

**President's Office**  
RECORDS RETENTION SCHEDULE  
(Application of Authority to Dispose of State Records)

Western Illinois University  
President's Office  
Records Schedule #85 – 145

TABLE OF CONTENTS

<u>Offices - Department</u>	<u>Page</u>
Executive Office	2
Office of Equal Opportunity & Affirmative Action	5
Budget Office	12
Enrollment Management and Student Retention	16
Institutional Research and Planning	18
Internal Auditor	21

**President's Office**  
**RECORDS RETENTION SCHEDULE**  
 (Application of Authority to Dispose of State Records)

Item No.                      Record Series Title, Description and Recommendation

---

**EXECUTIVE OFFICE**

1.     Administrative Correspondence and Reference Files

Dates:                                1980 -  
 Volume:                              36 Cu. Ft.  
 Annual Accumulation:            7 Cu. Ft.  
 Arrangement:                      Alphabetical by Subject

This record series consists of original and duplicate correspondence files and administrative reference files detailing matters of the functions, procedures, organization and policy decision-making of the Office of the President of Western Illinois University. A breakdown of the file content would be as follows:

- (A) Active General Files - would consist largely of correspondence between the President 's Office and the colleges and departments of the University; the city of Macomb; the State of Illinois legislature, agencies, departments and associations; and national and international associations, departments, legislative branches, organizations and universities - and contains reports, reference material and policy/planning documents for:
- 1) academic development and programs;
  - 2) budget process;
  - 3) collective bargaining;
  - 4) committees and councils
  - 5) enrollment;
  - 6) meetings;
  - 7) University policies; and,
  - 8) University award programs.
- (B) Budget-Payroll/Personnel - includes correspondence, reports, reference material and policy/planning documents for:
- 1) academic, administrative, adjunct, civil service and other employees; and,
  - 2) bond revenue, general revenue, income fund budgets
- (C) Boards, Associations, Organizations -consists of meeting minutes, correspondence to and from such bodies as:
- 1) Athletic Conferences (Association of Mid-Continent Universities and Gateway Collegiate Athletic Conference);
  - 2) City of Macomb (Macomb Area Chamber of Commerce, Mayor, City Council, and Macomb Area Industrial Development Corporation);

**President's Office**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No.	Record Series Title, Description and Recommendation
----------	---

- 3) Illinois Capital Development Board, Illinois State Scholarship System, Illinois State Universities Annuitants Association, Illinois State Universities Civil Service System, Illinois State Universities Retirement System;
- 4) Illinois Board of Higher Education and Illinois Board of Governors of State Colleges and Universities;
- 5) Regional CONVOCOM Educational Television; Network for Aging Adults, etc.;
- 6) University Alumni Council and Foundation

Reports, reference material and policy/planning documents are maintained for:

- 1) By-Laws, Governing Policies and Regulations;
- 2) Constitutions;
- 3) Task Forces;
- 4) Surveys - cost and space, etc.

Recommendation: Retain for five (5) years in office, then review the files and take the following steps for disposition:

- A) Dispose of correspondence/reference material which is merely informational or routine - or is duplicative.
- B) **Transfer all original (or only existing copy) of minutes of meetings; special surveys; reports; current policies; procedures; rules and any material documenting activities and planning of the University to the University Archives for permanent retention. \***



**President's Office**  
**RECORDS RETENTION SCHEDULE**  
 (Application of Authority to Dispose of State Records)

Item No.                      Record Series Title, Description and Recommendation

---

**OFFICE OF EQUAL OPPORTUNITY & AFFIRMATIVE ACTION**

2.     Affirmative Action Annual Status Report to the Board of Governors  
 (Agency Record Copies)

Dates:                                 1974 -  
 Volume:                                0.5 Cu. Ft.  
 Annual Accumulation:               Negligible  
 Arrangement:                         Chronological

This report describes the status of the Affirmative Action program at Western in four (4) areas: (1) Personnel, (2) Students, (3) Additional Information, and (4) EEO-6 and Student Enrollment Statistical Data.

