

WESTERN ILLINOIS UNIVERSITY
VP FOR ADVANCEMENT AND PUBLIC SERVICES

Records Schedule #85-146

Table of Contents

<u>Office-Department</u>	<u>Page</u>
Executive Office	2
Admissions	3
Alumni Programs	4
Intercollegiate Athletics Department	8
WIUM	23
Administrative Information Management Systems (AIMS)	30
Foundation and Development	31
University Relations	36
Document Publications Services (DPS)	
Publications	37
Printing Services	39
Visual Production Services	41
Freedom of Information Office	43

VP for Advancement & Public Services
RECORDS RETENTION SCHEDULE
 (Application of Authority to Dispose of State Records)

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

EXECUTIVE OFFICE

1. General Administrative Correspondence

Dates: 1977 -
 Volume: 20 Cu. Ft.
 Annual Accumulation: 2.5 Cu. Ft.
 Arrangement: Alphabetical by topic

This record series consists of correspondence to and from persons outside the University on various alumni related activities, inner-office memos, notices of meetings, questionnaires and surveys, miscellaneous project files and other related material.

Recommendation: **Retain three (3) years in the office, then review file and dispose of all informational or routine items which are not current or have been revised/updated. Retain all original minutes of meetings, special surveys, and reports and any material documenting unique activities or significant policy decisions permanently in the office or transfer such material to the University Archives. ***

2. Minutes of Meetings (Originals)

Dates: 1977
 Volume: 2 Cu. Ft.
 Annual Accumulation: --
 Arrangement: Chronological

This record series consists of copies of minutes of meetings conducted by the Auxiliary Systems Committee, Student Affairs staff, and the Council of Student Affairs.

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

3. Personnel Files (Duplicates)

Dates: 1955 -
 Volume: 2 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series consist of materials duplicating those in the Personnel Office's file of each administrator in the department. Each file contains copies of references and attendance records for each person.

VP for Advancement & Public Services
RECORDS RETENTION SCHEDULE
 (Application of Authority to Dispose of State Records)

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

Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: By subject

This record series consists of the alumni council files for the office of Alumni programs. It includes all letters, documents, and memo generated to and from the members of the Western Illinois University alumni council.

Recommendation: **Retain in the office for three (3) years, then review files and weed out all information or routine items which are not current or have been revised/updated and transfer these to the University Archives for appraisal. ***

10. Alumni Functions Files

Dates: 1959
 Volume: 9 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical by place

This record series consists of social events reports for Western Illinois University alumni across the United States. The records generally include: correspondence; food service reports; and attendance lists.

Recommendation: **Retain in the office for three (3) years, then review file and dispose of all informational or routine items which are not current or have been revised/updated. Retain all original minutes of meetings, special survey and reports and any material documenting unique activities or significant policy decisions permanently in the office or transfer such material to the University Archives. ***

11. General Correspondence Files

Dates: 1976 -
 Volume: 8 Cu. Ft.
 Annual Accumulation: 0.5 Cu. Ft.
 Arrangement: By Subject

This record series consists of the general correspondence files for the Office of Alumni Programs. The records generally include alumni insurance, social, and athletic activities reports.

Recommendation: **Retain in office for three (3) years, then review files and weed out any material no longer possessing any administrative value, then transfer to the University Archives for appraisal and possible retention. ***

VP for Advancement & Public Services
RECORDS RETENTION SCHEDULE
 (Application of Authority to Dispose of State Records)

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

INTERCOLLEGIATE ATHLETICS DEPARTMENT

18. Budget Preparation and Administration File (Originals and Duplicates)

Dates: 1979 -
 Volume: 2 Cu. Ft.
 Annual Accumulation: 1/3 Cu. Ft.
 Arrangement: Chronological

This record series contains the workpapers and the University and/or State governmental forms generated to project, support and control Athletic Department budget line item requests, additions, and expenditures.

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.

19. Concession Sales Report (Record Copy)

Dates: 1979
 Volume: 3 Cu. Ft.
 Annual Accumulation: 0.5 Cu. Ft.
 Arrangement: Chronological

These are accounting summary reports of sales from concessions. Copies of these are transmitted to the office of Business Services.

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.

