

Western Illinois University
VP for Advancement and Public Services
Records Schedule #85-146

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VP for Advancement & Public Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

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Item No. Record Series Title, Description and Recommendation

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.

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

ADMISSIONSFALLS UNDER VP FOR STUDENT SERVICES

4. Budget Records (Duplicates)

Dates: 1980

Volume: 5 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: By Fiscal Year

This record series consists of Budget Records for the office of Administration Outreach. The records generally include: travel vouchers; student health reports; office expenditures; commodity expense sheets; purchase authorizations; and monthly budgetary printouts, Original fiscal records are maintained by the University's Business Office for six (6) years as per item #63 of Application #85-147.

Recommendation: Retain in dispose of, provided all audits have been completed under the supervision of the Auditor General, if necessary, and nolitigation is pending or anticipated.

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Item No. Record Series Title, Description and Recommendation

5. Productivity Reports

Dates: 1982 -
Volume: 11 cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of monthly computer printout productivity reports generated by the Admissions Management Office. These reports are statistical documents used by counselors for recruitment of prospective students. Included in these reports are statistics indicating, by high school and county, the number of student applications, cancellations, denials and admissions to Western.

Recommendation: Retain at discretion of agency.

6. Prospective Student Files (Printout)

Dates: 1980 -
Volume: Negligible (5 - 12" reels)
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the prospective student files for the Office of Admissions Outreach. The records generally include information leased on data gathered from the Student Search Services (S.A.T, scores) and the Educational Opportunity Services (A. C. T. scores). This provides a listing of prospective students by school and counselor.

Recommendation: Retain in office for three (3) years, then dispose of information, provided all administrative value has expired.

7. Cancelled Undergraduate Application File

Dates: 1984 -
Volume: 24 Cu. Ft.
Annual Accumulation: --
Arrangement: Alphabetical by semesters

This record series consists of the cancelled undergraduate applications received by the Admissions Outreach Office. Applications are presently maintained computer printouts and paper on a yearly basis. Applications of students who enroll at Western are transferred to the Records Center and kept permanently. Included with all applications are official A.C.T./S.A.T. scores and an official high school transcript.

Recommendation: Retain at discretion of agency.

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8. Alumni Correspondence File

Dates: 1972 -
Volume: 3 cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

Recommendation: Retain ten (10) years in office, then review files and transfer any materials that are outdated due to the supersedure by more current information to the University Archives. *

9. Alumni Council Files

Dates:1979 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: By subject

Recommendation: Retain in the office for three (3) years, then review files and weed out all information or routine items whic are not current or have been revised/updated and transfi 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 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. *

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Item No. Record Series Title, Description and Recommendation

11. General Correspondence Files

Dates: 1976 -

Volume: 8 cu. Ft.

Annual Accumulation: 0.5 Cu. Ft.

Arrangement: 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. *

12. Fiscal Transaction File (Duplicates)

Dates: 1973 -

Volume: 7 cu. Ft.

Annual Accumulation: 0.5 Cu. Ft.

Arrangement: Chronological by fiscal year

This record series consists of scholarship funds, alumni accounts, purchase orders, travel requests, vouchers and copies of budget printouts indicating the expenses of the Alumni Programs. Original fiscal records are maintained by the University Business Office for six years as per items 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.

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Item No. Record Series Title, Description and Recommendation

13. Minutes of Meetings - Alumni Council (Originals)

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

This record series consists of the minutes of meetings of the Student Alumni Council.

Recommendation: Retain permanently in office. (The office may wish to transfer materials to the University Archives for permanent retention at a later date). *

14. Personnel Files (Duplicates)

Dates: 1976
Volume: 0.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of personnel files for the employees of the Alumni Programs office. The series includes: sick leave requests; vacation requests; and pay status sheets. All originals are kept by the Civil Service office.

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

15. Photograph File

Dates: DNA
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Assorted

This record series consists of varying size photographs picturing different social activities.

Recommendation: Retain in office permanently. (The office may wish to transfer materials to the University Archives for permanent retention, at a later date). *

16. Property Control File

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

This record series consists of a property control file for the office of Alumni Programs, which serves to inventory all office property.

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Item No. Record Series Title, Description and Recommendation

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

17. Student Alumni Council File

Dates: 1981 -
Volume: 0.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of correspondence and material outlining the function of the Student Alumni Council. The Student Alumni Council consists of twenty-four (24) alumni who serve in an advisory capacity to the Alumni Staff and Alumni Council.

Recommendation: Retain in office three (3) years, then review files and weed out any outdated material due to supersedure by more current information and transfer this material to the University Archives for appraisal and possible retention. *

INTERCOLLEGIATE ATHLETICS DEPARTMENT
(FORMERLY MEN'S ATHLETICS)

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 litigation is pending

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.

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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.

