

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

16. Computer Input and Output Documents

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

This record series consists of computer input and output documents for the office of Financial Aids. The series includes; input documents which are paper forms used to code information to be keypunched and output documents (computer printouts). The output documents list all of the input information placed in the computer and provide an analysis of all the data including errors.

Recommendation: Retain in office 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..

17. Employee Evaluations (Duplicates)

Dates: 1980 -
Volume: 0.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of performance evaluation for Civil Service personnel for the office of Financial Aids. Originals are submitted to University per

18. Financial Aid Recipient Listing

Dates: 1979 -
Volume: 12 cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical by Year and. Type of Aid Received

This record series consists of two books per year listing all students receiving some form of financial aid while attending Western Illinois University. These records are also contained on computer tape .
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.

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19. FISAP – Application and Fiscal Operations Report

Dates: 1958 - .
Volume: 3 Cu. Ft..
Annual Accumulation: Negligible
Arrangement : Chronological by year

This record series consists of the FISAP (Application and Fiscal Operations) report which is produced annually for the Federal Government by the Office of Financial Aids . series includes:

- (1) A report on expenditures from the previous academic year . including the national direct student loan, the college work study program, and the supplemental educational opportunity grant..
- (2) request for funding for the previous three (3) programs . for the subsequent academic year.

As a result of the "Improving America's Schools Act of 1994", Section 248, the retention period for grant data under Title IV was decreased from five (5) years to three (3) years. This application item supersedes item 19 of Application 85-148 in order to decrease the retention period from five (5) years to three (3) years.

Recommendation: Retain in office for three (3) years, then . dispose of provided all audits (federal and state) 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

20. Guaranteed Student Loan Application Tracking Card Files

Dates: 1991 -
Volume: 4 cu. Ft.
Annual Accumulation: 0.5 Cu. Ft.
Arrangement: Alphabetical by name

This record series consists of Guaranteed Student Loan (GSL) Application Tracking Card Files for the office of Financial Aids . The series includes : basic data on loan applications; year of the loan; amount and date of the loan; name of the vendor; the date and amount of the loan check; and signature of the student on the check at the time it was picked up.

As a result of the "Improving America's Schools Act of 1994", Section 248, the retention period for grant data under Title IV was decreased from five (5) years to three (3) years .

This application item supersedes item 20 of Application 85-148 in order to decrease the retention period from five (5) years following date of latest termination of enrollment of the respective student to three (3) years.

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

21. Illinois Board of Higher Education Financial Aid Survey

Dates: 1973 -
Volume: 1 cu. Ft.
Annual Accumulation: Negligible
Arrangement: c \ by year

This record series consists of a report to the Illinois Board of Higher Education showing the total amount of money dispersed by fund type to undergraduate and graduate students receiving financial aid. Some years the survey may include statistics giving a breakdown by sex, race, age and the number of students receiving financial aid.

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

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Item No. Record Series Title, Description and Recommendation

22. Illinois Guaranteed Loan Approval File

Dates: 1992 -

Volume: 6 cu. Ft.

Annual Accumulation : 2 cu. Ft.

Arrangement: Chronological by year, Alphabetical by name

This record series consists of approved applications for student loans submitted under the Illinois Guaranteed Loan Program..

Included in this file are notification forms showing the student's name, address, social security number, the amount the loan has been approved for and the total amount of the loan.

As a result of the "Improving America's Schools Act of 1994", Section 248, the retention period for grant data under Title IV was decreased from five (5) years to three (3) years .

This application item supersedes item 22 of Application 85-148 in order to decrease the retention period from five (5) years following date of latest termination of enrollment of the respective student to three (3) years.

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

23. Institutional Tuition Waivers

Dates: 1983 -

Volume: 2 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: Alphabetical and Chronological

This record series consists of waivers of tuition fees for faculty members, civil service employees and graduate assistants. Included in this file series is the employee's name and department, department and course number, course title, number of semester hours, period, time, days and signatures of the supervisor and department head stating approval or disapproval of the waiver.

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

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Item No. Record Series Title, Description and Recommendation

24. Institutional Report

Dates: 1982 -

Volume: 0.5 Cu. Ft. (Printout size)

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of waivers of tuition fees reports (produced tri-annually) by the Office of Financial Aid for:

- (A) Civil Service Employees
- (B) Dependents of Deceased Faculty
- (C) E.M.T. - Emergency Medical Technician
- (D) Faculty
- (E) Foreign Students
- (F) Graduate Assistants
- (G) Graduate Interns
- (H) Graduate Students
- (I) Project Assistants
- (J) Student Teacher Supervisors
- (K) Talent Award Winners
- (L) Teaching Assistants

Reports are further broken down by part-time/ full-time and undergraduate/ graduate totals including amount.

Recommendation: Original report to be sent to the Board of Governors. Duplicate copy should be retained in office for three (3) years, then disposed of, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

25. Insurance Claims

Dates: 1976 -

Volume: 21 cu. Ft.

Annual Accumulation: 2 Cu. Ft..

Arrangement: Alphabetical by year

This record series consists of Insurance Claims for the Office of student Health Insurance . The series further includes : medical claim forms; medical bills; worksheets ; name and social security number of student; diagnosis; name, place and dollar amount of treatment for that illness; amount of benefit paid from the insurance policy; correspondence regarding the claim; calculation slips with the name of insured student and creditor; amount of the bill; date of treatment diagnosis; benefit calculations; payment amount; claim and check number.

Recommendation: Retain in office for six (6) years following date of claim payment or final settlement, 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.

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Item No. Record Series Title, Description and Recommendation

26. Insurance Contracts (Duplicates)

Dates: 1976 -
Volume: 0.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By contract

This record series consists of duplicate insurance contracts administered in cooperation with the University Health service through the Financial Aid Office.

Original insurance contracts are maintained by the Board of Governors . .

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..

27. Notification of Funding for Federal Student Aid Programs

Dates: 1958 -
Volume: 1.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of forms received from the U.S. Department of Education indicating the disbursement of funds by program (i.e., Supplemental Educational Opportunity Grants, College Work Study and Pell Grants).

Recommendation: Retain in office for five (5) 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.

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Item No. Record Series Title, Description and Recommendation

28. Statutory File

Dates: 1982 -
Volume: 4.5 cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by Active/Expired

This record series consists of statutory waivers files for the office of Financial Aid. These records include documentation for General Assembly scholarships, State ROTC scholarships, and Special Education scholarships.

