

## VICE PRESIDENT FOR ADMINISTRATIVE SERVICES

Application Nos. 85-147 to 85-147A-K

## Table of Contents

<u>Office-Department</u>	<u>Page</u>
Executive Office	2
Facilities Management	3, 4, 7
Campus – Golfer Logs	4
University Technology (uTECH)	6
Document and Publication Services (DPS)	8, 12, 15, 53
Garage	11
Mail Room	13
Vending	14
Business and Financial Services	16
Director’s Office	16
Accounting Office	17
Billing and Receivables	44
Veterans Resource Center	49
Purchasing	51
Payroll	56
Human Resources/Civil Service Personnel	69
Facilities Management	74
Public Safety	78

**VP for Administrative Services**  
RECORDS RETENTION SCHEDULE  
(Application of Authority to Dispose of State Records)

Item No. \_\_\_\_\_ Record Series Title, Description and Recommendation \_\_\_\_\_

**EXECUTIVE OFFICE**

1. Administrative Correspondence (Originals & Duplicates)

Dates: 1947 -  
Volume: 150 Cu. Ft.  
Annual Accumulation: 4 Cu. Ft.  
Arrangement: Chronological/Alphabetical

This record series consists of annual financial reports, copies of Board of Governor's meeting minutes and executive director's reports, copies of Auditor General's audit reports, correspondence received and generated by the Vice—President, which includes correspondence with the Board of Governor's office, interoffice communications, letters to and from parents regarding bills incurred by students, etc.

Recommendation: Retain in the office for three (3) years, then weed files and dispose of records no longer having any administrative/ fiscal, legal or historical value and retain in the office permanently or transfer to the University Archives any records of Archival value. \*

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

1. Contracts (Duplicates) **This a duplicate number and Item No.1 is correct and is under Application #85-147G** (Replaced Application #85-147 Item #3).

Dates:	1979-
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by Year

This record series contains copies of executed contracts for goods and services as well as non-executed contracts, contract obligation documents and related correspondence. Agency record copies of the record series are maintained in the University's Purchasing Office for five (5) years per item 70 of application No. 85-149. Original "Contracts" are maintained by the State Comptroller's Office for five (5) years following completion of terms per item 3 of application 96-31.

This application item supersedes item 3 of application 85-147 in order to change the media from hardcopy to electronic (No other revision of the previously approved disposition is proposed.)

Recommendation: For hard copy documents dated July 1979 through June 01, retain each year of accumulation for three (3) years, then dispose of provided all audits have been completed and under the supervision of the Auditor General, if necessary, no litigation is pending or anticipated.

For documents dated July 01 and ongoing, scan the original Hard copy to inalterable electronic media on the agency's central server, then dispose of the hard copy. The original hard copy is to be scanned to the inalterable electronic media in Tagged Image File Format. Also, all electronic media to be employed are to be guaranteed by the manufacturer(s) to last for the duration of the retention period(s) approved for the disposition of the series.

Retain electronic information in office for three (3) years, then dispose of on the agency's central server, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

All computer/disc maintenance and preservation procedures are to be fully applied. If equipment and programs which provide access to the data base involved are updated or replaced, the existing data must remain accessible in the successor format for the duration of the approved period. The Agency is to retain the data off site, which is backed up daily and cumulatively, for two (2) weeks after the date of the back up, then dispose of.

**VP for Administrative Services**RECORDS RETENTION SCHEDULE  
(Application of Authority to Dispose of State Records)

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

## 2. Capital Budget Committee Transaction Files

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

This file series consists of working papers relating to the Capital Budget Committee, which is chaired by the Vice-President of Business Affairs. Included are capital budget project reviews, special studies of capital budget proposals from various departments, and committee meeting minutes.

Copies of progress reports on capital budget projects (such as major renovations and remodeling projects) are kept at the Physical Plant and in the President's Office.

Recommendation: Retain in office ten (10) years, then review and weed files, transferring materials having historical value or fiscal value to the University Archives for permanent retention and disposing of the non—archival materials . \*

3. Contracts (Duplicates) **Superseded by Application No. 85-147G Item No. 1 on page 1A.****FACILITIES MANAGEMENT**

## 4. Building Construction Files (Record Copies)

Dates:	1960-1975
Volume:	2 Cu. Ft.
Annual Accumulation:	N/A
Arrangement:	Alphabetical by Building Name

This file series contains information on the construction of various university buildings. Included are copies of plans and building specifications, monthly construction reports, notes from meetings with contractors during construction, and information as to what company was responsible for the plumbing, wiring and other aspects of the building. Copies of building plans and blueprints are maintained by the University facilities management permanently (see App. #85—147, item #122).

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

**VP for Administrative Services**RECORDS RETENTION SCHEDULE  
(Application of Authority to Dispose of State Records)

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

**CAMPUS RECREATION**

## 5. Golfer Logs (Originals)

Dates:	1973 —
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of logs showing the date, time and name of all golfers using the University golf course.

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

**FACILITIES MANGEMENT**

Item #6-#35 were previously under Auxiliary Services

## 6. Air Travel Records (Agency Record Copies)

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

These reports show the trip destination, names of passengers, names of the pilot and co—pilot, budget information (i.e., the number of hours and the cost per hour), records chartering of aircraft for school personnel, and includes an annual summary report of air travel by staff and students.

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

## 7. Annual Budget Printouts (Duplicate)

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

The annual budget printouts show how much money was budgeted by line item and how much money was spent for appropriated funds and for non-appropriated funds. These reports show the amount

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

collected and the amount expended. The report is divided into several parts showing the above data for the entire department, for copy center services, the mailroom postage services, transportation, transportation services and student help.

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

## 8. Bus Trip Records

Dates:	1975 —
Volume:	5 Cu. Ft.
Annual Accumulation:	0.5 Cu. Ft.
Arrangement:	Chronological

This file series consists of records for each bus trip taken with an off-campus vendor and with a university bus. Included are bus request forms (which indicate the date and destination of the trip, number of people taking the trip, bus company taking the trip, amount billed and department charged), reviews of quotes from various bus companies, and related correspondence.

Recommendation: Retain in office five (5) 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.

## 9. Daily Postage Slips with Data Pac Summarizations

Dates:	1985 —
Volume:	60 Cu. Ft.
Annual Accumulation:	20 Cu. Ft.
Arrangement:	Chronological

This record series consists of bulk mailing and second class mail slips (pink) showing the number of pieces being mailed out per mailing and first class mailings data pac records. The data pac record is reconciled with the summarization slips then key punched. The daily postage slips are submitted by departments and show the sending department, budget number, the number of pieces of mail, name of the sender, and the cost of the mailing(s). This record is used as verification that a department sent out a specific quantity of mail if there is a billing dispute.

Recommendation: A) Maintain daily postage slips thirty (30) days after the end of the fiscal year, then dispose of provided all required audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

B) Maintain data pac summarizations three (3) year in office, then dispose of provided all require audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

## 10. Insured University Vehicle Listings

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

This file contains periodic listings of university vehicles covered by the states self—funded liability policy and the states comprehensive and collision policy. Also included is correspondence deleting or adding vehicles to either policy as they are disposed of or acquired.

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

**University Technology (uTECH)**

## 11. Monthly Copy Center Usage Report by Department

Dates:	April 1985 —
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

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

## 12. Monthly Postage Usage Report and Billings (Agency Record Copies)

Date:	1970 -
Volume:	30 Cu.: Ft.
Annual Accumulation:	2.5 Cu. Ft.
Arrangement:	Chronological

This report is generated monthly to show the postage usage by department and the billings to local and off campus accounts (i.e., credit union, SAGA Foods).

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

**VP for Administrative Services**RECORDS RETENTION SCHEDULE  
(Application of Authority to Dispose of State Records)

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

## 13. Telecommunications File (Agency Record Copies)

Dates:	1970 -
Volume:	150 Cu. Ft.
Annual Accumulation:	12 Cu Ft.
Arrangement:	Chronological

This record series includes records of installation of telecommunication equipment/ billings / telephone inventories, telephone number listings, records of pay telephone rebates, and various reports by type of service or assignment/location of equipment, etc.

Recommendation: Retain in the office for six (6) years, then dispose of providing no litigation is pending or anticipated and providing all audits have been completed under the authority of the Auditor General/ if required.

## 14. Telephone Directory Contracts (Originals)

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

This file contains the original copies of the five-year contracts with vendors to print the university telephone directory.

Recommendation: Retain in office for six (6) years following expiration of the contract, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is anticipated.

**FACILITIES MANAGEMENT**

## 15. Traffic Accident Reports (Agency Record Copies)

Dates:	1970 —
Volume:	3 Cu. Ft.
Annual Accumulation:	--
Arrangement:	Chronological by Date of Accident

This record series consists of a copy of the traffic accident report, witness statements, copies of traffic citations issued (all of which are also maintained permanently in the Office of Public Safety), estimates to repair vehicles, medical reports and related correspondence.



**VP for Administrative Services**RECORDS RETENTION SCHEDULE  
(Application of Authority to Dispose of State Records)

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

Recommendation: Retain in the office for five (5) years after closure of the case then dispose of providing all audits have been completed under the Auditor General if required.

## 16. Vehicle Titles and Registration Cards

Dates:	1969 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	By Vehicle Number

This file series includes the titles and registration cards for all fleet vehicles (cars, trucks, vans, buses and trailers). Original of vehicle ownership/registration are on file with the Secretary of State Office for a ten-year period under provisions of approved Application #83 – 68M.

Recommendation: Retain until vehicle is sold, traded in or reassigned, then dispose of.

**DOCUMENTATION AND PULICATION SERVICES**

## 17. Daily Cash Register Tickets, Receipts and Deposit Slips

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

This record series consists of cash register tickets and receipts for copy service and the related deposit slips.