Recommendation: **Retain in the office for five (5) years, then transfer to the University Archives for permanent retention. \***

3.     Affirmative Action Applicant Flow Data

Dates:                                 1982 -  
 Volume:                                2 Cu. Ft.  
 Annual Accumulation:               1 Cu. Ft.  
 Arrangement:                         Chronological by Year; then Alphabetical by Applicant Name

This record series consists of Affirmative Action data regarding applicants for employment. Included are applicant letters, summary data cards (to be filled out by the applicant designating EEO class, citizenship, veteran and handicapped status), copies of job descriptions (of open positions), names and addresses of all applicants for a position, periodic reports on the progression of searches, final reports written up upon completion of a search, and letters to academic departments summarizing their present position, as regards Affirmative Action.

Recommendation: Retain in office three (3) years, then dispose of providing no litigation is pending or anticipated.

**President's Office**  
**RECORDS RETENTION SCHEDULE**  
 (Application of Authority to Dispose of State Records)

Item No.                      Record Series Title, Description and Recommendation

---

4.      Affirmative Action Complaint Files (Agency Record Copies)

Dates:                                      1978 -  
 Volume:                                    1.5 Cu. Ft.  
 Annual Accumulation:                Negligible  
 Arrangement:                            Chronological and then by Case Number

This record series consists of formal and informal complaints of discrimination by the university either in placement (i.e., promotions) of an employee or regarding the University's hiring practices. Included are a copy of the complaint letter, hearing materials, hearing officer's finding and resolution, notes, tape recordings of the hearings, and other related correspondence and supporting documents.

Cases which are presented before the Illinois Department of Human Rights are maintained by the Department for twenty (20) years under the Authority of State Records Application #81-94, item #22. Cases submitted to the Department of Human Rights which have been dismissed by the Commission after an investigation of the complaint of discrimination and which it is found that the complaint was either not under the jurisdiction of the Commission or that the complaint lacked substantial evidence and/or had no merit are maintained for seven (7) years after closure by the Department of Human Rights under the authority of State Records Application #81-94, item #20.

Recommendation: Retain in the office for five (5) years after settlement of complaint, then dispose of providing no litigation is pending or anticipated.

5.      Records of the Affirmative Action Council, Affirmative Action Administrative Internship Committee, and the Discrimination Grievance Committee (Originals)

Dates:                                      1976 -  
 Volume:                                    1.5 Cu. Ft.  
 Annual Accumulation:                Negligible  
 Arrangement:                            Chronological

This record series consists of the agency record copies of the minutes, agendas, meeting materials, sub-committee reports and the correspondence of the Affirmative Action Council, the Affirmative Action Administrative Internship Committee and the Discrimination Grievance Committee. The applications for selection as committee members for the Affirmative Action Administrative Internship Committee are also contained in this record series.

Recommendation: **Retain in the office until expiration of the administrative value of the records, then transfer to the University Archives for permanent retention. \***

**President's Office**  
**RECORDS RETENTION SCHEDULE**  
 (Application of Authority to Dispose of State Records)

Item No.                      Record Series Title, Description and Recommendation

---

6.      Affirmative Action Plans (Agency Record Copies)

Dates:                              1976 -  
 Volume:                            Negligible  
 Annual Accumulation:        Negligible  
 Arrangement:                    Chronological

This record series consists of the official agency record copy of Western's Affirmative Action Plan.

Recommendation: **Retain permanently in the office or transfer to University Archives for permanent retention after all administrative use has expired. \***

7.      Budgetary and Fiscal Files (Duplicates)

Dates:                              1976 -  
 Volume:                            1 Cu. Ft.  
 Annual Accumulation:        Negligible  
 Arrangement:                    Chronological

This record series consists of budget proposals, purchase orders, cancellations, vouchers (payroll, travel, etc.) and other records documenting the expenses of the Affirmative Action Office for goods and services received.

Original records regarding financial transactions are maintained by the University's Business Office for six (6) years as per item #56 and #63 of Application #85-147.