21. Administrative Correspondence with Related Memoranda (Originals & Duplicates)

Dates: 1972 -
Volume: 12 cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological and Alphabetical

This record series consists of the administrative correspondence of the Intercollegiate Athletics Department documenting the scheduling of athletic contests, NCAA policy and conference matters, the administrative budgeting of the Department, matters involving event promotions, event ticket sales, team or participant travel arrangements, and various scholarship eligibility and regulatory matters involving the recruitment and retention of Athletic Department students.

Recommendation: Retain three (3) years in office, then with the cooperation and assistance of the University Archives staff, review files and retain permanently in either the Department's Office or the University Archives materials possessing archival/research value and dispose of the balance of materials after completion of the foregoing review(s), providing no litigation is pending or anticipated. *

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22. General Correspondence with Vendors, Suppliers and Other Departments
(Originals & Duplicates)

Dates: 1979 -
Volume: 7 cu. Ft.
Annual Accumulation: 2/3 Cu. Ft.
Arrangement: Chronological

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

23. Current Class Listings and Tuition Summaries (Computer Printout)

Dates: 1985 -
Volume: 2/3 cu. Ft.
Annual Accumulation: 2/3 Cu. Ft.
Arrangement: Chronological and Alphabetical

These are computer printout binders containing computer generated listings of class enrollment and tuition summaries processed from the files of the Office(s) of the Bursar and Registration.

Recommendation: Retain two (2) years in office, then dispose of.

24. Certified Eligibility Reports of Conference Opponents (Record Copies)

Dates: 1983 -
Volume: 0.5 Cu. Ft. (2 Binders)
Annual Accumulation: Negligible
Arrangement: Chronological

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

25. Financial Aid Reports (Computer Printouts)

Dates: 1984 -
Volume: 2 cu. Ft.
Annual Accumulation: 1.5 Cu. Ft.
Arrangement: By Semester

This computer printout documents the existence, source, and amount levels of financial aid granted to student athletes. Because this series is not the primary record of financial aid qualification and/or athletes' competitive eligibility, the printouts serve only a short-term reference function.

Recommendation: Retain two (2) years in office, then dispose of.

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26. Computer Printout Grade Lists (Reference Copies)

Dates: 1982 -
Volume: 3 Cu. Ft.
Annual Accumulation: 0.75 Cu. Ft.
Arrangement: Chronological

These computer generated grade listings compiled from the Registration Office's records are used by the Department as an eligibility reference source.

Recommendation: Retain four (4) years in office, then dispose of.

27. Individual Files on Athletes (Active and Inactive) (Originals or Record Copies)

Dates: 1960 -
Volume: Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Alphabetical and Chronological

This record series is comprised of individual files on athletes containing the following forms, letters and supporting documentation showing NCAA and/or conference eligibility status: National Letter of Intent; Mid-Continent Tender of Financial Assistance and Declaration of Intent; copies c letters notifying students of financial aid awards produced by the Financial Aid office; summary information on financial aid history; WIU Talent Grant and Tuition Waiver recommendation forms; eligibility physical examination results and equipment issue forms; NCAA Student Athletic Statement; summary sheets containing personal information; copies of semester grade slips; and related correspondence.

Recommendation: Retain in office for ten (10) years, then transfer to the University Archives for a minimum retention period of at least ten (10) years and subsequent disposal or continuous Archival preservation of those files deemed to possess sufficient Archival value from University Archives staff review(s) . (No disposals are to proceed if any litigation is pending or anticipated.) *

28. Leatherneck Club Membership Contribution File Folders by Member

Dates: 1979 -
Volume: 4.5 Cu. Ft.
Annual Accumulation: 0.75 Cu. Ft.
Arrangement: Alphabetical by Member

These are Leatherneck Club Membership Contribution File Folders containing copies of pledge forms, photocopies of cancelled checks, and related correspondence.

Recommendation: Retain six (6) 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.

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<u>Item No.</u>	<u>Record Series Title, Description and Recommendation</u>
29.	<p>Ledger of Contributions and Pledges from the Leatherneck Club Membership (Original)</p> <p>Dates: 1984 - Volume: 0.5 cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by Member and Chronological</p> <p>Recommendation: Retain two (2) 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.</p>
30.	<p>Leatherneck Pledge Cards (Originals)</p> <p>Dates: 1983 - Volume: 0.5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical and by Monetary Category</p> <p>This file series consists of a card file for documenting pledges and categorical amounts of pledges (i.e., \$50.00 to \$100.00 for membership, \$300.00, \$500.00, and \$ 1000.00 or above) for Leatherneck financial support and promotions.</p> <p>Recommendation: Retain in office for three (3) years, 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.</p>
31.	<p>Petty Cash Fund Accounting File (Originals or Record Copies)</p> <p>Dates: 1979 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series contains check stubs and monthly reconciliation reports generated from the establishment and maintenance of the Department\i Petty Cash Fund.</p> <p>Recommendation: Retain in office for six (6) years, then dispose of, providing all audits have been completed under the vision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>

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Item No. Record Series Title, Description and Recommendation

32. Annual Promotional Events and Annual Athletic Events Files (Originals and Record Copies)

Dates: 1981 -
Volume: 0.75 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This file series is comprised of correspondence, summary ticket sales listings, and event background materials in the form of advertising or promotional brochures, and event coordination and planning memoranda/ papers This files series pertains exclusively to Athletic/promotional events held annually and having only short term significance.