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

## 18. Daily Charge Slips for Photocopies

Dates:	1984 –
Volume:	2 Cu. Ft.
Annual Accumulation:	2 Cu. Ft.
Arrangement:	Chronological by Day

This record series consists of photocopy request slips which show the number of copies requested, the department requesting them, and a brief description of the item being copied.

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No.                                      Record Series Title, Description and Recommendation

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

## 19. Monthly Photocopy Billings

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

This record series consists of monthly computer printouts showing the amount owed and consequently deducted from each department's or organization's account for photocopies that month. These billings are supported by, and a compilation of the daily charge slips.

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 Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

## 19A. Office Supplies Store Daily Sales Tickets (Originals)

Dates: 2007-  
Volume: 2 Cubic Feet  
Annual Accumulation: 0.5 Cubic Feet  
Arrangement: Chronological

This record series consists of the original sales tickets for the Office Supplies Store. Forms contain the name of the WIU department, account numbers to be charged, dates of purchase, items purchased, price of items, delivery date, and total cost of the order.

Recommendation: Retain for six (6) years, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

## 19B. Vendor Invoices for Office Supplies Store (Duplicates)

Dates: 2007 -  
Volume: 2 Cubic Feet  
Annual Accumulation: 0.5 Cubic Feet  
Arrangement: Chronological

This record series consists of the duplicate copies of Office Supplies Store vendor invoices. These invoices are for items to stock the Office Supplies Store in order to sell the inventory to departments on campus. Original vouchers are maintained by the Business Office for six (6) years.

Recommendation: Retain 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 Administrative Services**  
RECORDS RETENTION SCHEDULE  
(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

---

**GARAGE - FM**

20. Equipment Specification Files

Dates: 1970 —  
Volume: 0.5 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Numerical by equipment number

This file series contains descriptions of and specifications on equipment maintained by the University's motor pool garage.

Recommendation: Retain in the office for two (2) years following the date the respective equipment is sold, traded in or discarded, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipate.

21. Garage Job Sheets

Dates: 1970 -  
Volume: 10 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: By Vehicle Number

This record series consists of job sheets concerning repair work done on university vehicles at the garage. Each sheet lists the problem with the vehicle, the name of the person doing the job, parts used and time involved for the repair.

Recommendation: Retain in the office for two (2) years following the date the respective vehicle is sold or traded in, 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.

22. Vehicle Maintenance Records (Agency Record Copies)

Dates: 1970 -  
Volume: 50 Cu. Ft.  
Annual Accumulation: 3 cu. Ft.  
Arrangement: By Vehicle Number

This record series includes vehicle maintenance records prepared by the garage showing any repairs or maintenance of vehicles. Also included are gasoline purchase records and mileage for each vehicle, requests for maintenance, trip sheets and summarization logs.

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No.                      Record Series Title, Description and Recommendation

Recommendation: Retain in the office for two (2) years following the date the respective equipment is sold or traded in, then dispose of providing all audits have been complete under the authority of the Auditor General, if required, and providing no litigation is pending or anticipated.

## 23. Vehicle Assignment Logs (Agency Record Copies)

Dates:                                      1980 —  
 Volume:                                    Negligible (1 binder)  
 Annual Accumulation:                Negligible  
 Arrangement:                            Chronological

This record series consists of scheduling records of vehicles assignment and the beginning and ending mileage each month for each vehicle.

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

**DOCUMENT AND PUBLICATION SERVICES - MAIL ROOM**

## 24. Mail Room Ledger Book (Original)

Dates:                                      1981 —  
 Volume:                                    Negligible  
 Annual Accumulation:                Negligible  
 Arrangement:                            Chronological

This log book is maintained by the mail room to show the daily quantity and cost for bulk mail mailings, second class mailings, first class mailings, postage due, business reply mail, bulk (489 account), catalog, bulk and first class meter usage, and the daily money usage on the first class meter.

Recommendation: Retain in the office for six (6) years after last entry in the ledger, then dispose of providing all audits have been completed under the authority of the Auditor General, if required.

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. \_\_\_\_\_ Record Series Title, Description and Recommendation \_\_\_\_\_

**VP FOR ADVANCEMENT AND PUBLIC SERVICES — MUSEUM — CLOSED 2002**25. ~~Membership Lists (Original)~~~~Dates: 1974~~~~Volume: Negligible~~~~Accumulation: Negligible~~~~Arrangement: Alphabetical~~~~This record series shows the names and addresses of museum members.~~~~Recommendation: Retain in the office permanently.~~26. ~~Museum Budget Records (Record Copy) - Closed 2002~~~~Dates: 1974 —~~~~Volume: Negligible~~~~Annual Accumulation: Negligible~~~~Arrangement: Chronological~~~~This record series consists of computerized annual reports from the Business Office which show how much money was spent, donations to different museum funds, and expenses incurred (e.g. Curator's salary). These reports aid in the tracking of donations and donors to the museum.~~~~Recommendation: Retain in the office for six (6) years or until no longer of administrative value, whichever is longer, 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.~~27. ~~Museum Donor Records — Closed 2002~~~~Dates:~~~~Volume: Negligible~~~~Annual Accumulation: Negligible~~~~Arrangement: Alphabetical~~~~This record series consists of a listing of donors to the University Museum along with such corresponding information as what item was donated/date of the donation, estimated value (for insurance purposes) and present location (in the museum) of each article donated.~~~~Recommendation: Retain permanently in the Office of the University Archives.\*~~

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

28. ~~Museum Inventory Records (Originals – Closed 2002~~~~Dates: 1974 —~~~~Volume: Negligible~~~~Annual Accumulation: Negligible~~~~Arrangement: Varies~~~~The inventory of the museum is divided in inventories by location of the displays, by donor, by inventory control number and donor location by item.~~~~Recommendation: Retain in the office permanently.~~**VENDING - FM**

## 29. Quarterly Commission Reports by Vendor (Agency Record Copies)

Dates:	1970 -
Volume:	7 Cu. Ft.
Annual Accumulation:	0.5 Cu. Ft.
Arrangement:	Chronological/by Vendor

This report shows the amount of commission for a vendor earned each quarter by products and by machine and includes the supporting deposit slips.

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

## 30. Vending Complaint Logs

Dates:	1984 —
Volume:	0.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	By Vendor

This record series contains monthly logs showing complaints and refunds given out for vending machines. These logs are completed by clerks at each hall where machines are located, the vendor then reimburses the clerk and clips the log sheets together with his quarterly report.

Recommendation: Retain in the office for one (1) year, 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 Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

## 31. Vending Summary Reports

Dates:	1970 –
Volume:	2 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	By Vendor/Chronological

This record series consists of periodic reports by vendors (of candy, soda, cigarette machines and video games) summarizing commissions received and products sold and comparing this quarter or year to previous quarters or years.

Recommendation: Retain in the 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.

## 32. Vendor Contracts (Duplicates)

Dates:	1970 -
Volume:	0.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological/By Vendor

This record series contains a copy of the contract and the supporting report of total commissions for each vendor. The university enters into contracts for various vending machines which include paper and pencil vending machines, game machines, coin change machines, cigarette machines and food and beverage machines. Most of the contracts are five-year contracts. (Original copies of the contracts are maintained in the Purchasing Office.)

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

**DUPLICATION AND PUBLICATION SERVICES - WORD PROCESSING CENTER**

## 33. Computer Archive Printouts and Retrieval Sheets

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



**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

This record series consists of monthly computer printouts of material (e.g., lists of honor candidates, student worker policies, budget requests) to be stored for long periods of time in the CPU, including a code to retrieve each item.

Recommendation: Retain in the office as long as current and relevant.

## 34. Maintenance and Inventory Logs (Originals)

Dates: 1984 —

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of inventory logs showing where each word processor and personal computer is located in the university, logs on service calls made, supply order logs, and the laser printer meter log (monthly).

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

## 35. Word Processing Center Daily Back—up Logs (Agency Record Copies)

Dates:

1984 —

Volume:

N/A

Annual Accumulation: N/A

Arrangement: Chronological

This record series is updated daily to show what type of work is being produced by the Word Processing Center, what type of information is stored in the memory, what percentage of the CPU capacity is available, how to access a particular code, and is used to delete data from the CPU when the information stored in CPU is near or at capacity.

The production and maintenance log described above is only retained in a computerized format.

Recommendation: Retain data until obsoleted, then delete.

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

**BUSINESS SERVICES - DIRECTOR'S OFFICE**

## 36. Director's Administrative Reference File (Duplicates)

Dates:	1983 -
Volume:	4 Cu. Ft.
Annual Accumulation:	2 Cu. Ft.
Arrangement:	Alphabetical

This record series consists of the director's copies of employee evaluations, annual reports from the supervisors in the Business Services Department, correspondence to and from the external auditors, reports from the Board of Governors, correspondence with the department chairs and other departments on campus, and the department's annual financial reports.

Recommendation: Retain in the office for six (6) years, then dispose of providing all audits have been completed under the authority of the Auditor General, if required.

**ACCOUNTING OFFICE**

## 37. Miscellaneous Accounting Reports (Printouts/Journals - Agency Record Copies)

Dates:	(1946-1978)
Volume:	25 Cu. Ft.
Annual Accumulation:	N/A
Arrangement:	Chronological

This record series consists of obsolete computer printouts, reports and journals for the Plant Fund, Trust Fund, Local Fund, Agency Funds, Cash Receipts (journal), Receipts and Disbursements (journal), and Trust Fund Account Listings.

Recommendation: Dispose of accumulation upon approval of application providing all audits have been completed under the authority of the Auditor General, if required, and providing no litigation is pending or anticipated.

