

COOPERATIVE WILDLIFE RESEARCH LAB

140.01 Administrative Correspondence and Reference File

Dates: 1964 -
Volume: 21½ Cu. Ft.
Annual Accumulation: ¾ Cu. Ft.
Arrangement: Alphabetical by subject

This record series contains the Cooperative Wildlife Research Lab's correspondence and reference material from various state and federal agencies such as the Illinois Department of Conservation, environmental associations such as National Wildlife Federation or the National Fish and Wildlife Resources Research Council, academic affiliations (non-SIU), university colleges or the graduate school, private companies about new techniques for land use and wildlife research/management or about possible financial contributions to the Lab and Lab's Research/Accounts on various wildlife such as bobcats, bobwhite quails or woodrats.

This item supersedes State Records Application 87-63, item 19, 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 review files and remove any materials possessing long term historical value (minutes of meetings, significant departmental reports, policy formulation correspondence, etc.) and transfer these records to the University Archives for permanent retention. Records that do not possess any further administrative value are to be disposed of providing no litigation is pending or anticipated.

140.02 Prospective Graduate Assistant Files

Dates: 1985 -
Volume: Negligible
Annual Accumulation: Negligible

Arrangement: Alphabetical/Chronological

This record series consists of correspondence and follow-up with students inquiring about graduate assistantships at the Cooperative Wildlife Research Lab. When a student is accepted as a graduate assistant, the contents of this file are transferred to the "personnel file" as per this application.

This item supersedes State Records Application 87-63, item 20, 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 files of students who do not become graduate assistants provided that no litigation is pending or anticipated.

140.03 Personnel Files

Dates: 1950-

Volume: 10½ Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical/Chronological

This record series contains the personnel files for the administrative/professional staff, the civil service staff, the graduate assistants and student workers for the Cooperative Wildlife Research Lab. A typical file would include such things as appointment papers, fringe benefit records and recommendation letters, although the graduate assistants will have research materials and lists of which professors are on their academic committees. The items in a graduate assistant files overlap with information maintained by the Zoology Department. The Cooperative Wildlife Research Lab is not an academic department as its primary function is research.

This item supersedes State Records Application 87-63, item 21, 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 date of separation from employment, then dispose of provided no litigation is pending or anticipated.

140.04 Fiscal Records File (Duplicates)

Dates: 1981 -
Volume: 15½ Cu. Ft.
Annual Accumulation: 4½ Cu. Ft.
Arrangement: By fiscal officer, then numerical

This record series contains purchase requisitions, purchase orders, invoice vouchers, vendor details that are attached to individual transactions, billing statements within university entities and monthly accounting sheets which are verified by staff. Original fiscal records are maintained for six (6) years by the General Accounting Office as per Application 87-66.

This item supersedes State Records Application 87-63, item 22, 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.

140.05 Research Projects File

Dates: 1950 -
Volume: 10 ¾ Cu. Ft.
Annual Accumulation: ¾ Cu. Ft.
Arrangement: Alphabetical by subject

This record series contains correspondence, reports, proposals and grants concerning the Research Projects undertaken by the Cooperative Wildlife Research Lab. Although some research projects contained in this file do not get funding, a typical file includes the proposal; the grand award check list; the approval for

funding, stating the period of performance, cost and method of payment as well as the description of the research; a copy of the purchase order that delivers the funding; and reports produced according to the requirements of the specific grant.

This item supersedes State Records Application 87-63, item 23, 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 permanently in office or consider transfer to the University Archives for permanent retention after retaining in the office for ten (10) years beyond the completion of the project.

140.06 Quarterly and Annual Reports of Research Projects (Originals)

Dates: 1950 -

Volume: 7 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This report file contains internally generated reports of the Cooperative Wildlife Research Lab's overall research activities. The quarterly report is prepared for each research project and indicates the researchers and agencies involved (if project is funded) as well as the specific activities for that period. The annual report summarizes the research done with additional information such as an overview of the research; lists of lab personnel and collaborators, including state, federal or other professional associations; status of publications and reports; dissertations sponsored; research papers read; professional meetings attended; recognitions; honors; and any extra services or activities for the university.

This item supersedes State Records Application 87-63, item 24, 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 permanently in office or consider transfer to the University Archives for permanent retention after

retaining in the office for ten (10) years beyond the completion of the report.