

University Wide
Records Retention Schedule
App. #18-22
(App. #18-22 Replaced App. #12-35)

TABLE OF CONTENTS

| Item No. | Record Name | Page |
|-------------|--|------|
| 1. | Employee Search and Screening Files | 2 |
| 2. | Unsuccessful Employment Application Files | 2 |
| 3. | Student Employment Files | 3 |
| 4. | Grade Sheets, Grade/Student Progress Reports, and Grade Change Files | 4 |
| 5. | Evaluations of Faculty by Faculty, Students, and Department Chairs (Originals and Duplicates) | 4 |
| 6. | Examinations, Tests, Term Papers, and Homework Records | 5 |
| 7. | Instructor Grade Books | 6 |
| 8. | Visitor Permit Parking Logs | 7 |

RECORDS RETENTION SCHEDULE
(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

1. Employee Search and Screening Files

Dates: 1967-
Volume: 90 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Chronological and Alphabetical

This record series contains documents related to the search for new faculty, administrative professionals, civil service employees, or any other related hires for Western Illinois University. The files may contain any or all of the following: advertisement for the opening; vitae of applicants; the report to the Affirmative Action Office; the worksheets of the evaluation of applicants; letters of recommendation; requests for approval for new hires; recruitment plan forms; hiring rules and procedures; candidate lists; interview results; original personnel committee meeting minutes not subject to the Open Meetings Act (5 ILCS 120); supporting documents and/or related materials; and the final recommendations.

This file series supersedes approved State Records Application No. 12-35, item 1, in order to incorporate this record series into this revised agency-wide disposition schedule, to edit the record series description, and to update the retention narrative and reduce the requirement for personnel committee meeting minutes not subject to the Open Meetings Act from "permanent" to "three (3) ears after date search was com leted" er a enc re uest. (No change to the overall length of the retention period is proposed.)

RETENTION: Retain for three (3) years after date search was completed, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

2. Unsuccessful Employment Application Files

Dates: 1967-
Volume: 45 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Chronological and Alphabetical

This record series consists of unsuccessful employment applicant files submitted from individuals to the University for consideration of hire. Files contain job applications and any additional documents related to the employment application. These files contain data for non-hired applicants.

RECORDS RETENTION SCHEDULE
(Application of Authority to Dispose of State Records)

| Item No. | Record Series Title, Description and Recommendation |
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This file series supersedes a roved State Records Application No. 12-35 item 2, in order to incorporate this record series into this revised agency-wide disposition schedule, per agency request. (No changes to the previously approved record series title, description or retention are proposed.)

RETENTION: Retain for three (3) years from date submitted to the University, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

3. Student Employment Files

Dates: 1964-
Volume: 110 Cubic Feet
Annual Accumulation: 5.5 Cubic Feet
Arrangement: Alphabetical

This record series consists of Student Employment Files which summarize the employment histories of students working part-time at the University. Contents of these files may include: job referral forms or work requisitions, applications, time sheets, federal work-study information or awards, employee agreements/contracts, payroll data and certifications, termination notices, and other related employment documents (e.g.: 1-9's, W-4's, W-5's, etc.).

This item supersedes State Records Applications No. 12-35, item 3; No. 85-148, item 29; and No. 85-149, items 97, 221, 443, 480, 596, 611, 629, 668, and 690; and partially supersedes State Records Application No. 85-148, item 124 (graduate and undergraduate students only, not non-students); in order to consolidate similar record series items into one standardized records series title, description and retention (retention periods ranged from "two (2) years" to "five (5) years") for use by all Western Illinois University. departments, per agency request.

RETENTION: Retain for five (5) years after date of graduation or last date of attendance, whichever is later, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

RECORDS RETENTION SCHEDULE
(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

4. Grade Sheets, Grade/Student Progress Reports, and Grade Appeal/Grade Change Files

Dates: 1970-
Volume: 30.75 Cubic Feet
Annual Accumulation: 0.75 Cubic Feet
Arrangement: Chronological by semester/Alphabetical

This record series consists of departmental copies of grade records, including grade sheets, grade/student progress reports, and grade appeal and/or grade change files with related supporting documentation. Grade appeal and/or grade change files may contain original/agency record copies in addition to duplicate copies. Final decisions are transferred to the respective "Student's Master Record File".