**VP for Administrative Services**  
RECORDS RETENTION SCHEDULE  
(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

---

38. Bank Statements and Accounting Reconciliation Files

Dates: July 1995 -  
Volume: 10 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological by Year

Contents include bank statements detailing the status of local, bond, and/or imprest accounts and related reconciliation reports generated by the Accounting Department.

This application item supersedes item 38 of Application 85-147 in order to reflect the change of the description of the record series. (No other revision of the previously approved disposition is proposed.)

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.

All items deferred 5/16/01 to answer questions regarding back up, optical disc, and scanning standards.

All items deferred 6/20/01 to clarify the recommendations pertinent to electronic media access and durability standards.

**VP for Administrative Services**  
RECORDS RETENTION SCHEDULE  
(Application of Authority to Dispose of State Records)

Item No. \_\_\_\_\_ Record Series Title, Description and Recommendation \_\_\_\_\_

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39. Bonds & Coupons Destruction Notices

Dates: 1978 -  
Volume: 5 Cu. Ft.  
Annual Accumulation: 0.5 Cu. Ft:  
Arrangement: Miscellaneous

This record series consists of the bonds and coupons destruction notice for the Office of Business Services/Accounting Division. The records generally include copies of shredding notices received from the bank of account for paid revenue coupon destruction. The destruction of the actual coupons upon payment is approved for the Board of Governors of State Colleges and Universities under authority of Application #84-5, item no. 47.

Recommendation: Retain ten (10) years in the office, then dispose of.

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

## 40. Bond Revenue Records

Dates:	July 1995-
Volume:	37.5 Cu. Ft.
Annual Accumulation:	2.5 Cu. Ft.
Arrangement:	Chronological

This record series consists of the bond revenue records for the Office of Business Services/Accounting Division. The data includes: monthly reports; journal entries; trial balances; postings to general ledgers; and receipt registers. Information is retained in hard copy format from July 1995 through June 01. Starting with documents dated July 01, data is scanned from hard copy documents to the agency's central server. Format for the electronic information is TIFF (i.e. Tagged Image File Format). No alteration of the information exists during the migration. Deletion of the data is also accomplished by the central server. The current manufacturer of the electronic media to be employed guarantees its "DLT tape" to last for thirty (30) years. The DLT tape is used for the central server and the back up systems. In addition, the agency "backs up" all electronic information on a daily basis. All electronic data going back to the original beginning date is duplicated in a cumulative manner. As a result, electronic information of the record is maintained in its entirety to the current date. Such back up data is stored off site at the Moline campus.

This application item supersedes item 40 of Application #85-147 in order to reflect the change of the series records storage media from hardcopy to electronic media (No other revision of the previously approved disposition is proposed.)

Recommendation: For hardcopy documents dated July 1995 through June 01, retain each year of accumulation 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.

For documents dated July 01 and ongoing, scan the original hardcopy to inalterable electronic media on the agency's central server, then dispose of the hardcopy. The original hardcopy is to be scanned to the inalterable electronic media in Tagged Image File Format. Also, all electronic media to be employed are to be guaranteed by the manufacturer(s) to last for the duration of the retention period(s) approved for the disposition of the series.

Retain electronic information in office for three (3) years, then dispose of on the agency's central server, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. All computer/disc maintenance and preservation procedures are to be fully applied. If equipment and programs which provide access to the data base involved are updated or replaced, the existing data must remain accessible in the successor format for the duration of the approved retention period. The agency is

**VP for Administrative Services**

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. \_\_\_\_\_ Record Series Title, Description and Recommendation \_\_\_\_\_

to retain the data off site, which is backed up daily and cumulatively, for two (2) weeks after the date of the back up, then dispose of.

**VP for Administrative Services**  
RECORDS RETENTION SCHEDULE  
(Application of Authority to Dispose of State Records)

Item No. \_\_\_\_\_ Record Series Title, Description and Recommendation \_\_\_\_\_

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41. Internal Budget Reports

Dates: 1972 —  
Volume: 20 Cu. Ft.  
Annual Accumulation 1.5 Cu. Ft.  
Arrangement: Chronological

This record series consists of the internal budget reports for the Office of Business Services/Accounting Division. The reports are produced monthly and show the budget available (unexpended balance) by the total university line item.

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

**VP for Administrative Services**

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. \_\_\_\_\_ Record Series Title, Description and Recommendation \_\_\_\_\_

42. Cancelled Checks/Check Stubs

Dates: July 1995 –  
 Volume: 25 Cu. Ft.  
 Annual Accumulation: Negligible  
 Arrangement: Chronological by Year, Numerical by File Number

This record series consists of cancelled checks, check stubs, and copies of checks generated from expenditures made from local fund accounts and the imprest fund revolving account. Information is retained in hard copy format from July 1995 through June 01. Starting with documents dated July 01, data is scanned from hard copy documents to the agency's central server. Format for the electronic information is TIFF (i.e. Tagged Image File Format). No alteration of the information exists during the migration. Deletion of the data is also accomplished by the central server. The current manufacturer of the electronic media to be employed guarantees its "DLT tape" to last for thirty (30) years. The DLT tape is used for the central server and the back up systems. In addition, the agency "backs up" all electronic information on a daily basis. All electronic data going back to the original beginning date is duplicated in a cumulative manner. As a result, electronic information of the record is maintained in its entirety to the current date. Such back up data is stored off site at the Moline campus.

This application item supersedes item 42 of Application #85-147 in order to reflect the change of the series records storage media from hardcopy to electronic media. (No other revision of the previously approved disposition is proposed.)

Recommendation: For hard copy documents dated July 1995 through June 01, retain each year of accumulation for six (6) years in office, 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.

For documents dated July 01 and ongoing, scan the original hardcopy to inalterable electronic media on the agency's central server, then dispose of the hardcopy. The original hardcopy is to be scanned to the inalterable electronic media in Tagged Image File Format. Also, all electronic media to be employed are to be guaranteed by the manufacturer(s) to last for the duration of the retention period(s) approved for the disposition of the series.

Retain electronic information in office for six (6) years, then dispose of on the agency's central server, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. All computer/disc maintenance and preservation procedures are to be fully applied. If equipment and programs which provide access to the data base involved are updated or replaced, the existing data must remain accessible in the successor format for the duration of the approved retention period. The



**VP for Administrative Services**

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. \_\_\_\_\_ Record Series Title, Description and Recommendation \_\_\_\_\_

agency is to retain the data off site, which is backed up daily and cumulatively, for two (2) weeks after the date of the back up, then dispose of.

43. Coding Sheets for VDT (Video Display Terminal) Updates (Originals)

Dates: July 1995  
 Volume: 12 cu. Ft.  
 Annual Accumulation: 1 cu. Ft.  
 Arrangement: Chronologically by Year

This data is used by the Accounting Office staff to code direct key adjustments to VDT accounting data (i.e., for journal entries, receipts, and disbursements and is used for the establishment of budgets). Information is retained in hard copy format from July 1995 through June 01. Starting with documents dated July 01, data is scanned from hard copy documents to the agency's central server. Format for the electronic information is TIFF (i.e. Tagged Image File Format). No alteration of the information exists during the migration. Deletion of the data is also accomplished by the central server. The current manufacturer of the electronic media to be employed guarantees its "DLT tape" to last for thirty (30) years. The DLT tape is used for the central server and the back up systems. In addition, the agency "backs up" all electronic information on a daily basis. All electronic data going back to the original beginning date is duplicated in a cumulative manner. As a result, electronic information of the record is maintained in its entirety to the current date. Such back up data is stored off site at the Moline campus.

This application item supersedes item 43 of Application #85-147 in order to reflect the change of the series records storage media from hardcopy to electronic media and to increase the retention period from two years to six years.

Recommendation: For hard copy documents dated July 1995 through June 01, retain each year of accumulation 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.

For documents dated July 01 and ongoing, scan the original hardcopy to inalterable electronic media on the agency's central server, then dispose of the hardcopy. The original hardcopy is to be scanned to the inalterable electronic media in Tagged Image File Format. Also, all electronic media to be employed are to be guaranteed by the manufacturer(s) to last for the duration of the retention period(s) approved for the disposition of the series.

Retain electronic information in office for six (6) years, then dispose of on the agency's central server, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. All computer/disc maintenance and preservation procedures are to

**VP for Administrative Services**

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. \_\_\_\_\_ Record Series Title, Description and Recommendation \_\_\_\_\_

be fully applied. If equipment and programs which provide access to the data base involved are updated or replaced, the existing data must remain accessible in the successor format for the duration of the approved retention period. The agency is to retain the data off site, which is backed up daily and cumulatively, for two (2) weeks after the date of the back up, then dispose of.

44. State Comptroller's Reports (SAMS)

Dates: July 1995  
 Volume: 5 cu. Ft.  
 Annual Accumulation: Negligible  
 Arrangement: Chronological by Year

This record series consists of the State Comptrollers' Reports ("SAMS" State Accounting Management System) for the Office of Business Services/Accounting Division. The "SAMS" was developed to support state agencies with the operation of the statewide accounting system. Contents include quarterly reports submitted from the university to the State Comptroller showing expenditures and receipts. Information also includes Comptroller Reports of Reconciliation's to the university books. The monthly reports covering the state agencies are permanently maintained by the State Comptroller's Office per approved Application #77-100M, item #4.

This application item supersedes item #44 of Application #85-147 in order to change the description. (No other revision of the previously approved disposition is proposed.)

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

Item No. \_\_\_\_\_ Record Series Title, Description and Recommendation \_\_\_\_\_

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45. Miscellaneous Correspondence Files

Dates: 1955 —  
Volume: 80 cu. Ft.  
Annual Accumulation: 2.5 Cu. Ft.  
Arrangement: Alphabetical by Subject

This record series consists of the miscellaneous correspondence files for the Office of Business Services/Accounting Division. The records generally include all letters, forms, memos, etc. generated to and from the Accounting Division.