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

33. Letters of Permissions and Denials of Requests to Use Athletic Facilities by Non-university Affiliated Associations/Organizations and/or Individuals (Record Copies)

Dates: 1982 -
Volume: Negligible (one [1] binder) .
Annual Accumulation: Negligible
Arrangement: Chronological

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

34. Completed Request Forms for Physical Plant Services (Record Copies)

Dates: 1982- .
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

These are the Department's copies of completed requisitions for physical plant service encompassing primarily the mowing of fields and miscellaneous repairs to pertinent physical facilities.

Recommendation: Retain in office, the dispose of.

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<u>Item No.</u>	<u>Record Series Title, Description and Recommendation</u>
35.	<p>Direct Purchase Authorizations, Purchase Orders, Requisitions, and Other Supporting Procurement Documents (Originals & Duplicates)</p> <p>Dates: 1979 - Volume: 10 cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the Intercollegiate Athletic Department's copies of standard procurement documents for the obtainment of operational goods and services. Contained in the series are copies of Direct Purchase Authorizations, Purchase Orders, Requisitions, Cancellations, amendments and supporting documents. University-Wide record copies of these files are maintained by the University Office of Business Services for a recommended disposal schedule of six (6) years. The Department of Central Management Services maintains the Central State governmental level documentation of agency procurements for six (6) years under authority of Application #77-43, Item numbers 1 and 2.</p> <p>Recommendation: Retain in office for three (3) years, 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.</p>
36.	<p>Master Current Year Schedules of Events (Originals)</p> <p>Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain two (2) years in office, then transfer to the University Archives for permanent retention. *</p>
37.	<p>Special Events Files Promotional and Archival Records (Originals and Duplicates)</p> <p>Dates: 1960 - Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This file series contains photos of event activities, competition score sheets, narrative descriptions of the events' significance and results (including newspaper clippings) , copies of team rosters, ticket sales SUTL- i nary listings, and related correspondence documenting unique or special sporting events.</p> <p>Recommendation: Retain in office or the University Archives on a permanent basis.*</p>

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Item No. Record Series Title, Description and Recommendation

38. Student/Parent Address Listing (Computer Printout)

Dates: 1984 -
Volume: 1/3 cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

Recommendation: Retain two (2) years in office, then dispose of.

~~39. Listing of Student Social Security Numbers (Computer Printout)~~

Closed

~~Dates: 1984 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical/Numerical~~

~~Recommendation: Retain two (2) years in office, then dispose of.~~

40. Team Files for NCAA Regulatory Compliance Information (Originals or Record Copies)

Dates: 1960 -
Volume: 3.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This file contains the reports, letters and forms produced for the University's compliance with NCAA regulations regarding the selection of athletic team members for official competition. Types of documents within the file include: Season Competition Report (showing who played in specific games) ; Certified Eligibility Report(s) ; Team Roster (s) ; original letters of eligibility declarations to the NCAA, NCAA Squad List(s) ; and summaries of financial aid awarded to team members.

Recommendation: Retain in office for ten (10) years, then transfer to the University Archives for a minimum retention period of an additional ten (10) years and subsequent disposal(or continuous Archival preservation of these documents deemed to possess sufficient Archival value from University Archives staff review(s). No disposals are to proceed if any litigation is pending or anticipated. *

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41. Ticket Manager's Working File (Originals and Duplicates)

Dates: 1981 -
Volume: 11 cu. Ft.
Annual Accumulation: Less than Cu. Ft.
Arrangement: Chronological

This working file maintained by the Ticket Manager consists of calendar of events, copies of conference handbook, game management directives, intra office memoranda, and student worker personnel files. (Original student worker personnel files are maintained by the Office of Student Personnel.)

Recommendation: Retain in office until superseded or until the lapse of five (5) years from the date the records are created, whichever is longer, then dispose of.

42. Narrative Operating Procedures and Roll Ticket History By Type, Color and Roll Number (Originals)

Dates: 1981 -
Volume: 0.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By Type, Color and Roll Number

Narrative Operating Procedure for the Ticket Manager is maintained in one (1) notebook. Two (2) binders contain the roll ticket history compiled by type, color and roll number.

Recommendation: Retain in office until superseded or until the lapse of five (5) years from the date the records are created, whichever is longer, then dispose of.

43. Season Ticket Order Cards (Originals)

Dates: 1985 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This card file documents the distribution of season tickets from received and processed by the Ticket Manager's Office. This series has only internal short-term reference value.

Recommendation: Dispose of upon termination of the Competitive Season for which the tickets are sold and/or distributed.