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.

29. ~~Student Employment Requisitions~~

Superseded by University Wide Application No. 18-22 Item No. 3

~~Dates: 1982 -
Volume: 7.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical~~

~~This record series consists of employment requisitions completed by students wanting to participate in the Work Study Program or the Student~~

~~Employment Program. Employment requisitions contain the following information: job title; job description and re red qualifications; number of hours to be worked; rate of pay; work location of student employee; supervisor (s) and Student's name and social security number.~~

~~Recommendation. Retain in office for five (5) years, then dispose of providing no litigation is pending or anticipated.~~

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Item No. Record Series Title, Description and Recommendation

30. Student Financial Aid Application Files.

Dates: 1970 -
Volume: 375 cu. Ft.
Annual Accumulation: 20.5 Cu. Ft.
Arrangement: Alphabetical by name

This record series consists of the Office of Financial Aids principal documentation of the application process eligibility determination/ awarding and disbursement arrangements that requests for financial aid undergo at the university. This record series consists of the following types of documents: Application for Financial Assistance - indicates name, address, resident status, marital status, ethnic group, type of aid requested, current benefits, aid received (if any) , dependency information, family size, statement of educational purpose, self-supporting student affidavit (if applicable).

- (1) Application for Financial Assistance - indicates name, address, resident status, marital status, ethnic group, type of aid request, current benefits/aid received (if any), dependency information, family size, statement of educational purpose, self-supporting student affidavit (if applicable).
- (2) Financial Statements - required for federal student aid and indicates student's name, address, legal residence, student status, household information, income and expense information, asset information, expected income, and college, release for sending information certification authenticity..
- (3) Tax Returns - from student, parent or legal guardian (as required) by type of financial aid applied for.
- (4) Award Letters standardized letters officially notifying applicant of the award of financial assistance, type of fund, dates of award disbursement, "conditions of award" , and statement of Educational Purpose/ Registration "Compliance to be signed by student and returned to Financial Aids Office.
- (5) Correspondence - As a result of the "Improving America's Schools Act of 1994", section 248, the retention period for grant data under Title IV was decreased from five (5) years to three (3) years.

This application item supersedes item 30 of Application 85-148 in order to decrease the retention period from five (5) years following submission of the fiscal operations report to the US Department of Education to three (3) years.

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

VP for Student Services

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Item No. Record Series Title, Description and Recommendation

31. Talent Grant and Tuition Waiver

Dates: 1982 -
 Volume: 8 cu. Ft.
 Annual Accumulation: 2 Cu. Ft.
 Arrangement: Alphabetical by year

This record series consists of talent grant and tuition waiver files for the Office of Financial Aid. The series further includes: recommendations for waivers from various university departments; name; social security number; amount of award; and copies of letters of notifications to students.

Recommendation: Retain hardcopy (paper) in office for one (1) year then microfilm and original. Retain microfilm in . four (4) years, then dispose all audits have been completed under supervision of the Auditor General, necessary, and no litigation is pending anticipated.

VETERANS RESOURCE CENTER~~32. Veteran's Benefits Application File~~

Duplicated - Use VP for Administrative Services -Billing & Receivables - Application No. 85-147H - Item No. 69A

~~Dates: .1982 -
 Volume: 8 Cu. Ft.
 Annual Accumulation: 2.5 Cu. Ft.
 Arrangement: Alphabetical~~

~~This record series consists of the Veteran's Application for Educational Benefits forms designed by the U.S. Veterans Administration and maintained by the Office of Financial Aids to determine eligibility and the of educational benefits to be awarded to the veteran Included in this series is a Declaration of Marital Status stating the number of dependents for subsistence benefits, benefit certifications for each term and year, copies of class schedules per term, attendance attest forms and correspondence relating to the Illinois Veterans Scholarship and Illinois National Guard Scholarship Programs.~~

~~Recommendation: Retain three (3) years after graduation or 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.~~

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33. Benefit Vouchers Files (Duplicate)

Dates: 1976 Volume: Cu. Ft.
Accumulation: 1 Cu. Ft
Arrangement: Numerical by Draft Numbers

This record series consists of Benefit Vouchers for the office of Student Health Insurance. The series includes: name of the creditor; dollar amount being paid; the reason benefits are being paid; and how the benefit payment (calculation) was arrived at. Originals are returned to the student's perspective insurance company.

Recommendation: Retain in office for six (6) years following the date o final settlement, 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.

HEALTH SERVICES~~34. Employee Medical Records (Originals)~~

Superseded by: Beu Health Center - Application 85-148I - Item No. 500.01

~~Dates: 1975
Volume: 61 cu.
Annual Accumulation: 6 Cu. Ft.
Arrangement: Alphabetical~~

~~This record series is maintained, as a record of the medical history of staff receiving treatment at the Health Center. Also included is information regarding prescriptions, x rays, lab data, examination records, health statements, information from the employees private physician, and parental consent forms.~~

~~Recommendation: Retain in office ten (10) years after the most recent patient care usage, then dispose of provided no litigation is pending or anticipated.~~

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Item No. Record Series Title, Description and Recommendation~~35. Fiscal Records (Duplicates)~~~~Superseded by: Beu Health Center - Application 85-148I - Item No. 500.02~~~~This record series includes copies of for goods and services, accounting ledgers, check requests, deposit slips budget records, purchase orders, requisitions, profit and loss statements an&, other related fiscal documents generated and/or received by Health Services. Originals are maintained in the Business Office for six (6) years as per it 63 Application #85-147.~~~~Recommendation: Retain three (3) fiscal years in office, then dispose o- providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.~~~~36. Student Medical Records~~~~Superseded by: Beu Health Center - Application 85-148I - Item No. 500.03~~~~Dates: 1975-~~~~Volume: 126 Cu. Ft.~~~~Annual Accumulation: 12 Cu. Ft.~~~~Arrangement: Alphabetical~~~~This record series is maintained as a record of the medical history of students receiving treatment at the Health Center. Included is information regarding prescriptions, x-rays, lab data, examination records, health statements, information from the student's private physician, and parental consent forms.~~~~Recommendation: Retain in office for ten (10) years after the most recent patient care usage or for four (4) years after the age of majority if the student is a minor, whichever period is longer, then dispose of provided no litigation is pending or anticipated.~~~~37. Prescriptions~~~~Superseded by: Beu Health Center - Application 85-148I - Item No. 500.04~~~~Dates: 1981-~~~~Volume: L.4 Cu. Ft.~~~~Annual Arrangement: Alphabetical~~~~This record series consists of the Pharmacy's copy of prescriptions filled.~~~~Recommendation: Retain in office for five (5) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and provided no litigation is pending or anticipated and provided the original physician's orders and prescription record is filed in the patient's file.~~