Recommendation: Retain in the office for three (3) years, then review and weed files then transfer materials having historical value i.e. minutes) to the University Archives for permanent retention and dispose of the non—archival materials. \*

**VP for Administrative Services**RECORDS RETENTION SCHEDULE  
(Application of Authority to Dispose of State Records)

Item No.	Record Series Title, Description and Recommendation
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## 46. Daily Report of Transactions by the Cashier's Office

Dates:	July 1995
Volume:	20 cu. Ft.
Annual Accumulation:	10 cu. Ft.
Arrangement:	Chronological

This record series consists of a sequential listing of all transactions made by the Bursar's Office. The reports indicate: amounts received, the payee and payer's names, date of transaction, and the cashier's identification number. These reports are used internally by the Business Office to reconcile all cash receipt transactions with the official records of receipts.

This application item supersedes item #46 of Application #85-147 in order to change the description. (No other revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for one (1) year, 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.

## 47. Financial Aid Printouts

Dates:	July 1995
Volume:	1 Cu Ft
Annual Accumulation:	Negligible
Arrangement:	Chronological by Year

This record series consists of printouts which were generated when a student received cash from any financial aid or assistance account.

This application item supersedes item 47 of Application #85-147 in order to change the description.  
(No other revision of the previously approved disposition is proposed.)

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.

**VP for Administrative Services**RECORDS RETENTION SCHEDULE  
(Application of Authority to Dispose of State Records)

Item No.	Record Series Title, Description and Recommendation
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## 48. Inactive General Fiscal Administration Records

Dates:	(7/1/73-6/30/84)
Volume:	281.5 Cu. Ft.
Accumulation:	N/A
Arrangement:	Fiscal Year/Check Number

This record series consists of the inactive general fiscal administration records for the Office of Business Services. These records were primarily generated from both general and local fund accounts, but have been superseded by changes in the current record keeping system (created in 1984) so that the retention of fiscal records after the closed date of 6/30/84 is covered under Application item #56. Specific examples include: DPA's; purchase orders; contractual service vouchers; travel vouchers and schedules; forms (requisitions) used to request the issuance of local fund checks; and supporting documentation and related correspondence.

Recommendation: Retain in the 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.

## 49. Miscellaneous Fiscal Administration Records (Agency Record Copies)

Dates:	(1889-1952)
Volume:	20 Cu. Ft.
Annual Accumulation:	N/A
Arrangement	Chronological

This record series consists of various records maintained by the Accounting Department prior to the implementation of the current accounting system. Included are:

- 1) Bills dated October 1907—December 1909
- 2) Freight bills dated 1948—1949, and 1972 freight bills (5 packages)
- 3) Cancelled checks dated 1919—1929 (student account association), 7-6 - 48 to 3 - 1 - 49, March 1949 to June 1949, 1920, 1947 (Imprest Fund Checks), 1948 and some dated October 1943—June 1944 (7 packages)
- 4) Check stubs for 1908 and 1914—1916 (3 packages)
- 5) Check books 1901—1905 and 1923 (2 packages)
- 6) Duplicate checks dated June 1947 through March 1948 (2 packages)
- 7) Cash Disbursement Checks dated 1944—1946 (Trust Fund Debit checks) and July 1946—June 1947 (3 packages)
- 8) Cash book dated June 1944—August 1949
- 9) Contracts and related correspondence dated 1917—1918 (2 packages)
- 10) Delinquent slips, change of program slips, old audits and. YMCA receipts for 1917
- 11) Ledger cards 1937—1938
- 12) Term ledger cards July 1936—July 1937

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

<u>Item No.</u>	<u>Record Series Title, Description and Recommendation</u>
13)	Ledger posting sheets July 1936—June 1943 and July 1946— June 1947 (2 packages)
14)	Miscellaneous ledger sheets for 1914, 1915, 1906 (Tuition), 1921, 1928, 1933, 1940, 1943-44, 1949 and 1972-75
15)	Journal balance sheets for 1901—1911 and 1921
16)	Printing and postage records for the 55th and 62nd biennium
17)	Postage requisitions from August 1923—May 1927
18)	Printing reports for July 1925—June 1927
19)	McDonough Rural School project records 1935—1936
20)	Purchase orders and authorizations for 1941—44 (2 packages), 1889—1893 purchase orders (Western was a State Normal school for teacher training until 1901)
21)	Paid orders 1944
22)	Receipts: Cafeteria 1920—1924, Cash July 1946—June 1948 (2 packages), Monroe Hall 1944—1947 (5 packages) student account receipts 1926—1927, requisitions and receipts for 1944—1946 and 1950, master receipts 1936—1939, miscellaneous receipts 1920—1924 and 1944—1946 (extension classes), 1945-1947, 1949-1950, 1901-1923 (tuition) (approximately 15 packages)
23)	Remittance records for July 1943—June 1949 (4 packages)
24)	Requisition dated 1917-1928, 1932-1933, 1937-1941, 1946—1950 (21 packages)
25)	Special requisition for the 61st & 64th biennium, 1925 GA, and for the years 1945—1949 (4 packages)
26)	Orders for requisition dated 1919—1920 and 1933—1936 (3 packages)
27)	Quarterly requisitions from 59th and 64th biennium and records dated July 1, 1962—June 10, 1968 (3 packages)
28)	Teachers requisition from 1921—1925
29)	Room and board cards for 1945, 1947—1950 (8 packages)
30)	Quarterly dorm reports 1906—1914
31)	Barracks cards 1948—1950
32)	Savings book 1921
33)	Season tickets 1929
34)	Schedules — General and Revolving Fund 1921—1925
35)	Time sheets 1943—1947 (5 packages)
36)	Treasurer's report 1925—1926
37)	Vouchers and voucher registers for 1903—1907, 1917—1925, 1927—1952 (42 packages)
38)	Warrants 1908 (state voucher warrants) and 1917
39)	WIU — Normal School meeting report 1909
40)	Powerhouse correspondence 1925
41)	Attendance Records 1929—1930
42)	Dorm liability insurance records of janitor's statements 1906

**VP for Administrative Services**

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No.	Record Series Title, Description and Recommendation
43)	Educational President’s bulletins
44)	Blueprints (unlabeled/no date)
45)	1921—1943 Distribution reports (2 packages)
46)	1935—1936 Quarterly reports
47)	Schedules 1917-1919, 1929, 1933, 1935, 1937, 1943-1945, 1951 (10 packages)
48)	Schedule book (7/45—6/47)
49)	Tuition reports 1943
50)	First extension term records 1947
51)	Tuition receipts 1946
52)	Budget sheets 1944—1945
53)	Income Fund and Appropriation report July 1948—June 1949

Recommendation: Upon approval of this application, weed files (University Archivist) to determine if any records possess archival value. Retain in the office or University Archives those records possessing archival value, and dispose of records no longer possessing any fiscal, legal, historical or administrative value. \*

50. University Foundation Records (Agency Record Copies)

Dates: 1963 -  
 Volume: 25 Cu. Ft.  
 Annual Accumulation 1 Cu. Ft.  
 Arrangement: Chronological

Included in this record series are the receipt for gifts given to the University Foundation, bank reconciliation documents, other related accounting records and related correspondence.

Recommendation: in the office for six (6) years, then transfer to the University Archives after weeding out any non- archival records. \*

51. Investment and Portfolio Records

Dates: 1975  
 Volume: 4.5 Cu. Ft.  
 Annual Accumulation: Negligible  
 Arrangement Chronological

This record series consists of the investment and portfolio records for the Office of Business Services/Accounting Division. The records include listings of CD's (certificates of deposit) and amount of interest earned.

This application item supersedes item 51 of Application #85 - 147 to change the description. (No other revision of the disposition is proposed.)

**VP for Administrative 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 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.



**VP for Administrative Services**RECORDS RETENTION SCHEDULE  
(Application of Authority to Dispose of State Records)

Item No.	Record Series Title, Description and Recommendation
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## 52. Local Fund Accounting Receipt Slips and Deposit Slips

Dates:	July 1995 –
Volume:	75 Cu. Ft.
Annual Accumulation:	3.5 Cu. Ft.
Arrangement:	Chronological

This record series consists of the local fund accounting receipt slips and deposit slips for the Office of Business Services/Accounting Division. The records include receipt slips and deposit slips generated from funds locally and directly administered by the university. Information is retained in hardcopy format from July 1995 through June 00. Starting with documents dated July 00, data is scanned from hard copy documents to the agency's central server. Format for the electronic information is TIFF (i.e. Tagged Image File Format). No alteration of the information exists during the migration. Deletion of the data is also accomplished by the central server. The current manufacturer of the electronic media to be employed guarantees its "DLT tape" to last for thirty (30) years. The DLT tape is used for the central server and the back up systems. In addition, the agency "backs up" all electronic information on a daily basis. All electronic data going back to the original beginning date is duplicated in a cumulative manner. As a result, electronic information of the record is maintained in its entirety to the current date. Such back up data is stored off site at the Moline campus.

This application item supersedes item 52 of Application #85-147 in order to reflect the change of the series records storage media from hardcopy to electronic media. (No other revision of the previously approved disposition is proposed.)

Recommendation: Retain electronic information in office for three (3) years, then dispose of on the agency's central server, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. All computer/disc maintenance and preservation procedures are to be fully applied. If equipment and programs which provide access to the data base involved are updated or replaced, the existing data must remain accessible in the successor format for the duration of the approved retention period. The agency is to retain the data off site, which is backed up daily and cumulatively, for two (2) weeks after the date of the back up, then dispose of.