20. Game/Sporting Event Contracts for Competition Dates and Related Consideration(s) (Record Copies)

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

The binding periods of these contracts vary.

Recommendation: Retain in office until expired, then dispose of, providing no litigation is pending or anticipated.

VP for Advancement & Public Services
RECORDS RETENTION SCHEDULE
 (Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

75. Video Tape Playback Scheduling Forms

Dates: 1984 -
 Volume: 1.5 Cu. Ft.
 Annual Accumulation: 1 Cu. Ft.
 Arrangement: Chronological by Semester, then Numerical

This form is prepared and utilized by the agency to schedule video tape playbacks for classes. They show the date and time of playback, title of video, instructor and department using the video and instructions for usage.

Recommendation: Retain in office for one (1) year, then dispose of provided no litigation is pending or anticipated.

76. Weekly Production Scheduling Sheets (Originals)

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

This scheduling report shows what types of studio activity is scheduled for each hour.

Recommendation: Retain in office for three (3) years or until all administrative value has expired, whichever is longer, then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.

77. Weekly Transmitter Inspection and Meter Calibration Forms

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

This form serves to provide the actual operating perimeter of the transmitter and proof of meter calibration. It also includes a maintenance log showing weekly repairs. The FCC requires these forms to be kept for two (2) years.

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

VP for Advancement & Public Services
RECORDS RETENTION SCHEDULE
 (Application of Authority to Dispose of State Records)

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

~~Recommendation: Retain one (1) year in office, then transfer to the custody of the University Archives. Archives staff will review files, accessioning any material possessing archival value and disposing of all other files, provided no litigation is pending or anticipated.~~

ADMINISTRATIVE INFORMATION MANAGEMENT SYSTEMS (AIMS)

81. Administrative Correspondence and Reference Files

Dates: 1964 -
 Volume: 6 Cu. Ft.
 Annual Accumulation: 1/3 Cu. Ft.
 Arrangement: Alphabetical by Subject

This record series consists of the correspondence and reference files maintained by the Computer Services Office and documents the day-to-day operation as well as significant decision-making within this office. Included in these files are: correspondence with vendors and campus organizations; annual reports prepared by the Computer Services Offices; computer upgrade reports; surveys completed by the Data Systems Task Force; photographs of computer facilities throughout the University; proposals for systems prepared by IBM; computer planning information; studies completed for the Board of Governors; insurance information on systems' hardware and software; inventories of equipment; as well as internal correspondence between programmers, managers, etc.

Recommendation: Retain three (3) years in office, then review files and weed out any materials which no longer possess any administrative value, then dispose of. Materials which possess long-term historical/administrative value (special surveys, annual reports, proposals for new systems) all to be retained permanently - either in the office or by transfer to the University Archives. *

82. Fiscal Administration Files (Duplicates)

Dates: 1967 -
 Volume: 9 Cu. Ft.
 Annual Accumulation: 0.5 Cu. Ft.
 Arrangement: Chronological by Fiscal Year

This record series consists of: charges for services; user charges; direct purchase authorizations, departmental budget reports; continuous order files; maintenance agreements on hardware, leased equipment, leased software, installment payments; and miscellaneous acquisitions of goods or services necessary for the operation of the office.

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.

VP for Advancement & Public Services
RECORDS RETENTION SCHEDULE
(Application of Authority to Dispose of State Records)

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

91. WIU Foundation Scholarship Files (Original)

Dates: 1954 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: --

This record series consists of an individual file for each recipient of a WIU Foundation scholarship. Each file includes a letter to the recipient explaining the criteria, the narrative background of the program, and other related correspondence.

Recommendation: Retain for five (5) years in office after date of graduation or date of last attendance, then dispose of.

VP for Advancement & Public Services
RECORDS RETENTION SCHEDULE
 (Application of Authority to Dispose of State Records)

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

UNIVERSITY RELATIONS

92. General Administrative Correspondence Files

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

This record series consists of correspondence generated by the News Services office. Included are letters to students and to editors regarding various topics, letters notifying community organizations of the availability (for lectures and speeches) of University personnel, and letters requesting appointments.

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.

93. Faculty Background Information Files (Originals)

Dates: 1967 -
 Volume: 12 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Alphabetical

This record series consists of personal data sheets completed by faculty members which are used for background information for press releases. Type of information included are name of hometown, degrees acquired, schools attended, date of birth, honors and awards, appointments to committee, spouse's name and names and ages of children.