The University's Office of the Registrar maintains official agency record copies of "Final Grade Reports" and original "Student Master Record Files" permanently per items 147A and 150A of State Records Application No. 85-149.

This item supersedes State Records Application No. 85-149, items 227, 242, 243, 269, 281, 282, 386, 407, 431, 451, 467, 485, 490, 499, 512, 607, 618, and 691 in order to consolidate similar record series items into one standardized records series title, description and retention for use by all Western Illinois University departments. per agency request.

DN:

Retain for five (5) years after date of graduation or last date of attendance and verification that the grades appear in the Student's Master Record File, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

5. Evaluations of Faculty by Faculty, Students, and Department Chairs (Originals and Duplicates)

Dates: 1977-
Volume: 20.5 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological and Alphabetical

This record series consists of standardized questionnaires completed by students evaluating their course content and instructors.

RECORDS RETENTION SCHEDULE
(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

Also included are files used for the evaluations of faculty by peers and the Department Chair. Included are letters of appraisal by the Chair, recommendations from peers, and faculty service packets (i.e.: research accomplishments, teaching goals, co-curricular service achievements).

Original faculty evaluations are maintained by the Department Chair. Original evaluations of Department Chair are maintained by the Office of the Provost and student evaluations of faculty are maintained by the various Department Chair.

NOTE: The State Records Commission has previously approved the same retention period for Southern Illinois University at Edwardsville under the authority of State Records Application No. 07-08, item 100.015.

This item supersedes State Records Application No. 85-149, items 298, 311, 401, 402, 535, 582, 654, and 710, in order to consolidate similar record series items into one standardized records series title, description and retention (retention periods ranged from "one (1.) year", "two (2.) years", "three (3) years" — each with varying transactional event triggers — to "five (5) years following separation of/from employment") for use by all Western Illinois University departments, per agency request.)

RETENTION: Retain for five (5) years after the date of evaluation/review, then destroy in a secure manner or delete from system provided all audits have been completed and no litigation is pending or anticipated.

6. Examinations, Tests, Term Papers, and Homework Records

Dates: 1965-
Volume: 30 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical and Chronological

This record series includes homework assignments, essay assignments, examinations/quizzes and answer sheets, course papers and term papers from all University academic schools and departments.

The University's Office of the Registrar maintains official agency record copies of "Final Grade Reports" and original "Student Master Record Files" permanently per items 147A and 150A of State Records Application No. 85-149.

RECORDS RETENTION SCHEDULE
(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

This item partially supersedes State Records Application No. 85-149, item 384 (except grade books), and supersedes State Records Application No. 85-149, item 385• in order to consolidate similar record series items into one standardized records series title, description and retention (retention periods ranged from "five (5.) years" to "permanently" for "Final Exam Files") for use by all Western Illinois University departments, per agency request.

RETENTION:

- A. Retain records for all cases where the grade is being contested in office for one (1) year after approved as amended then destroy in a 12/19/18 final resolution of the case, secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
- B. Retain records for all cases where the grade is not contested in office for one (1) semester after course completion, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

7. Instructor Grade Books

Dates: 1970-
Volume: 30.75 Cubic Feet
Annual Accumulation: 0.75 Cubic Feet
Arrangement: Chronological by semester/Alphabetical

This record series consists of instructor grade books showing grades given to each student, and may include copies of grade reports or lists.

Note: The University's Office of the Registrar maintains official agency record copies of "Final Grade Reports" and original "Student Master Record Files" permanently per items 147A and 150A of State Records Application No. 85-149.

This item supersedes State Records Application No. 85-149, items 585 and 711: and partially supersedes State Records Application No. 85-149, item 384 (grade books only), in order to consolidate similar record series items into one standardized records series title, description and retention for use by all Western Illinois University department per agency request.

RECORDS RETENTION SCHEDULE
(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

RETENTION: Retain for five (5) years after end of academic year and verification that the grades appear in the Student's Master Record File, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

8. Visitor Permit Parking Logs

Dates: 2017-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of visitor parking logs listing the permit number, date issued, date expired, and the license plate numbers of vehicles receiving a visitor permit from a department.

RETENTION: Retain five (5) years from the date the permit was issued; then dispose of in a secure manner, provided all audits have been completed, if necessary, and no litigation is pending or anticipated,