**VP for Administrative Services**  
**RECORDS RETENTION SCHEDULE**  
 (Application of Authority to Dispose of State Records)

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

53. Local Fund Monthly and Year—to—Date Financial Statements (Agency Record Copies)

Dates:	1971 -
Volume:	62.5 Cu. Ft.
Annual Accumulation:	4.5 Cu. Ft.
Arrangement:	Chronological

Included in this record series are various computer printouts including Local Fund project and loss statements, account balance sheets, transaction reports, year—to—date reports, summary reports of cash receipts and disbursements, monthly transaction reports showing the transactions of fund deposits, credit and disbursements and the overall financial condition of the fund.

Recommendation: Retain in the office for six (6) years, then dispose. of providing all audits have been completed under the authority of the Auditor General, if required, and providing no litigation is pending or anticipated.

54. Local Fund Signature Forms

Dates:	1978 -
Volume:	0.5 Cu.Ft.
Annual Accumulation:	Negligible
Arrangement:	By Account Number

This record series consists of forms completed and executed as a verification record of signatures for individuals authorized to approve expenditures of Local Funds.

Recommendation: Retain in the office for six (6) years following the date of expiration of each corresponding individual (s) signature authority, then dispose of providing all audit have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

55. 1099 Cards and Reports (Agency Record Copies)

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

This record series consists of a computer printout generated annually to show the earnings of vendors under contract with the university. A function of this report is that of determining any income tax liability for the appropriate preparation and transmittal of W2 forms. From 1974—1982 earnings of each vendor, the vendor's name and type of service were maintained on index cards.

**VP for Administrative Services**

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. \_\_\_\_\_ Record Series Title, Description and Recommendation \_\_\_\_\_

Recommendation: Retain in the office for six (6) years, then dispose of providing all audits have been completed under the authority of the Auditor General, if required, and providing no litigation is pending or anticipated.

**VP for Administrative Services**

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. \_\_\_\_\_ Record Series Title, Description and Recommendation \_\_\_\_\_

56. Outstanding Checks Files

Dates: July 1995-  
 Volume: 1.5 Cu. Ft.  
 Annual Accumulation: Negligible  
 Arrangement: Alphabetical by Name

This record series consists of all correspondence/documentation generated to resolve the status of outstanding checks (six months or older) for the Office of Business Services/Accounting Division. This application item supersedes item 56 of Application #85-147 in order to change the description. (No other revision of the previously approved disposition is proposed.)

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.

57. Purchase Orders, Requisitions, and Supporting Documents

Dates: July 1995 –  
 Volume: 30 Cu. Ft.  
 Annual Accumulation: 15 Cu. Ft.  
 Arrangement: Numerical by File Number

This record series consists of purchase orders, requisitions, and all supporting documents (i.e. cancellations, amendments, authorizations, and delivery receipts). Original purchase orders are maintained by the Department of Central Management Services for ten (10) years per item 1 of Application #90-86. Information is retained in hardcopy format from July 1995 through June 01. Starting with documents dated July 01, data is scanned from hard copy documents to the agency's central server. Format for the electronic information is TIFF (i.e. Tagged Image File Format). No alteration of the information exists during the migration. Deletion of the data is also accomplished by the central server. The current manufacturer of the electronic media to be employed guarantees its "DLT tape" to last for thirty (30) years. The DLT tape is used for the central server and the back up systems. In addition, the agency "backs up" all electronic information on a daily basis. All electronic data going back to the original beginning date is duplicated in a cumulative manner. As a result, electronic information of the record is maintained in its entirety to the current date. Such back up data is stored off site at the Moline campus.

This application item supersedes item 57 of Application #85-147 in order to change the records storage media of the series from hardcopy to electronic media. (No other revision of the previously approved disposition is proposed.)

**VP for Administrative Services**

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. \_\_\_\_\_ Record Series Title, Description and Recommendation \_\_\_\_\_

Recommendation: For hardcopy documents dated July 1995 through June 01, retain each year of accumulation 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.

For documents dated July 01 and ongoing, scan the original hardcopy to inalterable electronic media on the agency's central server, then dispose of the hardcopy. The original hardcopy is to be scanned to the inalterable electronic media in Tagged Image File Format. Also, all electronic media to be employed are to be guaranteed by the manufacturer(s) to last for the duration of the retention period(s) approved for the disposition of the series.

Retain electronic information in office for six (6) years, then dispose of on the agency's central server, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. All computer/disc maintenance and preservation procedures are to be fully applied. If equipment and programs which provide access to the data base involved are updated or replaced, the existing data must remain accessible in the successor format for the duration of the approved retention period. The agency is to retain the data off site, which is backed up daily and cumulatively, for two (2) weeks after the date of the back up, then dispose of.

**VP for Administrative Services**  
**RECORDS RETENTION SCHEDULE**  
 (Application of Authority to Dispose of State Records)

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

58. Monthly Reconciliation Sheets

Dates: 1979 —  
 Volume: 1.25 Cu. Ft.  
 Accumulation: Negligible  
 Arrangement: Chronological

This record series consists of the monthly reconciliation sheets for The Office of Business Services/Accounting Division. It contains memos/correspondence to various campus departments for data concerning monies earned during the month.

Recommendation: Retain in the office for six (6) years, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

59. Refund Requests for Student Fees (Agency Record Copies)

Dates: (1979-1983)  
 Volume: 7.5 Cu. Ft.  
 Annual Accumulation: 1 Cu. Ft.  
 Arrangement: Alphabetical

This record series consists of request from students to refund or authorize credit of monies paid for housing or other student fees. The request form shows the name of the recipient, reason for request, calculation of refund/credit, application of refund/ and date of issuance of refund check (if approved). This record series also includes records of forfeiture by students from the Income Fund for Education on small balance. In 1984 this function was transferred to the Bursar's Office (now Billing & Receivables).

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

60. Illinois Department of Revenue Tax Return Files of forms RR-1-A and RHM—1

Dates: 1954 -  
 Volume: 275 Cu. Ft.  
 Annual Accumulation: 8.5 Cu. Ft.  
 Arrangement: Chronological

This record series consists of files containing university copies of completed Illinois Department of Revenue Tax Return Forms RR-1-A and RHM's filed as tax returns or exemption declarations for the Hotel Operators Occupation Tax and the Retailers' Occupation Tax, Use Tax, County, Municipal, Service Occupation, Service Use Tax and Mass Transit Tax(es). The Department of Revenue's copies

**VP for Administrative Services**  
**RECORDS RETENTION SCHEDULE**  
 (Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

---

of these forms are maintained for four (4) years in accordance with approved Application item no. 1 and #80—70, item no. I.

Recommendation: Retain in the office for four (4) 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.

61. Non—resident IL—941 Tax Forms (Agency Record Copies)

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

This record series consists of a ledger in which the earnings of nonresident employees are recorded and the IL—941 quarterly report submitted to the Illinois Department of Revenue.

Recommendation: Retain in the office for four (4) years, then dispose of providing all audits have been completed under the authority of the Auditor General, if required, and providing no litigation is pending or anticipated.

**VP for Administrative Services**  
RECORDS RETENTION SCHEDULE  
(Application of Authority to Dispose of State Records)

Item No. \_\_\_\_\_ Record Series Title, Description and Recommendation \_\_\_\_\_

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62. Transmittal Sheets

Dates: July 1995  
Volume: 32 Cu. Ft.  
Annual Accumulation: 3.5 Cu. Ft.  
Arrangement: Chronological by Year

This record series consists of transmittal sheets for the Office of Business Services/Accounting Division. The records include a summary of daily reconciliation information taken from receipts and daily bond revenue reports.

This application item supersedes item 62 of Application #85-147 in order to change the description. (No other revision of the previously approved disposition is proposed.)

Recommendation: Retain in the 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.



**VP for Administrative Services**  
RECORDS RETENTION SCHEDULE  
(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

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63. Vendor Maintenance Records (Agency Record Copies)

Dates:	(1976-1984)
Volume:	2.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consisted of hard copy printouts which were generate daily, weekly, monthly, annually and special reports were generated as needed showing the name and address of the vendor, check number, and the amount. Currently vendor file data is maintained on computer with corrected entries keyed directly into the computer. Currently, only a year—to—date report is printed out and is referred to as the "paid file".

Recommendation: Retain in the office for six (6) years, then dispose of providing no litigation is pending or anticipated and providing all audits have been completed under the authority of the Auditor General, if required.

**VP for Administrative Services**  
**RECORDS RETENTION SCHEDULE**  
 (Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

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64. Voucher Documents

Dates: July 1995 -  
 Volume: 450 Cu. Ft.  
 Annual Accumulation: 31 Cu. Ft.  
 Arrangement: Numerical by File Number

This record series consists of travel vouchers, Invoice contractual vendor vouchers, and Local Fund vouchers. Also included are supporting copies of requisitions and direct payment authorizations. Original vouchers are maintained for three (3) years by the State Comptroller's Office per item 2 of Application #97-47. Information is retained in hard copy format from July 1995 through June 2000. Starting with documents dated July 2000, data is scanned from hard copy documents to the agency's central server. Format for the electronic information is TIFF (i.e. Tagged Image File Format). No alteration of the information exists during the migration. Deletion of the data is also accomplished by the central server. The current manufacturer of the electronic media to be employed guarantees its "DLT tape" to last for thirty (30) years. The DLT tape is used for the central server and the back up systems. In addition, the agency "backs up" all electronic information on a daily basis. All electronic data going back to the original beginning date is duplicated in a cumulative manner. As a result, electronic information of the record is maintained in its entirety to the current date. Such back up data is stored off site at the Moline campus.