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44. Sporting Event Ticket Sales Files of Reports, Agreements and Accounts
(Originals and Computer Printouts)

Dates: 1980 -
Volume: 5 cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This file series includes the various records of sporting event ticket sales, which include the following types of documentation: off-campus sales agreements with local vendors (which are either on a one-game or annual renewal basis); Ticket Sales Reconciliations from each booth; Home Football Game Worksheet summarizing sales statistics from different locations; completed form for Complimentary Ticket requests; Cheerleaders Complimentary Ticket forms; football players' Complimentary Ticket Roster; Game Folder Check List (maintained on card file basis); receipts from visiting teams for Complimentary Tickets; daily ticket Sales Reports; Final Game Reconciliation Reports; summaries of running tallies of reserved seat ticket sales; a game by-game running tally of reserved seat ticket sales; running tallies of general admission season ticket sales; a game-by-game running tally of general admission season ticket sales; computer printout Accounts Receivable for tickets charged to students' accounts; minor sport (men and women) Ticket Sales Reconciliations; narrative plans of ticket sales promotions; and related working notes/papers. Only the Final Game Reconciliation Reports are duplicated with another office, the Office of the Internal Auditor.

Recommendation: Retain six (6) 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. Travel Arrangement Correspondence, Travel Schedules and Copies of Lodging (Originals and Duplicates)

Dates: 1979 -
Volume: 1 cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

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.

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(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and RecommendationINTERCOLLEGIATE ATHLETICS
(FORMERLY WOMEN'S ATHLETICS)

46. Leatherneck (Booster) Club Records (Agency Record Copy and Duplicates)

Date: 1982 -
Volume: 1.5 Cu. Ft.
Annual Accumulation: 0.5 Cu. Ft.
Arrangement: Alphabetical

Recommendation: Retain at the discretion of the agency records of a non-fiscal nature (i.e. membership records). Retain documentation of fiscal transactions for three (3) years then dispose of provided all audit have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.

47. General Correspondence File

Dates: 1980 -
Volume: 7.5 Cu. Ft.
Annual Accumulation: 1.5 Cu. Ft.
Arrangement: Chronological

This record series consists of copies of news releases, memoranda from coaches to staff and correspondence between the faculty and staff of the Women's Athletics Department and other departments on campus.

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

48. Eligibility Data Files

Dates: 1980 -
Volume: 7.5 Cu. Ft.
Annual Accumulation: 1.5 Cu. Ft.
Arrangement: Chronological

This record series consists of lists of names of team members, academic progress reports and Gateway Collegiate Athletic Conference Eligibility Reports containing students' names, grade point averages and degree hours for graduation.

Recommendation: Retain in office until last date of attendance or graduation then dispose of providing no litigation is pending or anticipated.

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49. Facility Use Files

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

This record series concerns the Women's Athletics facilities and includes authorizations to use certain facilities (and the name of the person responsible for the keys) and work orders (i.e. to move equipment, bleacher q set up tables and chairs).

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

50. Financial Aid Records (Duplicates)

Dates: 1981 -
Volume: 5 cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by student

This record series includes: applications for, and approvals of financial aid; recommendations from this office to the financial aid's office regarding scholarships; copies of the actual award; contracts for scholarships (regarding sports teams to be involved) and related correspondence.

Original files for students receiving financial aid are maintained by the University's Office of Financial Aid permanently (on microfilm) (see Application 85-148 item # 30).

Recommendation: Retain five (5) years after graduation on date of last attendance, 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.

51. Fiscal Transaction File (Duplicates)

Dates: 1977
Volume: 10 cu. Ft.
Annual Accumulation: 1.5 Cu. Ft.
Arrangement: Chronological

This record series consists of copies of requisitions, travel vouchers, computer printouts of monthly expenditures and balance sheets for the Women's Athletics Department. Original fiscal records are maintained by the University's Business Office for six years as per item #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, in 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

52. GCAC Administrative Reference File (Agency Record Copy)
Dates: 1982 -
Volume: 3 cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by Subject/Sport

This record series contains records pertaining to the GCAC (Gateway Collegiate Athletic Conference). Included are copies of GCAC meetings, minutes, meeting notices, agendas, correspondence with other members of GCAC, letters of intent listings which show which schools prospective athletes plan to attend, copies of the Long Range Planning Committee proposals, basketball and volleyball rule interpretations, evaluation of officials, confirmation of assignment of officials for tournament, and scheduling data.

Recommendation: Retain in the office for four (4) years or until all administrative value has expired, whichever is longer, then dispose of provided no litigation is pending or anticipated.

53. Insurance Records

Dates: 1975 -
Volume: 3 cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by Athlete

This record series consists of duplicate copies of policies, accident forms (injuries), physicals and claim forms.