Recommendation: Retain three (3) years in office 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.

8.      Employer Report Form - Prequalification (Agency Record Copies)

Dates:                              August 1985 -  
 Volume:                            0.5 Cu. Ft.  
 Annual Accumulation:        0.5 Cu. Ft.  
 Arrangement:                    Chronological

This report is submitted to the U. S. Department of Labor's Office of Federal Contract Compliance due to the University's status as a federal contractor. This report is used by the Office of Federal Contract Compliance to monitor federal contractors compliance with non-discrimination and affirmative action requirements.

**President's Office**  
**RECORDS RETENTION SCHEDULE**  
 (Application of Authority to Dispose of State Records)

Item No.                      Record Series Title, Description and Recommendation

---

Recommendation: Retain in the office for seven (7) years, then dispose of providing no litigation is pending or anticipated and providing all audits (federal and state) have been completed under the authority of the Auditor General, if required.

9.      Federal Privacy Act Case Files and Related Documents (Agency Record Copies)

Dates:                              1978 -  
 Volume:                            Negligible  
 Annual Accumulation:        Negligible  
 Arrangement:                    Chronological

This record series consists of complaints filed by students regarding violations of the Federal Privacy Act (The "Buckley Amendment"), transcripts of hearings, policy statements regarding implementation of the Act, notes of telephone conversations/interviews relative to the case, related correspondence, related statistical reports and a copy of the annual report.

Recommendation: **Retain in the office permanently.**

10.     ~~Freedom of Information Act Files~~

~~Superseded by VP of Advancement & Public Services Application No, 85-146D Item No. 111~~

~~Dates: July 1984—  
 Volume: — Negligible  
 Annual Accumulation: — Negligible  
 Arrangement : ————— Chronological~~

~~This record series consists of forms requesting access to public records, letters approving or denying the requests, listings of records which must be disclosed according to the Freedom of Information Act, extension of time forms (used if the office needs to review the records before releasing them)/ and fee schedules (showing charges for duplication of records).~~

~~Recommendation: Retain three (3) years in office, then dispose of providing no litigation is pending or anticipated.~~

**President's Office**  
RECORDS RETENTION SCHEDULE  
(Application of Authority to Dispose of State Records)

Item No.                      Record Series Title, Description and Recommendation

---

11.    Legislative Bills and Bill Summaries (Duplicates)

Dates:                              1983 -  
Volume:                            0.25 Cu. Ft.  
Annual Accumulation:        Negligible  
Arrangement:                    Chronological

This record series consists of copies of legislative bills and summaries of legislation received from the Board of Governors.

Recommendation: Retain in the office for three (3) years, then dispose of.

12.    Minority Student Characteristic Statistical Reports (Originals)

Dates:                              1977 -  
Volume:                            1 Cu. Ft.  
Annual Accumulation:        Negligible  
Arrangement:                    Chronological

This record series consists of periodic reports on the number of minority (i.e., Blacks, Hispanics, Vietnam veterans, handicapped) students currently enrolled at Western. Other sub-reports break down the number of minority students by major, class rank, etc. Also included are various newspaper articles regarding minority student enrollment.

This information is maintained solely for internal analysis and is not required by statute.

Recommendation: Retain three (3) years in office, then transfer to University Archives for permanent retention. \*

13.    Number One Team Award Committee Records (Originals)

Dates:                              1984 -  
Volume:                            Negligible  
Annual Accumulation:        Negligible  
Arrangement:                    Chronological

This record series consists of the agency record copies of the agendas, minutes, meeting materials, applications for selection to serve on the committee and the correspondence of the #1 Team Award Committee.

**President's Office**  
 RECORDS RETENTION SCHEDULE  
 (Application of Authority to Dispose of State Records)

Item No.                      Record Series Title, Description and Recommendation

---

This committee selects departments or offices for the #1 Team Award which is given for office or departments for cost saving ideas and accomplishments, activities which promoted a positive image of WIU, activities and procedures which could be emulated by other departments and offices, for assistance to other departments/offices in team efforts to coordinate and improve services to students, faculty and staff and/or for innovations which had a direct and immediate positive impact upon student satisfaction and/or recruitment and retention of students.