This application item supersedes item 64 of Application #85-147 in order to change the records storage media of the series from hardcopy to electronic media. (No other revision of the previously approved disposition is proposed.)

Recommendation: For hardcopy documents dated July 1995 through June 00, retain each year of accumulation 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.

For documents dated July 00 and ongoing, scan the original hardcopy to inalterable electronic media on the agency's central server, then dispose of the hardcopy. The original hardcopy is to be scanned to the inalterable electronic media in Tagged Image File Format. Also, all electronic media to be employed are to be guaranteed by the manufacturer(s) to last for the duration of the retention period(s) approved for the disposition of the series.

Retain electronic information in office for six (6) years, then dispose of on the agency's central server, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. All computer/disc maintenance and preservation procedures are to be fully applied. If equipment and programs which provide access to the data base involved are updated or replaced, the existing data must remain accessible in the successor format for the duration of the approved retention period. The



**VP for Administrative Services**  
RECORDS RETENTION SCHEDULE  
(Application of Authority to Dispose of State Records)

Item No. \_\_\_\_\_ Record Series Title, Description and Recommendation \_\_\_\_\_

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65A. Grant and Contract Fiscal Administration Records

Dates: 1982 -  
Volume: 27 Cu. Ft.  
Annual Accumulation 6.75 Cu. Ft.  
Arrangement: Numerical by Account Number

This record series consists of final reports, grant agreements, contracts, correspondence, billings, and other items relating to the university's grant and contract operations.

Recommendation: Retain in the office for ten (10) years following completion of the respective grant project(s), then dispose of providing 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 Administrative Services**  
**RECORDS RETENTION SCHEDULE**  
 (Application of Authority to Dispose of State Records)

Item No. \_\_\_\_\_ Record Series Title, Description and Recommendation \_\_\_\_\_

**BILLING & RECEIVABLES**

66. Cashier's Transaction Listings (Agency Record Copies)

Dates: July 1995 -  
 Volume: 16 Cu. Ft.  
 Annual Accumulation: Negligible  
 Arrangement: Chronological

This record series consists of daily transaction listings for each cashier. The report lists the transactions for the day by transaction number and shows the account number (student's social security number), the amount of each transaction and the type of transaction (i.e., small student loan paid out of cash drawer, voiced transaction, refunds, etc.).

Information is retained in hard copy format from July 1995 through June 2002. Starting with documents dated July 2002, data is scanned from hard copy documents to the agency's central server. Format for the electronic information is TIFF (i.e. Tagged Image File Format). No alteration of the information exists during the migration. Deletion of the data is also accomplished by the central server. The Current manufacturer of the electronic media to be employed guarantees its "DLT tape" to last for thirty (30) years. The DLT, tape is used for the central server and the back up systems. In addition, the agency "backs up" all electronic information on a daily basis. All electronic data going back to the original beginning date is duplicated in a cumulative manner. As a result, electronic information of the record is maintained in its entirety to the current date. Such back up data is stored off site at the Moline campus.

This application item supersedes item 66 of Application #85-147 in order to reflect the change of the series records storage media from hardcopy to electronic media. (No other revision of the previously approved disposition is proposed.)

Recommendation: For hard copy documents dated July 1995 through June 2002, retain each year of accumulation for six (6) 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.

For documents dated July 2002 and ongoing, scan the original hardcopy to inalterable electronic media on the agency's central server, then dispose of the hardcopy. The original hardcopy is to be scanned to the inalterable electronic media in Tagged Image File Format. Also, all electronic media to be employed are to be guaranteed by the manufacturer(s) to last for the duration of the retention period(s) approved for the disposition of the series.

Retain electronic information in office for six (6) fiscal years, then dispose of on the agency's central server, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

anticipated. All computer/disc maintenance and preservation procedures are to be fully applied. If equipment and programs which provide access to the data base involved are updated or replaced, the existing data must remain accessible in the successor format for the duration of the approved retention period. The agency is to retain the data off site, which is backed up daily and cumulatively, for two (2) weeks after the date of the back up, then dispose of.

## 67. National Direct Student Loan Files

Date:	July 1995 –
Volume:	126 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical by Name

This record series consists of National Direct Student Loan (and its predecessor - the National Defense Student Loan) statements of account, copies of letters of loan revisions for NDSL, acknowledgement letters signed by students requesting loans (stating that they understand all elements of the loan), exit interviews (to find out what the student is doing when he leaves the university, i.e., taking a job, graduate school, Peace Corps), and other correspondence to and from the student.

Information is retained in hard copy format from July 1995 through June 2002. Starting with documents dated July 2002, data is scanned from hard copy documents to the agency's central server. Format for the electronic information is TIFF (i.e. Tagged Image File Format). No alteration of the information exists during the migration. Deletion of the data is also accomplished by the central server. The current manufacturer of the electronic media to be employed guarantees its "DLT tape" to last for thirty (30) years. The DLT tape is used for the central sewer and the back up systems. In addition, the agency "backs up" all electronic information on a daily basis. All electronic data going back to the original beginning date is duplicated in a cumulative manner. As a result, electronic information of the record is maintained in its entirety to the current date. Such back up data is stored off site at the Moline campus.

This application item supersedes item 67 of Application #85-147 in order to reflect the change of the series records storage media from hardcopy to electronic media. (No other revision of the previously approved disposition is proposed.)

Recommendation: For hard copy documents dated July 1995 through June 2002, retain each year of accumulation for five (5) years following full repayment of all loan obligations, 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.

For documents dated July 2002 and ongoing, scan the original hardcopy to inalterable electronic media on the agency's central server, then dispose of the hardcopy. The original hardcopy is to be scanned to the inalterable electronic

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

media in Tagged Image File Format. Also, all electronic media to be employed are to be guaranteed by the manufacturer(s) to last for the duration of the retention period(s) approved for the disposition of the series.

Retain electronic information in office for five (5) years following full repayment of all loan obligations, then dispose of on the agency's central server, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. All computer/disc maintenance and preservation procedures are to be fully applied. If equipment and programs which provide access to the data base involved are updated or replaced, the existing data must remain accessible in the successor format for the duration of the approved retention period. The agency is to retain the data off site, which is backed up daily and cumulatively, for two (2) weeks after the date of the back up, then dispose of.

## 68. Student Account Records (Agency Record Copies)

Dates:	July 1995
Volume:	80 cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series was recorded on cards itemizing the accounts receivable due from each student for tuition, housing, and other expenses owed the university. Currently this record series is maintained on computer tape and on computer printouts. This record series also contains correspondence with the student, requests for fee waivers, requests for transcripts, notices of change of address, short term loan application, endorsement authorization letters/cards, correspondence concerning the collection of monies owed from other university offices such as the Registrar's Office, housing, financial aids, copies of checks issued by students to the university but returned to the originating bank due to insufficient funds to cover the checks, post-graduation forwarding address, and final check out sheets which are completed by students when separating from the university.

Information is retained in hard copy format from July 1995 through June 2002. Starting with documents dated July 2002, data is scanned from hard copy documents to the agency's central server. Format for the electronic information is TIFF (i.e. Tagged Image File Format). No alteration of the information exists during the migration. Deletion of the data is also accomplished by the central server. The current manufacturer of the electronic media to be employed guarantees its "DLT tape" to last for thirty (30) years. The DLT tape is used for the central server and the back up systems. In addition, the agency "backs up" all electronic information on a daily basis. All electronic data going back to the original beginning date is duplicated in a cumulative manner. As a result, electronic information of the record is maintained in its entirety to the current date. Such back up data is stored off site at the Moline campus.

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

This application item supersedes item 68 of Application #85-147 in order to reflect the change of the series records storage media from hardcopy to electronic media. (No other revision of the previously approved disposition is proposed.)

Recommendation: For hard copy documents dated July 1995 through June 2002, retain each year of accumulation for six (6) years following closure of account, 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.

For documents dated July 2002 and ongoing, scan the original hardcopy to inalterable electronic media on the agency's central server, then dispose of the hardcopy. The original hardcopy is to be scanned to the inalterable electronic media in Tagged Image File Format. Also, all electronic media to be employed are to be guaranteed by the manufacturer(s) to last for the duration of the retention period(s) approved for the disposition of the series.

Retain electronic information in office for six (6) years following closure of account, then dispose of on the agency's central server, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. All computer/disc maintenance and preservation procedures are to be fully applied. If equipment and programs which provide access to the data base involved are updated or replaced, the existing data must remain accessible in the successor format for the duration of the approved retention period. The agency is to retain the data off site, which is backed up daily and cumulatively, for two (2) weeks after the date of the back up, then dispose of.

## 69. Unpaid Accounts File

Dates: July 1995 –  
Volume: 31 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This file series consists of students' outstanding accounts in their three phases of collection: (1) accounts which the university is trying to collect itself; (2) accounts turned over to and currently being handled by the university's collection agency (the Financial Collection Agency); and (3) accounts which have been declared uncollectable by the collecting agency (because they either couldn't locate the student or he/she had no means of support). Included with the student accounts if related correspondence.

Information is retained in hard copy format from July 1995 through June 2002. Starting with documents dated July 2002, data is scanned from hard copy documents to the agency's central server. Format for the electronic information is TIFF (i.e. Tagged Image File Format). No alteration of the information exists during the migration. Deletion of the data is also accomplished by the central



**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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Item No.	Record Series Title, Description and Recommendation
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server. The current manufacturer of the electronic media to be employed guarantees its "DLT tape" to last for thirty (30) years. The DLT tape is used for the central server and the back up systems. In addition, the agency "backs up" all electronic information on a daily basis. All electronic data going back to the original beginning date is duplicated in a cumulative manner. As a result, electronic information of the record is maintained in its entirety to the current date. Such back up data is stored off site at the Moline campus.