Recommendation: Retain in the office for three (3) years, 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

54. NCAA Administrative Reference File

Dates: 1972 -
Volume: 6.5 Cu. Ft.
Annual Accumulation: 0.5 Cu. Ft.
Arrangement: Alphabetical by subject

This file series contains records pertaining to the NCAA (National Collegiate Athletic Association) and its predecessor, the AIAC. Included is correspondence with the two associations, newsletters, rules and their interpretations, forms signed by students stating they understand and will comply with the rules and forms listing coaching staffs for each sport (basketball, cross country, field hockey, softball, swimming, tennis, track and field, and volleyball) that is covered by NCAA rules and guidelines .

Recommendation: Retain in office four (4) years, or until all administrative value has expired, whichever is longer, then dispose of provided no litigation is pending or anticipate.

55. Personnel Files (Duplicates)

Dates: 1971 -
Volume: 3/4 cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of personnel files maintained for the 1) faculty, 2) civil service employees, and 3) student workers of the Women' s Athletics Department. Types of documents included in these files are: copies of employment applications, resumes, employee evaluations, copies of contracts, letters of resignation, and any correspondence related to the above documents. The original personnel files for faculty are kept in the Provost's Office (see item # 5 of Application +85-149) ' for civil service employees in the Civil Service Personnel Office (see item #119 of Application #85- 147), and original records of students' participation in the University's Student Employment Program and Work Study Program are maintained by the University's Financial Aid Office for five (5) years (see item # 29 of Application +85-148

Recommendation: Retain in the office for five (5) years following the date of separation of employment, 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

56. Recruitment Records (Agency Record Copies)

Dates: 1980 -
Volume: 5 cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: By Sport

This record series' consists of unsuccessful applications made to finacial aid by prospective athletes; correspondence with high schools, other universities, and their students relating to possible recruitment, and letters of recommendation.

Recommendation: Retain in the office for four (4) years, then dispose of provided no litigation is pending or anticipated.

57. Sporting Events File

Dates: 1975 -
Volume: 6 cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by sport and Chronological

This record series consists of eight files categorized by sport (i.e. , basketball, swimming, field hockey, inside track and field, cross country, tennis, volleyball and softball) . Included in these files are confirmation of contracts, officials contracts, news releases, records and rosters of statistics, schedules of meets, travel requisitions and correspondence with individuals regarding sports events.

Recommendation: Retain in office six (6) years, then review files and dispose of any outdated material due to supersedure by more current information. (As recommended per Application #84-65, page 8).

58. Sports Information Files (Agency Record Copies)

Dates: December 1975 -
Volume: 30 cu. ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Chronological then by Sport of Staff

The Sports Information Office maintains records of all news releases concerning the Women's Athletics Department, copies of Westerwinds Athletics brochures, posters, fliers and publications, statistical files on all sports, photo file for each sport with head/shoulder photographs of individual team members, team photos, action shots, most valuable player photos, staff photo copies of all tournament/championship results held at the university , and I media guide for each sport.

Recommendation: Retain the office until all administrative use has expired then transfer to the University Archives for permanent 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

59. Summer Camp Records (Agency Record Copies)

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

Included in this record series are names of attendees, requests for checks to pay for the expenses incurred in operating the camp and direct pay authorization.

Recommendation: Retain in the office for six (6) years, 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

ATHLETIC TRAINING CURRICULUM~~60. Student Training Records~~

Closed

~~Dates: 1972 -
 Volume: 4 cu. Ft.
 Annual Accumulation: Negligible
 Arrangement: Chronological then alphabetical~~

~~This record series contains records of the progress of students in the Athletic Training Program. Included are semester evaluations time sheets (of clinical experience), scholarship nomination papers (resumes, biographical sketches), letters of commendation and related correspondence.~~

~~Recommendation: Retain in office for three (3) years after graduation or date of last attendance, then dispose of.~~

WIUM / TRI-STATES RADIO

61. Administrative Correspondence File (Agency Record Copies & Duplicates)

Dates: 1975 -
 Volume: 40 Cu. Ft.
 Annual Accumulation: 4 Cu. Ft.
 Arrangement: Alphabetical

Correspondence in this file includes inter-office memos; correspondence with listeners; correspondence with the station's attorney; minutes of the WIT-JM Community Advisory Board; records of the Illinois Task Force; copies of the annual reports made to the President of the University; information on programming for the Corporation for Public Broadcasting; minutes of meetings of the State Educational TV Commission and other related correspondence.

Recommendation: Retain in the office for three (3) years, then we and review files for archival materials which may be offered to the University Archives for permanent retention. After weeding of files, non-archival materials possessing no administrative value may be disposed 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

62. Budget and Fiscal Administration Files (Duplicates)

Dates: 1976 -

Volume: 12 cu. Ft.

Annual Accumulation: 2 Cu. Ft.

Arrangement: By fiscal year, then by account number

This record series consists of requisitions (purchase, travel, student employment), travel vouchers, Direct Pay Authorization, cash receipts, paid bills, budget transfer forms, and budget summaries. Original financial records are maintained in the University's Business Office for six (6) years (see Application +85-147).

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.

63. Corporation for Public Broadcasting Files

Dates: 1981 -

Volume: 2.5 Cu. Ft.