Recommendation: **Retain in the office until expiration of the administrative value of the records, then transfer to the University Archives for permanent retention. \***

14. Reports from the Office of Institutional Research and Planning (Duplicates)

Dates:                                      1978 -  
 Volume:                                    0.5 Cu. Ft.  
 Annual Accumulation:                Negligible  
 Arrangement:                            Chronological

This record series consists of various reports received from the University's Office of Institutional Research and Planning. Included are reports such as:

- 1) The Mean Class Size Report for On and Off-Campus Graduate and Undergraduate Classes
- 2) Reports on Ethnic Totals
- 3) Report on Student Characteristics
- 4) Higher Education and General Information Survey (HEGIS)
- 5) Course Offerings
- 6) Enrollment Tables
- 7) Grade Analysis Reports
- 8) Student Credit Hour Production
- 9) Annual Report to the Board of Governors
- 10) Faculty Load Studies.

The originals of this record series are maintained by the IRP Office under authority of State Records Application #85-145 item #34.

Most of the data contained in these reports are incorporated in RAMP documents which are maintained permanently under the Board of Governors' approved records disposition Application #84-5 item #40.

Recommendation: Retain in the office for ten (10) years and dispose of.

**President's Office**  
**RECORDS RETENTION SCHEDULE**  
 (Application of Authority to Dispose of State Records)

**Item No.**                      **Record Series Title, Description and Recommendation**

---

15.    Survey of Vietnam Era Veterans, Disabled Veterans and Handicapped Employees  
 (Agency Record Copies)

Dates:                                      1977 -  
 Volume:                                    0.5 Cu. Ft.  
 Annual Accumulation:                Negligible  
 Arrangement:                            Chronological

These surveys are completed by students, faculty and staff who wish to be considered for participation in the Affirmative Action Program. As a government contractor, WIU is subject to Section 402 of the "1974 Vietnam Era Veteran's Readjustment Assistance Act" and to Section 503 of the "1973 Rehabilitation Act" (USC) are therefore required to take affirmative action to employ and advance in employment qualified disabled veterans, veterans of the Vietnam Era and handicapped individuals. The University also collects data from these surveys for use in reporting information on the number of handicapped employees to the Illinois Department of Human Rights.

Recommendation: Retain in the office for seven (7) years, then dispose of providing all audits have been completed under the authority of the Auditor General, if required, and providing no litigation is pending or anticipated.

16.    University Policy Statements (Duplicates)

Dates:                                      1978 -  
 Volume:                                    0.25 Cu. Ft.  
 Annual Accumulation:                Negligible  
 Arrangement:                            Alphabetical by Department

This file contains university wide policy statements and is used as a reference tool by the Affirmative Action Director. The original copies of these policies are maintained by the President's Office.

Recommendation: **Retain in office until superseded by more current information, then transfer to the University Archives for permanent retention. \***

**President's Office**  
**RECORDS RETENTION SCHEDULE**  
 (Application of Authority to Dispose of State Records)

Item No.                      Record Series Title, Description and Recommendation

---

**UNIVERSITY BUDGET OFFICE**

17. Budgetary Needs Projection and Expenditure Control Working Files (Originals and Duplicates)

Dates:                                      1983 -  
 Volume:                                    Negligible  
 Annual Accumulation:                Negligible  
 Arrangement:                            Chronological

These files contain reference duplicates and internally generated work papers, such as Residence Hall Occupancy Reports, copies of utility bills, student help expenditure summaries, and other pertinent inter and intra-office forms, listings, and reports generated or received by the office for anticipating, requesting, and controlling budgetary needs, allocations and expenditures.

Recommendation: Retain in office until expiration of administrative value, then dispose of.

