Faculty Files (Originals and Duplicates)**

Dates: 1985 -  
Volume: 9 Cu. Ft.  
Annual Accumulation: 4½ Cu. Ft.  
Arrangement: Alphabetical

This record series consists of the graduate faculty files maintained by the Office of the Graduate School. The records generally include: departmental letters of recommendation, faculty vitae, departmental correspondence regarding policy on graduate faculty status.

This item supersedes State Records Application 87-63, item 26, 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 five (5) years after separation from employment, then transfer to the University Archives for permanent retention.

Disposition  
Approved  
1/21/98

145.03

**College and Departmental Correspondence Files (Originals and Duplicates)**

Disposition  
Approved  
1/21/98

Dates: 1984 -  
Volume: 4½ Cu. Ft.  
Annual Accumulation: 1½ Cu. Ft.  
Arrangement: Alphabetical by college/department

This record series consists of the college and departmental correspondence files (e.g. program inquiries) maintained by the Office of the Graduate School.

This item supersedes State Records Application 87-63, item 27, 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 three (3) years, then dispose of all duplicate, extraneous materials.

Disposition  
Approved  
1/21/98

145.04

**Personnel Files (Duplicates)**

Dates: 1982 -  
Volume: 1½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of the personnel files maintained by the Office of the Graduate School. The records generally include: appointment papers, absence requests (civil service); employee fringe benefit reports; and student worker data. Originals are maintained with the Office of Personnel Services.

This item supersedes State Records Application 87-63, item 28, 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 five (5) years after separation from employment, then dispose of.

Disposition  
Approved  
1/21/98

**145.05 Course Change Files (Duplicates)**

Dates: 1985 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: By department

This record series consists of the course change files maintained by the Office of the Graduate School. The records generally include form 90's and 90A's which are used to indicate any changes in graduate level courses.

This item supersedes State Records Application 87-63, item 29, 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 two (2) years then transfer to the University Archives for permanent retention.

Disposition  
Approved  
1/21/98

**145.06 Graduate Council Meeting Minutes (Originals)**

Dates: 1949 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the original graduate council meeting minutes maintained by the Office of the Graduate School.

This item supersedes State Records Application 87-63, item 30, 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 permanently.

Disposition  
Approved  
1/21/98

**145.07 Administrative Correspondence Files (Duplicates and Originals)**

Dates: 1984 -  
Volume: 27 Cu. Ft.  
Annual Accumulation: 9 Cu. Ft.  
Arrangement: Alphabetical

This record series consists of the administrative correspondence files maintained by the Office of the Graduate School. The records generally include correspondence retained for various committees, conferences, on campus administrators and other universities.

This item supersedes State Records Application 87-63, item 31, 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 purge, provided all administrative value has expired.

Disposition  
Approved  
1/21/98

**145.08 Graduate Program and Departmental Reviews (Originals)**

Dates: 1970 -  
Volume: 1½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the graduate program and departmental reviews (internal and external) maintained by the Office of the Graduate School.

This item supersedes State Records Application 87-63, item 32, 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 permanently.

Disposition  
Approved  
1/21/98

**145.09 Student Files (Originals)**

Dates: 1874 -  
Volume: 165 Cu. Ft.  
Annual Accumulation: 6 Cu. Ft.  
Arrangement: Alphabetical by student's name

This record series consists of individual files created for each student who enrolls in the graduate school.

Forms/documents which are found in a typical student file would be: official transcripts (showing courses taken, hours earned, grades earned, and degree earned); admission applications; evaluation sheets; copies of registration forms; copies of withdrawal forms; change in major forms; results from oral exams, comprehensive exams and departmental clearances; and correspondence.

This record series is currently being microfilmed on an ongoing basis.

This item supersedes State Records Application 87-63, item 33, 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:** Microfilm record series on an ongoing basis. Upon successful completion of microfilming process, dispose of all hard copies. All microforms are to be maintained in the Office of Admissions and Records on a permanent basis.

Disposition  
Approved  
1/21/98

## 145.10 Loan Deferment Forms

Dates: 1985 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: ½ Cu. Ft.  
Arrangement: Chronological

These forms are completed by this office in order to certify before various loan sources (e.g. the Illinois State Scholarship Commission, the National Direct Student Loan Program, the Academic Financial Services Association) that certain persons are indeed registered at the university and are bonafide students. This is a requirement for the temporary deferment of loan payments.

The originals of these forms are sent to the respective loan institution.

This item supersedes State Records Application 87-63, item 34, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Disposition  
Approved  
1/21/98

**Recommendation:** Retain in office for two (2) years, then dispose of provided no litigation is pending or anticipated.