This application item supersedes item 69 of Application #85-147 in order to reflect the change of the series records storage media from hardcopy to electronic media. (No other revision of the previously approved disposition is proposed.)

Recommendation: For hard copy documents dated July 1995 through June 2002, retain each year of accumulation for six (6) years after the date the account is closed because it has been paid in full, or until the account is written off or transferred to the Comptrollers Office in accordance with the act in relation to uncollectable claims and accounts receivable of state agencies, 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.

For documents dated July 2002 and ongoing, scan the original hardcopy to inalterable electronic media on the agency's central server, then dispose of the hardcopy. The original hardcopy is to be scanned to the inalterable electronic media in Tagged Image File Format. Also, all electronic media to be employed are to be guaranteed by the manufacturer(s) to last for the duration of the retention period(s) approved for the disposition of the series.

Retain electronic information in office for six (6) years after the date the account is closed because it has been paid in full, or until the account is written off or transferred to the Comptrollers Office in accordance with the act in relation to uncollectable claims and accounts receivable of state agencies then dispose of on the agency's central server, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. All computer/disc maintenance and preservation procedures are to be fully applied. If equipment and programs which provide access to the data base involved are updated or replaced, the existing data must remain accessible in the successor format for the duration of the approved retention period. The agency is to retain the data off site, which is backed up daily and cumulatively, for two (2) weeks after the date of the back up, then dispose of.

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. \_\_\_\_\_ Record Series Title, Description and Recommendation \_\_\_\_\_

**VETERANS RESOURCE CENTER**

## 69A. Veteran's Benefits Application File

Dates: July 1995  
 Volume: 8 Cu. Ft.  
 Annual Accumulation: Negligible  
 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 Bursar's Office to determine eligibility and the amount 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.

Information is retained in hard copy format from July 1995 through June 2002. Starting with documents dated July 2002, data is scanned from hard copy documents to the agency's central server. Format for the electronic information is TIFF (i.e. Tagged Image File Format). No alteration of the information exists during the migration. Deletion of the data is also accomplished by the central server. The current manufacturer of the electronic media to be employed guarantees its "DLT tape" to last for thirty (30) years. The DLT tape is used for the central server and the back up systems. In addition, the agency "backs up" all electronic information on a daily basis. All electronic data going back to the original beginning date is duplicated in a cumulative manner. As a result, electronic information of the record is maintained in its entirety to the current date. Such back up data is stored off site at the Moline campus.

This application item supersedes item 69A of Application #85-147E in order to reflect the change of the series records storage media from hardcopy to electronic media. (No other revision of the previously approved disposition is proposed.)

Recommendation: For hard copy documents dated July 1995 through June 2002, retain each year of accumulation for three (3) years after graduation or last date of attendance, 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.

For documents dated July 2002 and ongoing, scan the original hardcopy to inalterable electronic media on the agency's central server, then dispose of the hardcopy. The original hardcopy is to be scanned to the inalterable electronic media in Tagged Image File Format. Also, all electronic media to be

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No.Record Series Title, Description and Recommendation

---

employed are to be guaranteed by the manufacturer(s) to last for the duration of the retention period(s) approved for the disposition of the series.

Retain electronic information in office for three (3) years after graduation or last date of attendance, then dispose of on the agency's central server, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. All computer/disc maintenance and preservation procedures are to be fully applied. If equipment and programs which provide access to the data base involved are updated or replaced, the existing data must remain accessible in the successor format for the duration of the approved retention period. The agency is to retain the data off site, which is backed up daily and cumulatively, for two (2) weeks after the date of the back up, then dispose of.

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

**PURCHASING**

## 70. Bidder Application Files (Originals)

Dates: 1966 -  
 Volume: 2,340  
 Cu. Ft.  
 Annual Accumulation: 123 Cu. Ft.  
 Arrangement: Chronological

This record series (established to administer the bids of vendors and industrial tradesmen for the opportunity to supply WIU with specific commodities, equipment or services) includes "Requests for Quotations" which are announcements to businesses that quotes are being taken, Annual Quotes from bidders, Bidders List Applications from vendors and tradesmen applying for the opportunity to bid and any related correspondence.

Recommendation: Retain for five (5) 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.

**LEISURE LEARNING CENTER**71. ~~Art Insurance Loan Agreements for Exhibits~~ **Closed**

~~Dates: 1984—1995 Volume:  
 Negligible  
 Annual Accumulation: Negligible  
 Arrangement: Chronological by year~~

~~This record series consists of art insurance loan agreements whereby the university agrees to insure any valuable artwork or exhibit placed in the display cases located in the union basement.~~

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

72. ~~Administrative Correspondence & Reference Files~~ **Closed**

~~Dates: 1982—1995 Volume:  
 Negligible  
 Annual Accumulation: Negligible  
 Arrangement: By subject~~

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

~~This record series consists of the administrative correspondence and reference files of the Leisure Learning Center including such items as news releases and lists of exhibits displayed in the Centers display cases.~~

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

73. ~~Fiscal Transaction Files (Duplicates)~~ Closed

~~Dates: 1982 — 1995 Volume:~~

~~Negligible~~

~~Annual Accumulation: Negligible~~

~~Arrangement: Chronological by fiscal year~~

~~This record series consists of the fiscal records for the Leisure Learning Center including the Council on Student Activity Funds and the bond revenue account. Form/documents included would be: encumbrance statements, requisitions, purchase authorizations, invoices, and related correspondence. Original financial records are maintained in the University's Business Office for six (6) years (see Application #85-147, item #56.~~

~~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.~~

74. ~~Registration Cards~~ Closed

~~Dates: 1984 —~~

~~Volume: Negligible~~

~~Annual Accumulation: Negligible~~

~~Arrangement: Chronological by year~~

~~This record series consists of registration cards for the classes and clinics offered by the Leisure Learning Center. Also included are the students' evaluations of the class or clinic upon completion.~~

~~Recommendation: Retain in the office for one (1) year, then dispose of.~~

75. ~~Rental Agreements for Display Cases~~ Closed

~~Dates: 1984 — Volume:~~

~~Negligible~~

~~Annual Accumulation: Negligible~~

~~Arrangement: Chronological by year~~

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

~~This record series consists of the one week rental agreements for the display cases located in the union basement.~~

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

76. Student Workers Piles Closed

~~Dates: 1984 — 1995~~

~~Volume: Negligible~~

~~Annual Accumulation: Negligible~~

~~Arrangement: Alphabetical by name~~

~~These files contain student employment agreements with the Financial Aids Office and attendance records.~~

~~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 Application #85 — 148, item #29.~~

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

**DOCUMENT & PUBLICATION SERVICES (DPS)**

77. Accounts Receivable

Dates: 1976 -

Volume: 5-10 diskettes

Annual Accumulation:

Arrangement: Chronological

This record series consists of one diskette of unpaid accounts and nine diskettes of accounts receivable accounts.

Recommendation: Retain in the office for six (6) years after all accounts are paid, 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.

78. Grant Records File

Dates: 1976 —

Volume: 2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

This record series consists of Quarterly and Year—End Reports, Progress Reports, revised budget requests and Sales Distribution Reports (source documents for quarterly reports). Also included in these files are Vocational— Technical Education Consortium of States (V—TECS) Reports containing record of every publication sold, budget information and quantity of publications sold by the Clearinghouse.

Recommendation: Retain six (6) years in the office, then dispose of providing no litigation is pending or anticipated.

## 79. Income and Expense Records (Agency Record Copies)

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

This record series includes monthly income and expense reports, budget records, and ledger sheets detailing the income and expenses of operating the Curriculum Publications Clearinghouse.

Recommendation: Retain in the office for six (6) years, then dispose of providing all audits have been completed under the authority of the Auditor General, if required, and providing no litigation is pending or anticipated.

## 80. Invoice File (Duplicates)

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

This record series consists of invoice vouchers for publications ordered from the Curriculum Publishing Clearinghouse. Original fiscal records are maintained by the University's Business office for six (6) years as per application #85-147 item #63.

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

## 81. Make—ready Publications Files (Agency Record Copies)

Dates:	1976 —
Volume:	18 Cu. Ft.
Annual Accumulation:	2 Cu. Ft.
Arrangement:	Numerical by Stock Number

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

This record series consists of master copies of camera ready copies produced by the university copy center.

Recommendation: Retain until last publication of the publication, then dispose of.

## 82. Mailing Lists (Agency Record Copies)

Dates:	1984 -
Volume:	Negligible (2 diskettes)
Annual Accumulation:	Negligible (2 diskettes)
Arrangement:	Numerical by Zip Code Order

This record series is updated annually showing the name and address of past customers.

Recommendation: Retain data in diskette until updated, then delete.

## 83. Paid Order Records (Agency Record Copies)

Dates:	1976 -
Volume:	30 Cu. Ft.
Annual Accumulation:	4 Cu. Ft.
Arrangement:	By City

This record series consists of records of orders placed for which payment has been received for various publications distributed through the Curriculum Publications Clearinghouse.

Recommendation: Retain in the office for six (6) years, then dispose of providing all audits have been completed under the authority of the Auditor General, if required, and no litigation is pending or anticipated.

## 84. Personnel Records (Duplicates)

Dates:	1976 —
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series contains copies of applications for employment and evaluations of staff and time cards, time sheets and requisitions for student help.

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



**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

## 85. Stock Inventory (Agency Record Copies)

Dates:	1985 -
Volume:	Negligible (2 diskettes)
Annual Accumulation:	Negligible (2 diskettes)
Arrangement:	Numerical by Stock Number

This record series consists of data maintained on diskette and on printouts showing the name of each publication, the quantity in stock, and the price.

Recommendation: Retain until all administrative use has expired, then dispose of.