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Item No. Record Series Title, Description and Recommendation~~38. X Rays and Interpretations~~~~Superseded by: Beu Health Center - Application 85-148I - Item No. 500.05~~~~Dates: 1975 -~~~~Volume: 69 Cu. Ft.~~~~Annual Accumulation: 7 Cu. Ft.~~~~Arrangement: Alphabetical~~~~This record series consists of x rays and x ray interpretations (a copy of the original is filed in the medical record file of the patient).~~~~Recommendation: Retain all films in their original state for five (5) years. After five years, film may be sold as salvage except:~~~~(a) retain any pre-employment film of employees as long as the employee in service;~~~~(b) retain all original (normal and abnormal) files pertaining to cases in litigation, or when the probability thereof is anticipated, until the litigation is concluded or for twelve (12) years, whichever is longer;~~~~(c) retain permanently any original film considered unique.~~OFFICE OF GENERAL COUNCIL39. Administrative Correspondence and Related Legal Research Reference Papers
(Originals or Record Copies)

Dates: 1974 -

Volume: 101 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: Alphabetical by Subject and Chronological

In addition to administrative correspondence and related memoranda, this file series includes legal briefs, duplicate court documents, Law summaries, and other legal research and analysis papers.

Recommendation: Retain in office until administrative/ research value has expired, then transfer to the University Archives for appraisal and possible retention. *

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Item No. Record Series Title, Description and Recommendation

49A. Fiscal Transaction Files (Departmental Copies)

Dates: 1995-
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the departmental copies of purchase orders, voucher schedules, paid bills, requisitions, etc. documenting the expenses of the Occupational Information and Placement Office for goods and services purchased. Original fiscal records are maintained by the University's Business Office for six (6) years per item 63 of approved state Records Application 87-147.

This application item supersedes item #49 of application 85-148 in order to reduce the retention period from six (6,) years to three (3) years.

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

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Item No. Record Series Title, Description and Recommendation

50. Credential "Holding" Files

Dates: 1970 -
Volume: 5 Cu. Ft.
Annual Accumulation: Negligible.
Arrangement: Alphabetical

These files contain relevant information (e.g., student teacher evaluation reports, letters of recommendation) which is assimilated into the students' credential files once all the materials are gathered.

Recommendation: Retain the student teaching evaluations for fifteen (15k years (lapsed from the date of generation), then dispose of (by shredding), providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Retain all other series documents 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. (For the recommended disposition of the credential files refer to the preceding records disposition application item.)

51. Civil service Personnel Files (Duplicates).

Dates: 1970 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible.
Arrangement: Alphabetical

This record series consists of duplicate copies of civil service employees records. Included in these files are evaluations and sick leave and vacation requests.

Original civil service personnel files are kept in the civil Service Personnel Office for sixty-five (65) years as per item #119 of Application 85-147.

Recommendation: Retain in the office for five (5) years following the date of separation of employment, then dispose of providing no litigation is pending or anticipated.

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Item No. Record Series Title, Description and Recommendation

52E. Credentials Registration File (Hardcopy) (Computer Tapes/Disks)

Dates: 1970
Volume: 0.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of credentials reference cards completed by graduates and alumni interested in obtaining positions suitable to their academic backgrounds. All of the latter card file data (dating 1970-1992) have been transferred to computer tape/ disk with no subsequent reference use or updating of the card file. (The recommended disposition of this file series is based on the file's current administrative reference activity.)

Recommendation: Dispose of accumulation of the obsolete credentials registration card file (dating 1790 - 1991). Retain the computer tape/disk formats of the credentials registration file for twenty five (25) years (running from the date of record generation), then reuse and/or dispose of. All computer tape/ disk maintenance and preservation procedures are to be fully applied.

OFFICE OF STUDENT ACTIVITIES

53. Contract File - Student Life Programs

Dates: 1974. -
Volume: 10 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological by year

This record series contains a file for each individual event sponsored by the Student Activities Office. This file contains contracts; a summary of any riders involved in the arrangement; advertising records; and a broch or flier about the event. Copies are forwarded to the Business Office.

Recommendation: Retain in office for six (6) years, then transfer to the University Archives for appraisal and possible retention. *

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54. Minutes of Meetings (Originals)

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

This record series consists of original minutes of meetings of the Council on Student Activities..

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

55. Student Activity Fund File (Duplicates)

Dates: 1974 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of monthly computer printouts from the Business Office indicating the allocation of funds disbursed to student organizations. Included in this file are requests for funds from student organizations and fee accounts.

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.

STUDENT GOVERNMENT OFFICE

56. Administrative Correspondence File

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

This record series consists of the administrative correspondence files of the Student Government Office. Included are letters informing students on University policies, requests for speakers by various organizations, requests for information and correspondence with other student government organizations.

Recommendation: Retain in the office for three (3) years, then transfer to the University Archives for appraisal and possible retention. *

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57. Minutes of Meetings of Board of Governor's of State Universities and Colleges (Duplicate)

Dates: 1979 -
Volume: 0.75 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the Student Government Association' s copies of meetings of minutes from their Governing Board. **The originals of these meetings are maintained by the Board of Governor's (in Springfield) on a permanent basis.**

Recommendation: Retain three (3) years then review material and dispose of that which has no further administrative value.

58. Minutes of the Student Senate (Original)

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

This record series consists of the original minutes of the meetings of the Student Senate and its committees.

Recommendation: **Retain in office permanently and prepare one (1) complete set of Student Senate Meetings Minutes for transfer to the University Archives. ***

UNIVERSITY HOUSING & DINING SERVICES

59. Administrative Correspondence

Dates: 1970 -
Volume: 42 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological

This record series consists of the Administrative Correspondence files for the office of Student Residential Programs. The records include: internal and external reports; correspondence from other university departments; building programs; and minutes of meetings, etc.

Recommendation: Retain for three (3) years in office, then review files and weed out any materials containing information which has long term historical value. Transfer this material to the University Archives for permanent retention, Re cords which do not possess any historical value or administrative value are to be disposed of.