Annual Accumulation: 0.5 Cu. Ft.

Arrangement: By subject

This file series consists of documents relating to the Corporation for Public Broadcasting. Included is information received from the CPS on grants and programming, annual financial grant data, and audits of grants (duplicate copies of which are kept in the Business Office).

Recommendation: Retain in office six (6) 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.

64. General Administrative Correspondence

Dates: 1978 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of correspondence relating to question about program availability and program sources, and requests for program reviews. Also included are various inter-office memorandums.

Recommendation. Retain in office for five (5) years, 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

65. Grant Administration Files (Duplicates)

Dates: 1972 -
Volume: 10 cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This grant administrative file contains the grant underwriting agreement(s), a copy of the application for grant, related financial reports (i.e., audit reports), monitoring or status reports and related correspondence. The Office of Research and Grants maintains the agency record copies of this record series under the authority of State Records Application +85-149, item #161.

Recommendation: Retain in office for six (6) fiscal years after determination of all corresponding grants and related agreements, then dispose of provided no litigation is pending or anticipated and provided all audits have been completed under the authority of the Auditor General, if required.

66. National Public Radio Files

Dates: 1981 -
Volume: 2.5 Cu. Ft.
Annual Accumulation: 0.5Cu. Ft.
Arrangement: Alphabetical by subject

This file series consists of documents relating to the National Public Radio organization. Included is correspondence to and from NPR regarding programming, meetings and other topics, and copies of minute of NPR meetings.

Recommendation: Retain in office for five (5) years, then dispose of provided no litigation is pending or anticipate.

67. NTIA Annual Reports

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

This record series consists of reports on the university television and radio stations to the National Telecommunications Information Administration which are required to be filed annually. These reports must state who the owner of the station is (WIU); that it is a non-profit station, that they have insurance, and other such information. The NTIA requires these reports to be retained for ten (10) years.

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 ten (10) years, then dispose of provided no litigation is pending or anticipated.

68. Personnel Files (Duplicates)

Dates: 1967 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains applications and resumes, evaluations travel authorizations, attendance records, salary change reports and letters of resignation for staff and student employees of the agency. The original personnel records for faculty are maintained by the Provo Office (see Application +85-148, #5) and the original personnel record for student employees are maintained by the Financial Aid Office (see Application #85-148, #29).

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

69. Print-Handicap Services User Applications (Agency Record Copies)

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

These user applications are submitted by persons with visual impairments requesting the use of SCA receivers to receive the print handicap broadcasts. Approved applications indicate the location of the receiver (i.e., a nursing home, apartment or person! s home).

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

70. Print-Handicap SCA Receiver Inventory (Agency Record Copies)

Dates: 1983 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: By inventory number

This record series serves as a record of the SCA receivers checked out to individuals, indicating their location. This information is needed in case a receiver must be located by the inventory number.

Recommendation: Retain in the office for one (1) year after the receiver has been returned, then dispose of provided no litigation is pending or anticipated.

VP for Advancement & Public ServicesRECORDS RETENTION SCHEDULE(Application of Authority to Dispose of State Records)Item No. Record Series Title, Description and Recommendation

71. Property Control Records (Duplicates)

Dates: 1977 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of inventories, transfer sheets, and inventory change reports utilized to regulate and control agency property. The originals of these records are maintained in the Property Control Office.

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

72. Service Request Forms

Dates: 1982 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

This form is prepared and utilized by the agency to request physical services (from carpenters, electricians, painters, plumbers, etc.). form contains a detailed description of the request, the date of request, person and department making the request. Original forms are maintained by the Physical Plant Office.

Recommendation: Retain in office 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.

73. Public Access Files

Dates: 1978 -

Volume : 5 cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: Alphabetical 'by subject

This file series consists of documents concerning the university public television and radio stations which the FCC requires be made available to the public for a period of seven (7) years. Included are construction permits, program test authority applications, duplicate ownership reports (originals maintained in the Business Office), the two latest license renewal applications, annual employment reports, the two latest license renewal applications, annual employment reports the two latest equal employment opportunity model programs, a copy of the FCC booklet The Public and Broadcasting - A Procedure Manual, any Weekly Transmitter Inspection and Meter Calibration Forms advertising requests from political candidates made in the last two (2) years, letters received from the public in the last three (3) years, and program/problems lists.

Recommendation: Retain in office for seven (7) years, then dispose of provided no litigation is pending or anticipated.

VP for Advancement & Public Services
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Item No. Record Series Title, Description and Recommendation

74. Quarterly Tower Inspection Reports (Agency Record Copies)

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

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

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 vide 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.

76. 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 ServicesRECORDS RETENTION SCHEDULE(Application of Authority to Dispose of State Records)Item No. Record Series Title, Description and Recommendation

78. Yearly Audio Proof of Performance Records

Dates: 1976 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

This record series contains graphs and charts which indicate the audio performance of the station (regarding distortion, channel separation, etc.) annually.