18. Budget Research and Statistical Reference Reports (Computer Printouts)

Dates:                                      1980 -  
 Volume:                                    0.25 Cu. Ft.  
 Annual Accumulation:                Negligible  
 Arrangement:                            Chronological

These computer printout budget administration records are in the form of internally generated reports of budget research/statistical compilations created and maintained in response to periodic and specific inquiries.

Recommendation: Retain in office until administrative research value has expired, then dispose of.

19. Fiscal Files

Dates:                                      1979 -  
 Volume:                                    6 Cu. Ft.  
 Annual Accumulation:                Negligible  
 Arrangement:                            Chronological

This record series consists of travel vouchers, requisitions, purchase orders, telephone bills, staff time and attendance records, printouts of the staff's annual earnings and other related material.

**President's Office**  
 RECORDS RETENTION SCHEDULE  
 (Application of Authority to Dispose of State Records)

Item No.                      Record Series Title, Description and Recommendation

---

Recommendation: Retain in office for five (5) years, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.

20.    Official University Budget for Auxiliary Facilities (Originals)

Dates:                                      1970 -  
 Volume:                                    3 Cu. Ft.  
 Annual Accumulation:                0.20 Cu. Ft.  
 Arrangement:                            Chronological

This series consists of the official and University record copy of the Auxiliary Facilities Budget.

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

21.    Internal Budget

Dates:                                      1970 -  
 Volume:                                    3.5 Cu. Ft.  
 Annual Accumulation:                Negligible  
 Arrangement:                            Chronological

This record series includes the Budget Office's copies of final and published internal budgets. **Copies of these budget documents are provided the Board of Higher Education, the Board of Governors of State Colleges and Universities and the University Archives.**

Recommendation: Retain in office for three (3) years, then dispose of.

22.    Internal Budget Transfers

Dates:                                      1983 -  
 Volume:                                    1 Cu. Ft.  
 Annual Accumulation:                0.5 Cu. Ft.  
 Arrangement:                            Chronological

This form is used to authorize budgeted fund transfers between accounts and like line items. Copies of this form are distributed to the Accounting Office.

**President's Office**  
 RECORDS RETENTION SCHEDULE  
 (Application of Authority to Dispose of State Records)

Item No.                      Record Series Title, Description and Recommendation

---

Recommendation: Retain in office for one (1) year, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

23. ISL Budget Forms

Dates:                                      1978 -  
 Volume:                                    2 Cu. Ft.  
 Annual Accumulation:                Negligible  
 Arrangement:                            Chronological

This record series includes the University's Budget Office copies of completed ISL (i.e., Illinois State Legislature) forms used for budget preparations. The Board of Governors of State Colleges and Universities copies of budget preparation and administration files are approved for three (3) years retention and disposal per Application #84-5, item #13.

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

24. Minutes of Meetings of the University Budget Council (Originals)

Dates:                                      1975 -  
 Volume:                                    Negligible  
 Annual Accumulation:                Negligible  
 Arrangement:                            Chronological

Recommendation: **Retain in office until expiration of administrative value, then transfer to the University Archives for permanent retention. \***

25. Property Management Files

Dates:                                      1974 -  
 Volume:                                    Negligible  
 Annual Accumulation:                Negligible  
 Arrangement:                            Chronological

This record series consists of the property management inventory for the University's offices, classrooms and shops.

**President's Office**  
RECORDS RETENTION SCHEDULE  
(Application of Authority to Dispose of State Records)

Item No.                      Record Series Title, Description and Recommendation

---

Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated.

26.     RAMP Documents

Dates:                                      1970 -  
Volume:                                    3.5 Cu. Ft.  
Annual Accumulation:                Negligible  
Arrangement:                            Chronological

These are documents generated for the development of Resource Allocation Management Plan ("RAMP") compiled in conjunction with the Board of Governors of State Colleges and Universities for providing documentation of annexations, physical facility plans, sites, developments, instructional and public service plans, enrollment projections, budget projections, and discussions of mission and scope of the subject universities. **The Board of Governors' copies of RAMP are transferred to State Archives for permanent retention.**

Recommendation: Retain in the office for five (5) years, then dispose of.