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60. Conference Center Files

Dates: 1976 -
Volume: 12 Cu. Ft.
Annual Accumulation: 1 Cu. Ft..
Arrangement: Alphabetical by Group

This record series consists of files created and maintained for each camp or conference held at Western Illinois University where the University Residence Halls are used and the University provides food service for the conference/camp. A typical file will contain: (1) contract (negotiated annually) between the University and the organization which stipulates the terms and conditions of the use of University facilities and services to be provided; (2) budgets for all expenditures associated with the camp or conference; (3) Billing Notices, requisitions, invoice vouchers, paid bills, purchase orders, deposit slips, cancelled checks, and all other fiscal documents necessary for the procurement of goods and payment of the expenses for the camp/ conference; (4) listings of room assignments and room reservations forms; (5) Damage Notices sent to the organization for reimbursement of re- pair expenses due to the camp/ conference and (6) correspondence between the camps and Conference Housing Office and the organizations.

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..

61. Fiscal Transaction File (Duplicates) .

Dates: 1963 -
Volume: 48 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: By Fiscal Year.

This record series consists of the Fiscal Transaction Files for the office of Student Residential Programs. The records generally include: requisitions; purchase orders; and receiving reports (originals and some duplicate). Original fiscal records are maintained by the University's Business Office for six (6) years as per item #56 of 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.

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Item No. Record Series Title, Description and Recommendation

62. Food Service Participation Reports

Dates: 1982 -
Volume: 5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of residence hall food service reports indicating a student's name, social security number, type of meal plan chosen and the total number of meals by month and semester.

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

63. Graduate and Family Housing File

Dates: 1978 -
Volume: 14 cu. Ft.
Annual Accumulation: 2 Cu. Ft..
Arrangement: Alphabetical.

This record series consists of housing adplications, apartment deposit receipts, lease agreements, single parent agreement forms, requests for contract cancellations and correspondence.

Recommendation: Retain two (2) years in office after expiration of contract and/or return of security deposit to student, then dispose of providing no litigation is pending or anticipated.

64. Judicial Files

Dates: 1980 -
Volume: 40 Cu. Ft. (Originals)
Annual Accumulation: 5 Cu. Ft.
Arrangement: Alphabetical by Student

This record series consists of the Judicial Files for the office of Student Residential Programs. It includes all documents used to officially notify a student that he/she has been charged with a violation of a State or University regulation or statute. The information further includes: incident reports; formal depositions; correspondence to student about the case; letters to the student's parents; and all correspondence regarding the resolution of the case.

Recommendation: Retain five (5) years in office, then dispose of provided all litigation is closed.

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Item No. Record Series Title, Description and Recommendation

65. Personnel Records

Dates: 1974 -
Volume: 17 Cu. Ft.
Annual Accumulation: 1.5 Cu. Ft.
Arrangement: Alphabetical by Name

This record series consists of original personnel records for professional staff and student workers and duplicate records for civil service employees. so contained in these files are resident assistant records (i.e. appointment letters, employment authorizations, evaluations and correspondence). Original personnel files for civil service employees are maintained in the Civil Service Office's Personnel Files (see item # 119 of Application +85-147.

Original records of students' participation in the University Student Employment Program and the Work Study Program are maintained in the Financial Aids Office for five (5) years. See item #29 of Application #85-148.

- Recommendation:
1. For original personnel records of faculty retain sixty-five (65) years in office then dispose of providing no litigation is pending or anticipated.
 2. For civil service and student records retain five (5) years after separation of employment then dispose of providing no litigation is pending or anticipate

66. Residence Hall Contract File

Dates: 1983 -
Volume: 48 Cu. Ft.
Annual Accumulation: 24 Cu. Ft.
Arrangement: Numerical by Document Number

This record series consists of undergraduate residence hall contracts renewable on a yearly basis, confirmation cards, Lifestyle Preference Form Questionnaires (i.e., double or single rooms, Honor Floors, etc.) and correspondence with students and parents.

- Recommendation:
- Retain in office for two (2) years after -expiration of contract and/or return of security deposit to student, then dispose of providing no litigation is pending or anticipated.

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

67. Student Data Base Records

Dates: 1975 Hard Copy, 1983 Tape -
Volume: 18 Cu. Ft.
Annual Accumulation: 1.5 Cu. Ft.
Arrangement: Chronological

This record series consists of the student data base records for the office of Student Residential Programs. The records generally include maintenance history indicating any change in the University student data base that relates to housing, lifestyle, etc.

The information further includes room assignments by residence hall lists (prepared each semester) and an alphabetical list which lists all students alphabetically and where they live on campus.

Recommendation: Retain and update information at the discretion of the agency.

OFFICE OF STUDENT ACTIVIES

68. General Administrative Correspondence File

Dates: 1978 -
Volume: 10 Cu. Ft.
Annual Accumulation: 1.5 Cu. Ft..
Arrangement: Chronological

This record series consists of administrative correspondence with other organizations in the union and on campus. Also included are the Annual Reports of Union Activities which list and describe conferences and events held in the union, attendance at those events, union staff changes, and goals and objectives for next year, among other things.

Recommendation: Retain in the office for three (3) years, then review and weed files, transferring materials having historic value (i.e. annual reports) to the University Archives for permanent retention and dispose of the nonarchival materials. *

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

69. Personnel Records (Duplicates)

Dates: 1968 -
Volume: 1.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the assistant vice-president's/director's copies of personnel files of administrative personnel. These files may contain a copy of the employee's contract, resumes, interview records, letters of offering of the position, correspondence with or about the employee's performance, copies of evaluations and letters of resignation.

Recommendation: Retain in the office for five (5) years after separation of employment then dispose of provided no litigation is pending or anticipated.

70. Student Activities File

Dates: 1978 -
Volume: 5.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by Organization

This record series consists of copies of student organizational budgets and correspondence with sororities and fraternities, the University Union Board and the Student Government Association. Included in these file are copies of minutes of meetings of student organizations . Original minutes of meetings are maintained in the Student Activities Office.

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

STUDENT UNION DIRECTOR'S OFFICE

71. Administrative Correspondence and Internal Memoranda (Originals and Duplicates)

Dates: 1982 -
Volume: 1.5. Cu. Ft.
Annual Accumulation: 0.5 Cu. Ft.
Arrangement: Chronological and Alphabetical by Subject

This is the routine administrative correspondence file of the Student Union Director's Office documenting the Office's work of events scheduling, conference scheduling, monitoring pertinent operations of vendors doing business within the Union, and the monitoring and/or coordination of various auxiliary and physical services and related projects associated with the Union.

