

COAL EXTRACTION & UTILIZATION RESEARCH CENTER

130.01 **Administrative Correspondence (Agency Record Copies)**

Dates: 1980 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.

Arrangement: Chronological

The Coal Extraction and Utilization Research Center was established by the State of Illinois at SIU in 1974 to stimulate and coordinate activities addressing the coal research needs of the state and the nation. The Center assists faculty in developing research under the following broad areas: coal science, coal conversion, coal preparation, coal utilization, mining and reclamation. In addition, CEURC is involved with the management of several research and service-oriented activities. Prominent is the operation of the SIU Coal Technology Laboratory which focuses on developing technologies for desulfurizing bituminous coal. CEURC also administers the Illinois Mining and Mineral Resources Research Institute, a research and scholarship program and the Small Operator Assistance Program, a service program for coal operators producing less than 100,000 tons per year. In addition, the Coal Extraction and Utilization Research Center helped establish the Center for Research on Sulfur in Coal, a consortium involving SIU, the University of Illinois, and the Illinois State Geological Survey.

The record series consists primarily of correspondence concerning the development of projects with the State Geological Survey, State Department of Mines and Minerals, other university departments, coal associations, other universities, and private companies.

This item supersedes State Records Application 87-63, item 6, 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 one (1) year, then weed files of non-archival materials. Transfer archival materials to the University Archives for permanent retention.

130.02 Budget and Fiscal Administration Records (Duplicates)

Dates: 1977 -
Volume: 50 Cu. Ft.
Annual Accumulation: 10 Cu. Ft.
Arrangement: Chronological

This record series consists of budget and fiscal administration records for the procurement of goods and services for the Coal Research Center. Includes are copies of invoice vouchers, contractual vouchers, purchase orders, travel vouchers, bills, receipts, budget printouts, and account status printouts.

This item supersedes State Records Application 87-63, item 7, 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 or until expiration of administrative value, whichever is longer, (the latter applies to documentation needed by the department for major equipment purchases), 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.

130.03 Grant Proposals and Contracts (Duplicates)

Dates: 1977 -
Volume: 14 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by Principal Investigator

This record series consists of grant proposals, grant applications, and contracts. The university has been involved in research involving coal science, coal preparation, coal conversion,

coal utilization, mining, land reclamation, acid deposition, and alternative energy sources.

The agency record copy of all grants and contracts are maintained by the Office of Research and Development under the authority of State Records Application 87-66, item #155.

This item supersedes State Records Application 87-63, item 8, 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 six (6) years, then dispose of provided all audits (state and federal) have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

130.04 Personnel Records (Duplicates)

Dates: 1980 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of records of employment of employees and student workers employed by the Coal Research Center. Included are copies of performance evaluations, salary/classification change forms, employment contracts, student worker referral appointment forms, time cards (new/obsolete), letters of appointment, recommendation, resignation or termination, and other related correspondence.

This item supersedes State Records Application 87-63, item 9, 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 the separation from employment, 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.

130.05 Grant Project Reports (Agency Record Copies)

Dates: 1977-
Volume: 14 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical by principal investigator

This record series is comprised of grant monitoring reports to private sponsoring agents, federal and state government agencies sponsoring grants for the CRC, such as the Illinois Department of Energy and Natural Resources, the Bureau of Mines and Minerals, and the U.S. Department of Energy-Patent Office.

This item supersedes State Records Application 87-63, item 10, 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, transfer to the University Archives for permanent retention.

130.06 Conference Files

Dates: 1981 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological/By Conference Title

This record series consists of the records maintained on conferences conducted by the Coal Research Center on such subjects as pulsed combustion systems for small users, fluidized bed combustion of coal waste materials, and terrestrial effects of acid deposition. Included are records on set-up arrangements for the conferences, attendance data, copies of papers or abstracts of papers presented by speaker, biographical data on speakers, and information on where displays have been on display.

This item supersedes State Records Application 87-63, item 11, 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 weed files of non-archival materials (i.e., records on set-up arrangements) and dispose of the non-archival materials provided all audits have been completed under the authority of the Auditor General, if necessary, then transfer archival records to the University Archives for permanent retention.

130.07 CRC Status Reports

Dates: 1977 -

Volume: 40 Cu. Ft.

Annual Accumulation: --

Arrangement: By subject then Chronological

Included in this record series are copies of the annual reports to the President and other statistical and status reports submitted to the President, planning and achievement reports, CRC newsletters (published quarterly at present), brochures on the Center's programs, and original manuscripts of books published by the Coal Research Center.

This item supersedes State Records Application 87-63, item 12, 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 until administrative use has expired, then transfer to the University Archives for permanent retention.