27.     Salary Increase Reports (Computer Printouts)

Dates:                                      1980 -  
Volume:                                    Negligible  
Annual Accumulation:                Negligible  
Arrangement:                            Chronological

These are computer printouts produced for budget administration in the area of anticipating rates of increases in personal services line item requests.

Recommendation: Retain in office for five (5) years, then dispose of.

**President's Office**  
RECORDS RETENTION SCHEDULE  
(Application of Authority to Dispose of State Records)

Item No.                      Record Series Title, Description and Recommendation

---

**ENROLLMENT MANAGEMENT**

28.     Administrative Reference File

Dates:                                      1984 -  
Volume:                                    2 Cu. Ft.  
Annual Accumulation:                1 Cu. Ft.  
Arrangement:                            Alphabetical

This record series consists of budget copies, correspondence with all departments on campus and copies of letters from visitors at WIU.

Recommendation: Retain in the office for three (3) years, then dispose of providing no litigation is pending or anticipated.

29.     Attrition Files

Dates:                                      Fall 1984 -  
Volume:                                    0.5 Cu. Ft.  
Annual Accumulation:                Negligible  
Arrangement:                            Alphabetical

This record series consists of attrition files for the office of enrollment management which concerns their efforts to stem the loss of student from the University. These records include: correspondence with the admissions office to regulate dropouts, office progress reports, and future planning reports.

Recommendation: Retain in the office for fifteen (15) years, then dispose of.

30.     Personnel Files (Duplicate)

Dates:                                      Fall 1984 -  
Volume:                                    Negligible  
Annual Accumulation:                Negligible  
Arrangement:                            Alphabetical

This record series consists of personnel files for the Office of Enrollment Management. The records primarily include employment contracts (duplicates) which indicate position description, hourly wages, e.g. Original personnel files for civil service employees are maintained in the University Personnel Office.

Recommendation: Retain five (5) years in office following separation of employee, then dispose of.

**President's Office**  
RECORDS RETENTION SCHEDULE  
(Application of Authority to Dispose of State Records)

Item No.                      Record Series Title, Description and Recommendation

---

31.      Recruitment Files

Dates:                              Fall 1984 -  
Volume:                            1 Cu. Ft.  
Annual Accumulation:        Negligible  
Arrangement:                    Alphabetical

This record series consists of all files, letters and documents relating to student recruitment for Western Illinois University. This includes: recruitment advertising materials for high school and junior college students, projected studies of graduating high school seniors, and discussion files on new ideas for recruitment and enrollment.

Recommendation: Retain in office for three (3) years, then review and dispose of all material no longer possessing administrative value.

32.      Retention Files

Dates:                              1984 -  
Volume:                            2 Cu. Ft.  
Annual Accumulation:        1 Cu. Ft.  
Arrangement:                    Alphabetical by Subject

This record series consists of the retention files of the Enrollment Management Office. Included in these files are duplicate minutes of meetings of the Council on Enrollment Management. Original minutes of meetings are maintained in the Office of Institutional Research and Planning. These files also contain statistical information on student retention, recruitment, and attrition.

Recommendation: Retain in the office for three (3) years, then review file and dispose of materials lacking further administrative value due to supersedure by more current information, or due to materials having no ongoing reference value to the college.

**President's Office**  
**RECORDS RETENTION SCHEDULE**  
 (Application of Authority to Dispose of State Records)

Item No.                      Record Series Title, Description and Recommendation

---

**INSTITUTIONAL RESEARCH AND PLANNING**

33. Academic Program Information Records

Dates:                                      1960 -  
 Volume:                                    Negligible  
 Annual Accumulation:                Negligible  
 Arrangement:                            Alphabetical by Topic

This record series consists of Academic Program Information records for the Office of Institutional Research and Planning. The records generally include: studies of class size; student credit hours; cost of program and major; course of offerings; degrees conferred; tuition and fee data; and program review data which provides information to the Board of Higher Education and the Federal Government.