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

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

72. Administrative/ Reference Files

Dates: 1983 -
Volume: 0.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by Subject

This record series consists of records concerning the operation of offices in the Union; progress reports on their operations; information concerning the Hardee's restaurant; and related correspondence.

Recommendation: Retain 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.

73. Auxilery Facility Systems Administrative Reference File (Reference Duplicates)

Dates: 1983 -
Volume: 0.75 Cu. Ft.
Annual Accumulation: Less than 0.5 Cu. Ft.
Arrangement: Chronological

This file series consists of the Director's Office reference copies of administrative files and reports pertinent to the University's Auxiliary Facilities System and related Student Union operations. Series contents include: facility use contracts with vendors (renewed annually), Auxiliary Systems Annual Reports, and various progress/ status reports on sales and operations. The Office of the Vice-President for Student Affairs receives the original or record copies of these documents.

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

74. Event Promotional Files (Originals or Record Copies)

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

These files contain file copies of advertising brochures and production coordinating planning and cost estimate documents maintained in connection with various events/activities involving the Union.

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

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

75. Fiscal Files (Duplicate)

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

This record series consists of direct pay authorizations and requisitions. Original records of fiscal transactions are maintained by the University's Business Office for six (6) years in accordance with item # 63 of Application #85-147.

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

76. Office Copy Personnel Files (Duplicates)

Dates: 1965 -
Volume: 1.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical and Chronological

The office copy personnel files contain duplicates of employment requisition forms, employment applications, employment contracts, employee time an attendance records, performance evaluations, and documentation of salary adjustments and other related personnel transactions. Original files are maintained in either the University's Civil Service Personnel Office, the Office of the Provost and Academic Vice-President (for faculty personnel members), or the Student Personnel Office, whichever is applicable for the employees job title or classification.

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

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

77. Union Physical Layout and Remodeling Files (Originals and Record Copies)

Dates: 1970 -
Volume: 1.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This file contains office copies of specifications, floor plans, and remodeling project cost estimation records generated from the physical maintenance of the Union with respect to space/ layout planning and repair/remodeling improvements.

Recommendation: Retain in office for five (5) years from the date of completion of project or for five (5) years from the date the records are created, whichever is applicable, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Any material the office wishes to dispose of must be offered to the University Archivist prior to disposal for appraisal and possible retention. *

78. Direct Purchase Authorizations and Requisitions (Duplicates)

Dates: 1970 -
Volume: 5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

These are office copies of Direct Purchase Authorizations and Requisitions. Originals are processed and maintained by the University's Office of Business Services.

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

UNIVERSITY UNION - ASSISTANT DIRECTOR'S OFFICE

79. General Administrative Files (Agency Record Copies and Duplicates)

Dates: 1984 -
Volume: 1.5 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series contains correspondence regarding scheduling of campus activities, reports from the building supervisor, food service, and other areas of the Union concerning operation of the Union. Also included are night security reports submitted by the night building supervisor.

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

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

80. Conference and Campus Coordinator's Files (Agency Record Copies)

Dates: 1979 -
Volume: 1.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Included in this record series are the conference and campus coordinator's document for planning an event to be held on campus. Included are requests to hold an event on campus, which shows the proposed use, any special equipment needed, food service needs, and housing arrangements.

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

81. Property Control Records

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

This record series consists of inventory printouts of all equipment the University Union (with property control numbers and a brief description), transfer sheets and depreciation write-offs. These are updated yearly.

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.

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and RecommendationUNION BOOKSTORE

82. Administrative Correspondence Files

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

This record series contains correspondence to and from the Union Book store concerning book and supply purchases, personnel, another matters.

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

83. Author Index File

Dates: 1982 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by Author

This record series consists of an index card for each book that instructors have requested the bookstore to maintain until further notified. Each card is filed by the author, has the book's title, price and copyright date

Recommendation: Retain until information is no longer current then dispose

84. Book Index File

Dates: 1982 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by Author

This record series consists of a card reference file on all books purchased by the Bookstore listing the book title, author, purchase order number, and price. This file is used for internal reference only.

Recommendation: Dispose of at the discretion of the office.

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

85. Class Enrollment Records

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

This record series consists of computer printouts showing the number of students enrolled in each class each semester to aid in determining the number of books needed for each class.

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

86. Class Enrollment Printouts

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

This record series consists of monthly class rosters used to determine the inventory of books and supplies necessary to be kept on hand..

Recommendation: Retain the monthly reports for one (1) full year, then dispose of all but the year-end printout. This is to be maintained for two (2) years, then disposed of.

87. Credit Receiving Reports (Duplicates)

Dates: 1982 -
Volume: 3.75 Cu. Ft.
Annual Accumulation: 0.5 Cu. Ft.
Arrangement: Chronological

This record series consists of Credit Receiving Reports with supporting DPA's (direct payment authorizations). These reports give a record of credit with book companies (e.g. for damaged books) , showing the date, credit number quantity of books involved, title, unit cost, unit retail, total credit and total retail. Original fiscal records are maintained by the University's Business Office for six (6) years as per Application #85- 147 item #63.

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.

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

88. Department Charge Slips

Dates: 1982 -
Volume: 1.5 Cu. Ft.
Annual Accumulation: 0.5 Cu. Ft.
Arrangement: Chronological

This record series consists of charge slips for purchases to be charge to various department's accounts.

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.

89. Faculty Order Forms

Dates: 1984 -
Volume: 1.5 Cu. Ft.
Accumulation: 1.5 Cu. Ft.
Arrangement: Chronological

This record series consists of notebook binders containing forms used by faculty to order special books and supplies through the bookstore.

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.

90. Fiscal Records (Duplicate)

Dates: 1977 -
Volume: 18.5 Cu. Ft.
Annual Accumulation: 2.3 Cu. Ft.
Arrangement: Chronological

This record consists of purchase orders and invoices paid to publisher and school, suppliers. Original fiscal records are maintained by the University's Business Office for six (6) years as per item #56 of Application #85-147.

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

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

91. Inventory/Packing Slip Files

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

This record series consists of printouts of all stock in the bookstore and the packing slips delivered with the merchandise which state the content of each package received by the Bookstore.