Recommendation: Retain in office seven (7) years, then dispose of provided no litigation is pending or anticipated.

79. News Broadcast Files (Record Copies)

Dates: 1985 -

Volume: 2.5 Cu. Ft..

Annual Accumulation: Cu. Ft.

Arrangement: Chronological

This record series consists of materials used in news broadcasts of WIU 's public radio station WIUM-FM. Included are stories received from the Associated Press, locally-written news, and tapes used for news broadcasts. In order to protect the station against any legal actions for slander, Libel, or violation of privacy a one-year retention period is recommended, consistent with Illinois Revised Statutes, Chapter 110, Paragraph 13-201.

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.

VP for Advancement & Public Services
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Item No. Record Series Title, Description and Recommendation

80. ~~News Broadcast Files (Record Copies)~~

~~Duplicate~~

~~Dates: 1985 -~~

~~Volume: 2.5 Cu. Ft.~~

~~Annual Accumulation: Cu. Ft.~~

~~Arrangement: Chronological~~

~~This record series consists of materials used in news broadcasts of WIU's public radio station WIUM-FM. Included are stories received from the Associated Press, locally-written news, and tapes used for news broadcasts. In order to protect the station against any legal actions for slander, Libel, or violation of privacy a one-year retention period is recommended, consistent with Illinois Revised Statutes, Chapter 110, Paragraph 13-201.~~

~~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 document 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. *

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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 super- vision of the Auditor General, if necessary, and no litigation is pending or anticipated.

83. Personnel Files (Civil Service) (Professionals) (Duplicates)

Dates: 1974 -

Volume : 1.5 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical by Name of Employee

This record series consists of personnel files for civil service and professional administrators employed by the Computer Services Office.

Included in each file are: hiring papers, contracts (for professional administrators) personal information, annual evaluations, and any correspondence relative to the employment history of the individual. Original personnel files for civil service employees are maintained by the Civil Service Office for sixty-five (65) years. Original files for professional staff are maintained by the Provost's Office for sixty-five (65) years.

Recommendation: Retain five (5) years in office after separation of employee from service, then dispose of providing no litigation is pending or anticipated.

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Item No. Record Series Title, Description and Recommendation

WESTERN ILLINOIS UNIVERSITY FOUNDATION

84. Alumni File

Dates: 1913 -
Volume: 30 Cu. Ft. (20 drawers and 21 binders).
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of index cards which contain the names and addresses of Western alumni, which are cross referenced on computer print-outs.

Recommendation: Retain in office until up-dated or superseded.

85. General Administrative Correspondence File

Dates: 1976 -
Volume: 27 cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Chronological by Subject

Included in this file are correspondence to and from persons outside the University on various alumni related activities, inner-office memos, notices of meetings, questionnaires and surveys, miscellaneous project file (i.e. computer project proposals) , inventory lists, scholarship nominations life membership materials, property control inventories, lists of names of honorary degree recipients, lists of persons who gave a contribution which qualifies them to be placed on the Alumni Office's Honor Roll, and correspondence relative to alumni tours, class reunion luncheons, homecomings , etc.

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 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. *

86. Donor Files

Dates: 1977 -
Volume: 48 cu. Ft.
Annual Accumulation: 6 Cu. Ft.
Arrangement: Alphabetical

This record series contains the names and addresses of all donors, who may be private individuals, corporations, banks, organizations, alumni, faculty, and staff. This series includes pledge cards, copies of cancelled checks and receipts, and any related correspondence.

Recommendation: Retain in office for three (3) years, at which time any duplicate material in each file (i.e. copies of checks , receipts) may be disposed of if possessing no administrative or historical value and provided all audits have been completed under the supervision of the

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Auditor General, if necessary, and no litigation is pending or anticipated.

Retain all names and addresses of contributors and the amounts of their donations for thirty (30) years, and dispose of.

87. Fiscal Records (Duplicates)

Dates: 1964 -

Volume: 20 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: Chronological

This record series consists of the WIU Foundation's copy of purchase orders, requisitions, direct pay authorizations, treasury bills, bonds, Certificates of deposits, stocks, the Impress Fund's bank statement; petty cash fund receipts and computer printouts of balance sheets, listings of expenditures, donors, and scholarship recipients, and any other related correspondence. Original fiscal records are maintained by the University's Business Office for six (6) years as per item #63 of Application #85-147.

Recommendation: Retain three (3) fiscal 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.

88. Gift-in-Kind Receipts

Dates: 1977 -

Volume: 1.75 Cu. Ft.

Annual Accumulation: Negligible

Arrangement:

This record series consists of copies of receipts of gifts-in-kind donations (i.e. supplies, artworks, collections, equipment). (Property Control also receives a copy). Also included is a year-end report of money and gift donations.

Recommendation: Retain permanently in office or transfer to the University Archives for permanent retention. *

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89. Minutes of Meetings (Originals)

Dates: 1974 -
Volume: 1 cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of minutes of the Foundation and Executive Board Meetings.