Recommendation: **Retain five (5) years in office, then dispose of providing all administrative value has expired. Offer to University Archives prior to any disposals. \***

34. Annual Reports

Dates:                                      1973 -  
 Volume:                                    Negligible  
 Annual Accumulation:                N/A  
 Arrangement:                            Chronological

This record series consists of the annual report generated by the Office of Institutional Research and Planning. Included in this report is data on the following topics: characteristics of administrators and faculty; civil service personnel; academic programs; research and public service; student body and activities; public affairs and development; physical facilities and fiscal support.

Recommendation: **Retain one set of annual reports in the office permanently. Transfer one set of annual reports to the University Archives for permanent retention. \***

35. Departmental Correspondence File

Dates:                                      1980 -  
 Volume:                                    1.5 Cu. Ft.  
 Annual Accumulation:                Negligible  
 Arrangement:                            Alphabetical by Department

**President's Office**  
**RECORDS RETENTION SCHEDULE**  
 (Application of Authority to Dispose of State Records)

**Item No.**                      **Record Series Title, Description and Recommendation**

---

This record series consists of the departmental correspondence files for the Office of Institutional Research and Planning. The records generally include: special requests; letters of correspondence; memos from departmental chairpersons and office heads; requests for reports; and single data items, etc.

Recommendation: Retain three (3) years in office, then review files and weed out any materials possessing long-term historical value (minutes of meetings, policy formulation correspondence, significant departmental reports, etc.) and transfer these records to the University Archives for permanent retention. Records which do not possess any historical value are to be disposed of. \*

36. Faculty Load Studies

Dates:                                      1950 -  
 Volume:                                    26 Cu. Ft.  
 Annual Accumulation:                0.75 Cu. Ft.  
 Arrangement:                            Chronological

This record series consists of the Fiscal Year Faculty Load studies by college and department and by HEGIS (Higher Education General Information Survey) Discipline as mandated by the Illinois Board of Higher Education. Background data (i.e., faculty load reports) used to generate faculty load studies is presently being microfilmed in three-year cycles. Printed reports and one copy of microfilm are permanently retained at the University Archives.

Recommendation: Retain three (3) years in office, then microfilm and transfer security microfilm to the University Library for permanent retention. Hard copy faculty studies are to be retained ten (10) years, then disposed of providing no litigation is pending or anticipated.

37. HEGIS (Higher Education and General Information Survey) Reports

Dates:                                      1970 -  
 Volume:                                    Negligible  
 Annual Accumulation:                Negligible  
 Arrangement:                            Chronological

This file series contains this unit's copies of "HEGIS" reports (i.e., Higher Education General Information Survey) covering survey data pertinent to affirmative action implementation, student enrollment, personnel salaries, curricula development policies, and general resources and allocation management strategies and trends. Copies of these reports are provided the Illinois Board of Higher Education and the Board of Governors as well as other interested or involved parties or entities located throughout Illinois.

**President's Office**  
RECORDS RETENTION SCHEDULE  
(Application of Authority to Dispose of State Records)

Item No.                      Record Series Title, Description and Recommendation

---

Recommendation: **Upon the expiration of administrative value/transfer to the University Archives. \***

38. Minutes of Meetings (Originals)

Dates:                                      1981 -  
Volume:                                    4 Cu. Ft.  
Annual Accumulation:                1 Cu. Ft.  
Arrangement:                            Chronological

This record series consists of original minutes of meetings of the Council on Enrollment Management and the Board of Governors meetings. Included in these files are agenda of monthly meetings and reports (Board of Governors).

Recommendation: **Retain all original minutes of meetings and special reports permanently either in the office or in the University Archives. \***

39. Research and Reference File

Dates:                                      1978 -  
Volume:                                    3 Cu. Ft.  
Annual Accumulation:                Negligible  
Arrangement:                            Alphabetical by Category

This record series consists of research and reference material received by the Office of Institutional Research and Planning. Included in these files are copies of publications (i.e., student handbooks), guides (i.e., All- State and American Association of University Professors) by which Western exchanges information with other universities to attract prospective students.