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

92. Computer Printouts of Inventory Accounts

Dates: 1985 -
Volume: 075 Cu. Ft.
Annual Accumulation: Cu. Ft.
Arrangement: Chronological

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. Stock Inventory Listings

Dates: 1979 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by Fiscal Year

This record series contains stock inventory listings - one (1) loose- leaf binder for each fiscal year.

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.

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

94. Packing Slips for Returned Books

Dates: 1982 -
Volume: 5.25 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

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.

95. Purchase Orders (Duplicates)

Dates: 1982 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

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

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

~~96. Student Employee Personnel Files (Record Copies)~~

Superseded by University Wide Application No. 18-22 Item No. 3

~~Dates: 1985 -
Volume: 1 Cu. Ft.
Annual Accumulation: 4 Cu. Ft.
Arrangement: Alphabetical by Name~~

~~This record series contains student time sheets and applications for employment. Original records of students' participation in the University's Student Employment Program and Work Study Program are maintained by the University's Financial Aids Office for five (5) years (see item #29 of Application #85-148.~~

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

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

97. Paid Invoice Vouchers (Duplicates)

Dates: 1983 -
Volume: 10.5 Cu. Ft.
Annual Accumulation: 5 Cu. Ft.
Arrangement: Chronological

This file contains invoice vouchers for payment of books to book companies. Originals are maintained in the Business Office for six (6) years as per item #63 of Application #85-147.

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

UNION FOOD SERVICE98. Employee Attendance Records

Dates: 1982 -
Volume: 8 Cu. Ft.
Annual Accumulation: 2 cu. Ft.
Arrangement: Alphabetical

This record series consists of time cards and monthly attendance record for student workers and civil service employees of the Union Food Service. Original records of students' participation in the University's Student Employment Program and the Work Study Program are maintained by the University's Financial Aids Office for five (5) years, see item #29 of Application #85- 148.

Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

99. Food Contracts with Related Billings (Originals)

Dates: 1975, 1979 Volume : 19 cu. Ft.

Annual Accumulation: 3 Cu. Ft.

Arrangement: Chronological

This record series contains contracts with food services (most for one year only) for the Lincoln Room, the Delta Deli, the 1899 Sweet Shoppe, and catering for meetings held in the Union. Supporting and related billings include food and supply invoices, cash register tapes and receipts

Recommendation: Retain in office for 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.

100. Liquor Stock Inventory (Original)

Dates: 1982 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

Inventory of the liquor supply used by the University Union for special dinners and events.

Recommendation: Retain in the office for one (1) year, then dispose of provided all audits have been completed.

STUDENT UNION BOX OFFICE

101. Event Files (Originals or Record Copies)

Dates: 1979 -

Volume: 3 Cu. Ft.

Annual Accumulation: 0.5 Cu. Ft.

Arrangement: By Event and Chronological

These are the office administrative files of the various events and event ticket sales promoted and sold from the Student Union Box Office. The file series consists of contracts signed by organizations for whom the promotion or event is staged, complimentary ticket lists of individuals who have signed off for the tickets, ticket manifesto showing number of tickets and price of each with results of audits performed after the event, final audit document signed by the road manager, production company (etc.) if relevant, and related correspondence/memoranda regarding ticket sales, sale refunds, or other related matters. Audit results are transmitted to the individuals/organizations staging the event, and in appropriate cases, the University's Office of Business Services. The University's Office of Internal Audit has audited this series one (1) occasion and has incidentally recommended a three (3) year retention period for this record series.

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.

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

102. Event Promotional Files (Reference Copies)

Dates: 1981 -
Volume: Negligible
Annual Accumulation: Negligible.
Arrangement: By Event

This file series consists primarily of sample brochures and attendant price information maintained as event promotional working files.

Recommendation: Upon the expiration of administrative value, transfer to the University Archives for appraisal and possible retention. *

103. Unsold Ticket and Ticket Stubs from Various Events (Originals)

Dates: 1982 -
Volume: 24 Cu. Ft.
Annual Accumulation: 6 Cu. Ft
Arrangement: Chronological

Recommendation: Retain in office for three (3) years, then dispose of, providing all necessary audits have been completed under the supervision of the Auditor General.

104. Year End Reports (Record Copies)

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

These are the office copies of Year End Reports compiled for inclusion in the Vice-President's Annual Reports for Student Affairs.

Recommendation: Retain in office until administrative value has expired, then dispose of, providing the reports are first offered to the University Archives for permanent retention. *

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and RecommendationUNION BUSINESS OFFICE

105. Administrative Correspondence and Reference File

Dates: 1983 -
Volume: 3 Cu. Ft.
Annual Accumulation: 0.5 Cu. Ft.
Arrangement: Alphabetical by Subject

This record series consists of copies of student work schedule, sales tax regulations, bills and lists of students who have charge accounts at the University Union.

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

106. Daily Cash Sheet Files (Duplicate)

Dates: 1983 -
Volume: 3 Cu. Ft.
Annual Accumulation: 0.5 Cu. Ft.
Arrangement: Chronological

This record series consists of daily cash sheets generated by various departments with the Union (e.g. Union Bookstore) which shows the amount of cash deposit for the day by section and sub-code. The original documents are housed in the University Business Office for three (3) years as per item #51 of Application #85-147.

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

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

107. Fiscal Transaction File (Duplicate)

Dates: 1982 -
Volume: 7.5 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological

This record series consists of invoices and billings generated by the University Business Office to various campus departments and outside groups for their use of the Union and its facilities. This series also contains space requisition forms from the Union Scheduling Offices. The original documents are housed with the University Business Office for six (6) years as per item 63 of Application 85- 147.

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

108. ~~Student Worker Files (Duplicates)~~

Superseded by University Wide Application No. 18-22 Item No. 3

~~Dates: 1979 -
Volume: 0.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological~~

~~This record series consists of student worker time cards and student worker requisitions. Original student worker time cards are maintained in the Payroll Office.~~

~~Original records of students' participation in the University's Student Employment Program and the Work Study Program are maintained by the University's Financial Aids Office for five (5) years. See item of Application #85-148.~~

~~Recommendation: Retain two (2) years in office, then disposing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.~~

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and RecommendationUNION INFORMATION DESK

109. Fiscal Transaction File (Duplicates)

Dates: 1975 -
Volume: 18 Cu. Ft.
Annual Accumulation: --
Arrangement: Chronological by Fiscal Year

This record series consists of the fiscal transaction files of the Union Information Desk. The records generally include; direct pay authorization with vouchers attached (duplicates), deposit slips, recapitulation sheets, and daily cash balance sheets. 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) 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.