Recommendation: **Retain in the office or University Archives permanently. ***

94. Fiscal Administration Files (Duplicates)

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

This record series consists of various financial records, such as voucher, purchase orders, and budget material, used by the News Service office to register and control expenditures for equipment, supplies, photocopies, student employment, and travel by office personnel. Original fiscal records are maintained by the University's Business Office for six (6) years as per item #63 of Application #85-147.

VP for Advancement & Public Services
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 review files and weed out any outdated material for retention in the University Archives. ***

PRINTING SERVICES

101. Billing, Receipt and Deposit Invoices, Cash Deposit Slips, Grouping Sheets, and Clearing Account Deposit Slips (Duplicates)

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

This record series is comprised of Printing Service's copies of fiscal records related to billings, receipts and deposits made from various printing jobs performed. Types of fiscal records contained in the series include invoices used for direct billing, cash deposit slips, grouping sheets, and clearing account deposit slips. This documentation is maintained centrally through processing and/or accounting by the Office of Business Services

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.

102. Computer Printout Income and Expenditure Reports of Printing Operations (Monthly and Annually)

Dates: 1982 -
 Volume: 1 Cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological

These computer printouts are received from the Office of Business Services for reference to administrative income and expenditures for Printing Services.

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.

103. Job Description Card File (Original)

VP for Advancement & Public Services
RECORDS RETENTION SCHEDULE
 (Application of Authority to Dispose of State Records)

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

Dates:	1970 -
Volume:	0.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological, then by Administrative/ Academic Office or Department

This card files consists of a summary of jobs by showing job number, job description, cost, and the requisition number and date. This record series is subject to only internal reference activity.

Recommendation: Dispose of upon discretion of the Office of Printing Services.

104. Job Envelope Containing Printing Requisitions with Job Estimates Attached

Dates:	1979 -
Volume:	71 Cu. Ft.
Annual Accumulation:	12 Cu. Ft.
Arrangement:	Chronological

University-wide record copies of the printing requisitions are processed and maintained by the Office of Business Services.

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.

105. Paid Invoice Vouchers from Printing Supply Vendor Payments (Duplicates)

Dates:	1976 -
Volume:	0.75 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

University-wide record copies of the printing requisitions are processed and maintained by the Office of Business Services.

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.

VP for Advancement & Public Services
RECORDS RETENTION SCHEDULE
(Application of Authority to Dispose of State Records)

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

VISUAL PRODUCTION SERVICES

106. Photo Negative File

Dates: 1975 -
Volume: 2.05 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical

This file contains the numbered and categorized negatives of photos utilized by the center in preparing pamphlets, booklets, slide shows, etc. for faculty and administrative personnel of the university.

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

107. Photo Proof Files

Dates: 1975 -
Volume: 8 Cu. Ft.
Annual Accumulation: 0.5 Cu. Ft.
Arrangement: Alphabetical by Department

This file contains photo proofs of the negatives mentioned above (item #105), with the file number of the corresponding negative on the back. These are utilized to minimize the handling of the actual negatives.

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

108. Project Log Sheets

Dates: 1982 -
Volume: 6 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical by Department

This record series consists of project log sheets listing projects requested from various departments on campus.

VP for Advancement & Public Services
RECORDS RETENTION SCHEDULE
(Application of Authority to Dispose of State Records)

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

FREEDOM OF INFORMATION OFFICE

111. Freedom of Information Files

Dates: 2006 -
Volume: 2.5 Cu. Ft.
Annual Accumulation: 0.5 Cu. Ft.
Arrangement: Chronological

This record series consists of forms and documents used by public/private individuals or groups to request information from Western Illinois University under the Freedom of Information Act (FOIA). Files also may include letters approving or denying the request(s), listings of records which must be disclosed, copies of disclosed public records, fee schedules and related materials.

This record series supersedes item #10 of approved State Records application #85-145 in order to change the jurisdiction of the record series from the Affirmative Action Office to the Freedom of Information Unit, and to increase the retention period from three (3) years to five (5) years in office.

Recommendation: Retain in office for five (5) years, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.