Recommendation: Retain in office permanently. (The office may wish to transfer these records to the University Archives at a later date). *

90. Reports of Foundation Audit (Original)

Dates: 1976 -
Volume: 4.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series is an annual narrative report on the overall financial condition of the WIU Foundation.

Recommendation: Retain in office for six (6) years, 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.

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.

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(Application of Authority to Dispose of State Records)

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91A. Fiscal Administration Files (Originals)

Dates: 1999 -

Volume: 6 Cubic Feet.

Annual Accumulation: 1 Cubic Feet

Arrangement: Chronological

This record series consists of original fiscal records of Foundation Office including: purchase orders, requisitions, authorizations, copies of financial status/activity reports (e.g. bonds, certificates of deposit of deposit, stocks, treasury bills etc.) bank statements, petty cash fund balance sheets, listings of expenditures, copies of foundation scholarship recipients, and all related correspondence/memoranda.

Recommendation: Retain in office for six (6) years from system or destroy in a secure manner audits have been completed, if litigation is pending or anticipated.

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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 super vision 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 name and ages of children.

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

94. Fiscal Administration Files (Duplicates)

Dates : 1977 -
Volume: 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, photo-copies, 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.

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

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95. News Releases of University Newsletter (Agency Record Copies)

Dates: 1973 -
Volume: 5 cu. Ft.
Annual Accumulation: 0.25 Cu. Ft.
Arrangement: Chronological

Recommendation: Retain one copy of each newsletter and news release in the office for four (4) years then transfer to the University Archives for permanent retention. *

96. Photos (Duplicates)

Dates: 1900 -
Volume: 1.5 Cu. Ft.
Annual Accumulation: Negligible.
Arrangement: Alphabetical by Subject

This record series consists of photographs taken of various activities on campus for possible use in brochures and publications. The Visual Production Office has the negatives and color slides of some photos.

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

PUBLICATIONS

97. Campus Buildings Dedication and Information File

Dates: 1971 -
Volume: 1/3 cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical.

This record series consists of copies of bills, printed invitations and biographical data pertaining to building dedications.

Recommendation: Retain for three (3) years in office, then review files and weed out any materials containing information which has long-term historical value, then transfer these records to the University Archives. Records which remain after weeding which do not possess any historical value are to be disposed of providing no litigation is pending or anticipated. *

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98. Employee Personnel Information Files

Dates: 1974 -

Volume: 2 cu. Ft.

Annual Accumulation: N/A

Arrangement: Alphabetical by Person

This record series consists of employee information maintained by the Office of Publications. The records generally include; request for staff, resumes and vitae, and duration of employment information.

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

99. Publication Reports

Dates: 1972 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of semi-annual and annual reports of published material indicating a breakdown by category (i.e., books and brochures, posters and covers, stationery and envelopes, cards and forms), cost per department and total cost.

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

100. Publication Samples' File

Dates: 1974 -

Volume: 12 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: Alphabetical by Subject

This record series consists of samples of all publications expressly developed for Western Illinois University. The series generally includes; catalogs, brochures, letterheads, poster forms, periodical covers as well as various off campus university affiliated publications. This file series, is indexed by a six drawer, 5 "x 81" card file system.

Recommendation: Retain in office for three (3) years, then review files and weed out any outdated material for retention in the University Archives. *

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PRINTING SERVICES

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

Dates: 1985 -
Volume: Cu. Ft.
Annual Accumulation: 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 in voices 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 of anticipated.

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103. Job Description Card File (Original)

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 processes 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 are maintained in 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.

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VISUAL PRODUCTION SERVICES

106. Photo Negative File

Dates: 1975 -
Volume: 2 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: 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.

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

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Item No. Record Series Title, Description and Recommendation

109. Master Slide File

Dates: 1975 -

Volume: 20 cu. Ft.

Annual Accumulation: 2 Cu. Ft.

Arrangement: Alphabetical by Department

This file contains slides showing shots of the campus, community affairs, special events, and segments of student life. They are used for reproduction only (for brochures, pamphlets, ads, and slide shows, etc.).

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

University Archivist may dispose of any material/ which after appraisal/ is not selected for further retention in the Archives. *

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Item No. Record Series Title, Description and Recommendation

110. Fiscal Administration Files (Duplicates)

Dates: 2007-

Volume: 28 Cubic Feet

Annual Accumulation: 7 Cubic Feet

Arrangement: Chronological

This record series contains duplicate copies of budget proposals, purchase orders, cancellations, vouchers (payroll, travel, etc.), and other records documenting financial transactions of the Visual Production Department for goods and services received.

Original records regarding these fiscal transactions are maintained by the University's Business Office for six (6) years as per items 56 and 63 of approved State Records Application 85-147.

Recommendation: Retain in office for three (3) years, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

VP for Advancement & Public ServicesRECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and RecommendationFREEDOM 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 (FOIA) Act. 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.