110. Guest Room Folios

Dates: 1982 -
Volume: 5 Cu. Ft.
Annual Accumulation: Cu. Ft.
Arrangement: Chronological

This record series consists of guest room folios maintained by the Union Information Desk. This file is a record of guests who have stayed at the University Union.

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

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and RecommendationUNION SCHEDULING

111. General Correspondence

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

Recommendation: Retain one (1) year, then dispose of.

112. Major Events Files

Dates: 1978 -
Volume: 41 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the initial requisition of a group to use University Union facilities; an agenda of the event, and related correspondence.

Recommendation: Retain in office 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.

UNION TICKET OFFICE

113. Promotional Files

Dates: 1981 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of information from promoters on prices, schedules and descriptions of shows.

Recommendation: Retain 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.

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

114. Show Files

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

This record series consists of a file for each show sponsored by the Union Ticket Office. These files contain any information on tickets; list of complimentary tickets; a copy of the ticket manifest; a sales audit after each show; and general correspondence on refunds, promoters, and the press.

Recommendation: Retain in office 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.

115. Year-End Reports (Original)

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

This record series consists of an annual report to the Director of Special Programs and forwarded to Vice-President of Student Affairs. This report includes a summary of all events, promotional activities, and ticket sales.

Recommendation: Retain permanently.

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

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and RecommendationGWENDOLYN BROOKS CULTURAL CENTER

116. Fiscal Administration Files

Dates: 1975-

Volume: 80 Cu. Ft.

Annual Accumulation: 3 Cu. Ft.

Arrangement: Chronological by year, Alphabetical by name

This record series consists of documents of fiscal transactions completed by the Gwendolyn Brooks Cultural Center. Contents include direct payment authorizations, cash deposit slips, computer printouts of account statements from student organizations and departments, purchase orders, and budget/accounting information. The University's Business Office maintains agency record copies of financial statements, purchase orders, and other fiscal documents for six (6) years per items 53 and 57 of application 85-147. Original purchase orders are maintained for ten (10) years per item 1 of application 90-86.

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.

117. Annual Reports (Originals)

Dates: 1969-

Volume: 2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological by year

This record series consists of documents which summarize yearly activities and goals related to the operation of the Gwendolyn Brooks Cultural Center. Data include director's summary, synopsis of programs/activities, facility utilization, activities of the director (i.e. presentations, special awards, programs in residence halls, teaching assignments, committee activities, professional associations), overviews of student organizations (i.e. heritage assembly, dance troupe, renaissance writers, international friendship club, black student association), comparisons of goals with Center objectives for previous years, personnel overviews, equipment purchased, items donated, wish lists, and conclusions.

The annual reports are transmitted to the President's Office. Only summary information from the annual reports appear in the President's Annual Report. The latter report is maintained permanently by the President's Office per item I of application 85-148. The University's Library permanently maintains its "Annual Reports" per item 132 of application 85-149.

Recommendation: **Transfer to the University Archives for permanent retention. ***

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

118. Administrative Correspondence with Related Memoranda and Attachments

Dates: 1996-

Volume: 125 Cu. Ft.

Annual Accumulation:4 cu. Ft.

Arrangement:Chronological by year, Alphabetical by name

This record series consists of correspondence exchanged by the Gwendolyn Brooks Cultural Center and other offices of the University, federal/state offices, and groups/individuals external to the University. Files also include memos, initial drafts, working papers, duplicate minutes, and event/promotional information on student organizations.

Recommendation: Retain in office for three (3) years, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all extraneous materials after retaining all record series items having archival value for permanent retention. *

DISABILITY SUPPORT SERVICES

119. Administrative Correspondence With Related Documents

Dates: 1995-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year, Alphabetical by name

This record series consists of incoming and outgoing correspondence exchanged with federal/state governmental agencies, units of the university, and other external groups/individuals. Files also include memos, initial drafts of narratives, completed survey forms, statistical tables, charts, graphs, and supporting documentation.

Recommendation: Retain in office for three (3) years, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all extraneous materials after retaining all record series items having archival value for permanent retention. *

120. Fiscal Administration and Budget Files

Dates: 1995-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of files which indicate various fiscal transactions of the DSS (Disabilities Support Services) Unit. Contents include Direct Pay Authorizations, Request for Purchases, Purchase Orders, Travel Requests, and Expenditure Printout Reports. WIU's Vice President for Administrative Services maintains all of the following fiscal documents for six (6) years per application 85-147: Purchase Orders per item 57, Monthly Reconciliation's per item 58, Vouchers per item 64, and Central Payroll Files per item 87. Original Purchase Orders are maintained by Department of Central Management Services for ten (10) years per Application 90-86.

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.

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

121. Student Disability Case Files (Originals)

Dates: 1982-
Volume: 14 Cu. Ft.
Annual Accumulation: 1 cu. Ft.
Arrangement: Alphabetical by name

This record series consists of files which identify students who apply for disability status pursuant to the federal "Americans With Disabilities Act." The DSS Unit accepts applications for disabled status and provides for eligible students to receive advice and unique accommodations/media for course testing.

Contents include personal conference anecdotal notes, reference documentation on the nature of the student's disability, Communication Verification and Testing Accommodations Forms (i.e. student's name, address, social security number, phone number, course number, instructor, location of testing procedure, delivery and pickup of testing materials, instructor's signature), Testing Proctoring Contract (i.e. list of student responsibilities in taking the exam, signature of student, and date), and supporting correspondence.

SIU Carbondale maintains "Student Files" (for Disabled Students) for five (5) years following last date of attendance per item 420.05 of Application 87-64.

Recommendation: Retain in office for ten (10) years following the date of last attendance/or graduation, then dispose of (by shredding) provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

122. Application Contact Sheets (Originals)

Dates: 1990-
Volume: 0.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year, Alphabetical by name

This record series consists of documents which verify interest in the University's disability program by individuals who applied to DSS(Disability Support Services) but never enrolled at WIU, students who enrolled at WIU and applied for DSS but did not participate in DSS, and students who enrolled at WILT and participated in the DSS program. For the latter students, a separate student disability case file is developed and maintained by the university for five (5) years per item 3 of this application if approved.