Recommendation: **Retain in the office until administrative value has expired, then transfer to the University Archives for evaluation and potential accessioning of records possessing archival value. \***

**President's Office**  
**RECORDS RETENTION SCHEDULE**  
 (Application of Authority to Dispose of State Records)

**Item No.**                      **Record Series Title, Description and Recommendation**

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40.     Student Characteristics Report Files

Dates:                                      1950 -  
 Volume:                                    Negligible  
 Annual Accumulation:                Negligible  
 Arrangement:                            Chronological by Semester

This record series consists of printouts of "student characteristics demographic data" including types of degrees conferred, students' final grades, and freshmen profile reports (e.g., sex, race, age).

This item supersedes State Records Application #85-145, item #40, to provide for the microfilming and subsequent permanent retention of the record series.

Recommendation: **Microfilm as generated or received, then dispose of hardcopy documentation. Retain all record series microforms in office permanently.**

**INTERNAL AUDITOR**

41.     Administrative Correspondence File (Incoming & Outgoing)

Dates:                                      1960 -  
 Volume:                                    5 Cu. Ft.  
 Annual Accumulation:                Negligible  
 Arrangement:                            Chronological

This record series consists of correspondence with the University President, various officials in the administration, individuals with university foundations, and any departments of the university, externals contacts, etc.

Recommendation: Retain three (3) years in office, then review files and weed out any materials no longer possessing any administrative value, then dispose of.

42.     Audit Reports/Summaries/Workpapers

Dates:                                      1960 -  
 Volume:                                    40 Cu. Ft.  
 Annual Accumulation:                1.6 Cu. Ft.  
 Arrangement:                            Chronological

This record series consists of reports of internal audits conducted by the University Internal Auditor

**President's Office**  
**RECORDS RETENTION SCHEDULE**  
 (Application of Authority to Dispose of State Records)

**Item No.                      Record Series Title, Description and Recommendation**

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on various accounts in the University's Departmental budgets. This series also includes a written summary of the audit and the workpapers and early drafts used in the preparation of the audits.

Recommendation: **Retain six (6) years in the office, then offer the final audit to the University Archives. Workpapers may be disposed of at that time. \***

43.    Committee Minutes (Duplicates)

Dates:                                      1984 -  
 Volume:                                    2.5 Cu. Ft.  
 Annual Accumulation:                2.5 Cu. Ft.  
 Arrangement:                            Chronological

This record series consists of the minutes of six committees on which the Internal Auditor sits as an ex officio member. The committees are: University Budget Council; Capital Budget Committee; Council on Planning; Auxiliary Facility System Council; Council on Administrative Personnel; and the University Computer Committee. Also included are copies of the meeting agendas and any reports presented to the committees.

Recommendation: **Retain in office for three (3) years. Following expiration of administrative value, offer to the University Archives for permanent retention.**

44.    Fiscal Files (Duplicates)

Dates:                                      1984 -  
 Volume:                                    1 Cu. Ft.  
 Annual Accumulation:                0.5 Cu. Ft.  
 Arrangement:                            Chronological

These workpapers are office and departmental copies of invoices, direct pay authorizations, requisitions, monthly expenditure reports, and other related documents.

Recommendation: Retain three (3) years in office, 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.

45.    Personnel Files (Duplicates)

Dates:                                      1980 -  
 Volume:                                    Negligible  
 Annual Accumulation:                Negligible  
 Arrangement:                            Alphabetical by Employee

**President's Office**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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**Item No.**                      **Record Series Title, Description and Recommendation**

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This record series consists of personnel files of the staff of this office. These files include applications for employment; affirmative action forms; interview documents; credentials placement material; evaluations; resumes, and other related material.

Recommendation: Retain for five (5) years after separation of employee, then dispose of providing no litigation is pending or anticipated. University archivist may dispose of any material, which after appraisal, is not selected for further retention in the Archives.

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