Contents include a "Student Contact Sheet" (i.e. student's name, date, social security number, matriculation date, home address, school address, phone, type of disability, specific diagnosis, type of accommodations needed, type of admission program, college major, type of action taken, method of contact with the student), and supporting correspondence.

Recommendation: For documents related to individuals who never enrolled at WIU or the DSS program, retain in office for five (5) years after the date of last contact and/or application submissions, 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.

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

For documents related to students enrolled at WIU or students enrolled at WIU and the DSS program, retain in office for five (5) years following the date of last attendance and/or graduation, then dispose of (by shredding) provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

123. Alternative Test Accommodation Request and Receipt Forms (Originals)

Dates: 1994-

Volume: 2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological by year

This record series consists of documents which are used by the agency to verify that DSS students are applying to take course examinations under different accommodations and/or environments.

Contents include "Test Accommodation Requests" (i.e. name of student, phone number of student, type of assistance/equipment needed, test date, name of class, name of instructor, test time-place) and "Test Receipts" (i.e. time of test, student's name, instructor's name, course title and number, special instructions, time started/finished, test returned to/by, method of delivery).

Recommendation: Retain in office for five (5) years after the date of last attendance and/or graduation, then dispose of (by shredding) provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

124. Part-Time Employee Files

Dates: 1995-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of files identifying part-time working for DSS (Disability Support Services). Employees students, undergraduate students, or non-students.

The files contain time sheets, work schedules, requests for payments, W-5s, 1-9's, and Notice of Employee Status Forms. original time sheets and work schedules but the other record series maintained in original form by the University's Office of Human twenty (20) years per item 121 of Application 85-147.

Superseded for graduate and undergraduate students. Use University Wide Application No. 18-22 Item No. 3.

Recommendation: Retain in office termination/separation from respective employee(s), then dispose providing no litigation is pending

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and RecommendationGO WEST BUS SERVICES

130.00. Fiscal Administration Files (Departmental Copies)

Dates: 1999 -

Volume: 13 Cu. Ft.

Annual Accumulation: 1 Cubic Feet

Arrangement: Chronological

This record series consists of the fiscal administration files maintained by the Go West Transit System of Western Illinois University. Files generally include departmental copies of the following: purchase orders, invoice vouchers, inter-campus billings, fiscal officers reports, collection reports (all receipts paid), account statements, and copies of the Budget. Originals are maintained for six (6) years in the University Office of Business Services.

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

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and RecommendationBEU HEALTH CENTER

500.01 Employee Medical Records (Originals)

Dates: 2000-
Volume: 15 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series is maintained as a record of the medial history of university staff receiving treatment at the University Health Center. Also included is information regarding prescriptions, x-rays, lab data, examination records, health statements, information, information from employees' private physicians, and parental consent forms.

This item supersedes State Records Application 85-148, item 34 in order to extend the length of the retention period from "Retain in the office for ten years after the most recent patient care usage" to "Retain for thirty (30) years after separation from employment" per agency request.

Recommendation: Retain original records for thirty (30) years after separation from employment, then destroy in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

500.02 Health Services Fiscal Records (Duplicates)

Dates: 2000-
Volume: 30 Cu. Ft.
Annual Accumulation: 2.75.Cu. Ft.
Arrangement: Chronological

This record series consists of copies of vouchers, for goods and services, accounting ledgers, check requests, deposit slips, budget records, purchase orders, requisitions, profit and loss statements and other related fiscal documents generated and/or received by Health Services. Originals are maintained by the Business Office for six (6) years per item 63 of State Records Application 85-147. This item supersedes State Records Application 85-148, item 35 in order to include this item in this revised State Records Application (No change in the previously approved recommendation is requested).

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

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

500.03 Student Medical Records (Originals)

Dates: 2000-
Volume: 200 Cu. Ft.
Annual Accumulation: 18 Cu. Ft.
Arrangement: Alphabetical

This record series is maintained as a record of the medical history of students receiving treatment at the Health Center. Included is information regarding prescriptions, x-rays, lab data, examination records, health statements, information from the student's private physician, and parental consent forms.

This item supersedes State Records Application 85-148. item 36 to reduce the retention period from" ten (10) years after the most recent patient care usage" to "six (6,) years after the most recent patient care usage" per agency request.

Recommendation: Retain in the office for six (6) years after the most recent patient care usage or for four (4) years after the age of majority if the patient is a minor, whichever later, then destroy in a secure manner or delete from the system provided all audits have been completed, necessary, and no litigation is pending or anticipated.

500.04 Prescription Files (Originals)

Dates: 2000 -
Volume: 20 Cu. Ft./6 GB
Annual Accumulation: 1.75 Cu. Ft/625 MB
Arrangement: Alphabetical

This record series consists of the Health Services Pharmacy's copies of all prescriptions filled. Copies are maintained in the "Student Medical Records" file per item 500.03 of this Application.

This item supersedes State Records Application 85-148, item 37 in order to include "after the date the prescription is filled" to the recommendation.

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

VP for Student Services

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

500.05 X-Rays and X-Ray Interpretations (Originals)

Dates: 2000 -
Volume: 8 Cu. Ft./2.4 MB
Annual Accumulation: 3.75 Cu. Ft./1.1 MB
Arrangement: Alphabetical

This record series consists of student x-rays and x-ray interpretations. A copy of the original is filed in the patient's medical record files.

This item supersedes State Records Application 85-148, item 38 in order to include "destroy in a secure manner" to the recommendation.

Recommendation: Retain all films in their original state for five (5) years after graduation or date of last attendance, then destroy in a secure manner or delete from the system except:

- 1) Retain all original (normal and abnormal) films pertaining to cases in litigation, or the probability thereof is anticipated, until the litigation is concluded or for twelve (12) years, whichever is longer, then destroy in a secure manner or delete from the system.
- 2) Retain permanently any original film considered unique.

Note: This Application was deferred to clarify commission members suggestions 6/15/11 and approved 7/20/11.

500.06 Medical Immunization Records (Agency Record Copies)

Dates: 1989-
Volume: 28 Cu. Ft.
Annual Accumulation: 6 Cu. Ft.
Arrangement: Alphabetical and Chronological

This record series consists of the student Medical Immunization Records maintained by Western Illinois University. These records are used as a prerequisite to enrollment and to fulfill public health reporting requirements. Contents of the forms include name of student, type of immunization, physician's signature, and exemption of immunization.

Recommendation: Retain for three (3) years after date of student degree or separation from the University, whichever is later, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.