## 86. Publications File

Dates:	1976 -
Volume:	2 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

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

**PAYROLL OFFICE**

## 87. Central Payroll Administration Files (Originals and Record Copies)

Dates:	1950 -
Volume:	150 Cu. Ft.
Annual Accumulation:	4 Cu. Ft.
Arrangement:	Chronological

This file series consists of copies of employment contracts, court orders for garnishments, tax levies, bankruptcy, and child support with holdings, and computer printout employee listings generated to track and record various employee payroll administration data postings.

Application #85-63, item #1, rewritten to consolidate the University's Payroll Office with the university master schedule.

Recommendation: Retain employment contracts in office until expired or superseded by renewed contract, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Retain all other record series documents in office for six (6) years following the full payment or settlement of the corresponding employees' liabilities or following termination of employment with the university – whichever period is

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

less – then dispose of providing all audits have been completed under supervision or the Auditor General, if necessary, and no litigation is pending or anticipated.

88. Budget Charge Reports (Computer Printout) with Related Manual Accounting Schedules for Local Funds and Matching Benefits

Date: 1969 –  
 Volume: 8 Cu. Ft.  
 Annual accumulation: 0.5 Cu. Ft.  
 Arrangement: Chronological

These Records consist of computer printout Budget Charge Reports and related manually produced accounting schedules used for Local Funds and Matching Benefits general reference documentation and data input into the accounting system.

Application #85-63, item #2, rewritten to consolidate the University's Payroll Office with the university master schedule.

Recommendation: Retain six (6) years in the office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

89. Check Registers with Related Direct Deposit Lists (Computer Printouts)

Dates: 1969 -  
 Volume: 4 Cu. Ft.  
 Annual: 0.25 Cu. Ft.  
 Arrangement: Chronological

These computer printouts serve as a check register and as a listing of direct deposits for Local Funds.

Application #85-63, item #3, rewritten to consolidate the University's Payroll Office with the university master schedule.

Recommendation: Retain six (6) years in the office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

90. Payroll Check Register Control Reports (Originals)

Dates: 1944 -  
 Volume: 175 Cu. Ft.  
 Annual: 4 Cu. Ft.  
 Arrangement: Chronological

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No.	Record Series Title, Description and Recommendation
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This form is used as a monthly listing of checks drawn.

Application #85-63, item #4, rewritten to consolidate the University's Payroll Office with the university master schedule.

Recommendation: Retain six (6) years in the office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

## 91. Completed Checks Request Form for Matching Benefits for "Restricted" Accounts (Originals)

Dates:	1974 –
Volume:	1 Cu. Ft.
Annual Accumulation:	0.25 Cu. Ft.
Arrangement:	Chronological

This record series consists of a check request form used for matching retirement and insurance benefits for "restricted" accounts. Restricted accounts are those accounts administered from contracts and grants.

Application #85-63, item #5, rewritten to consolidate the University's Payroll Office with the university master schedule.

Recommendation: Retain six (6) years in the office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

## 92. General Correspondence (Originals &amp; Duplicates)

Dates:	1969 -
Volume:	8 Cu. Ft.
Annual Accumulation:	0.5 Cu. Ft.
Arrangement:	Chronological

This record series consists of general correspondence of inquiries, responses, and transmittals generated and maintained by the Payroll Office.

Application #85-63, item #6, written to consolidate the University's Payroll Office with university master schedule.

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

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

## 93. "County Listing" or Listings of Earnings by Employee Within County (Computer Printouts)

Dates:	1974 –
Volume:	2 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological and Alphabetical

This computer printout listing is grouped by employees within county for showing earnings disbursed from the university's payroll.

Application #85-63, item #7, rewritten to consolidate the University's Payroll Office with the university master schedule.

Recommendation: Retain six (6) years in the office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

## 94. Payroll Deduction/Revocation of Deduction Authorization Cards (Originals)

Dates:	1963 –
Volume:	51 Cu. Ft.
Annual Accumulation:	2.25 Cu. Ft.
Arrangement:	Chronological and Alphabetical

These cards are filled out and executed by employees to authorize various deductions from their payroll warrants or to revoke such previous authorizations.

Application #85-63, item #8, rewritten to consolidate the University's Payroll Office with the university master schedule.

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

## 95. Payroll Deduction Report by Vendor (Computer Printout)

Dates:	1974 -
Volume:	66 Cu. Ft.
Annual Accumulation:	6 Cu. Ft.
Arrangement:	Chronological

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

This computer printout summarizes by vendor payroll deductions for various voluntary and/or group benefits and service fees, which include group insurance, credit union, Deferred Compensation, U.S. Savings Bonds and charities.

Application #85-63, Item #9, rewritten to consolidate the University's Payroll Office with the university master schedule.

Recommendation: Retain six (6) years in the office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

96. Edit and Gross Reports, Listing of Authorized Hours Exceptions, and Payroll Deduction Register (Computer Printouts)

Dates:	1974 -
Volume:	113 Cu. Ft.
Annual Accumulation:	10 Cu. Ft.
Arrangement:	Chronological

This record series contains computer printouts and related listings generated and used to edit and adjust appropriate payroll data for general reporting and reference purposes.

Application #85-63, item #10, rewritten to consolidate the University's Payroll Office with the university master schedule.

Recommendation: Retain six (6) years in the office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

97. Employee Address Report (Computer Tapes and Printouts)

Dates:	1974 -
Volume:	2.75 Cu. Ft.
Annual Accumulation:	0.25 Cu. Ft.
Arrangement:	Alphabetical and Chronological

This file consists of the Payroll Office record copies of computer tapes and printouts logging the current addresses of university employees. Duplicate tapes are sent to the State Comptroller's Office for that office's administrative use.

Application #85-63, item #11, rewritten to consolidate the University's Payroll Office with the university master schedule.

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

Recommendation: Retain records series computer tape data in office until obsolete through supersedure by updated date, then revise or replace tapes with current information. Retain record series computer printouts in office for two (2) months, then dispose of.

## 98. Accrued Vacation/Sick Leave Register (Computer Printout)

Dates: 1969 –  
 Volume: 30 Cu. Ft.  
 Annual Accumulation: 2 Cu. Ft.  
 Arrangement: Chronological

Application #85-63, item #12, rewritten to consolidate the University's Payroll Office with university master schedule.

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

## 99. Listings of Overtime and Double Time Hours Worked for Civil Service Employees (Computer Printouts)

Dates: 1975 –  
 Volume: 2 Cu. Ft.  
 Annual Accumulation: Negligible  
 Arrangement: Alphabetical by Department

This is a detail and summary computer printout report of overtime and double time hours worked by civil service employees by university department.

Application #85-63, item #13, rewritten to consolidate the University's Payroll Office with the university master schedule.

Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

## 100. Purchase Orders, Requisitions, and Supporting Documents (Duplicates)

Dates: 1974 -  
 Volume: 6.5 Cu. Ft.  
 Annual Accumulation: 0.75 Cu. Ft.  
 Arrangement: Chronological

This file contains Payroll Office copies of purchase orders, requisitions, authorizations, amendments to purchase orders, cancellations, Miscellaneous Obligations Documents or Contract Obligation

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

Documents, and any other supporting document generated and used for general goods and services procurement purposes. The university-wide record copies of these documents are maintained by the University's Accounting Office and the state-wide record copies of procurement files are maintained by the Department of Central Management Services for six (6) years under approved Application #77-43, item #1 and #2.

Application #85-63, item #14. Rewritten to consolidate the University's Payroll Office with the university master schedule.

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

## 101. Payroll Retroactive Readjustment Listings (Originals)

Dates:	1975 -
Volume:	2.5 Cu. Ft.
Annual Accumulation:	0.25 Cu. Ft.
Arrangement:	Chronological

Application #85-63, item #15. Rewritten to consolidate the University's Payroll Office with the university master schedule.

Recommendation: Retain six (6) years in the office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

102. Salary Refund Forms (C65) (Record Copies)

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

This form is used only for state appropriated payroll refunds or renewals. The original and four (4) copies of this form are transmitted to the State Comptroller's Office to effect the desired transaction.

Application #85-63, item #16, rewritten to consolidate the University's Payroll Office with the university master schedule.

Recommendation: Retain six (6) years in the office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

## 103. Stop Payment Orders for Vendor Payroll Checks (Duplicates)

Dates:	1974 -
Volume:	0.25 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

The originals of these are maintained by the University's Accounting Office.

Application #85-63, item #17, rewritten to consolidate the University's Payroll Office with the university master schedule.

Recommendation: Retain six (6) years in the office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

## 104. Federal and State Quarterly Tax Reports of Taxes Withheld Including Related Correspondence and Transmittal Reports – IL 941 and Fed., 941E (Record Copies)

Dates:	1970 -
Volume:	1 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This file consists of the office copies of completed federal and state quarterly tax withholding reporting forms numbered IL 941 and 941E. Related correspondence and transmittal reports are also contained within this record series.

Application #85-63, item #18, rewritten to consolidate the University's Payroll Office with the university master schedule.

Recommendation: Retain six (6) years in the office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

## 105. Summary Reports of Taxes Withheld and Unemployment Compensation Payments (Computer Printouts)

Dates:	1970 -
Volume:	6 Cu. Ft.
Annual Accumulation:	0.5 Cu. Ft.
Arrangement:	Chronological



**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No.	Record Series Title, Description and Recommendation
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These are computer printout summary reports of the quarterly tax reports (IL 941 and 941E) and the quarterly UC40 and 40A Unemployment Compensation reports described in the preceding records disposition application item.

Application #85-63, item #19, rewritten to consolidate the University's Payroll Office with the university master schedule.

Recommendation: Retain six (6) years in the office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

106. Quarterly Unemployment Compensation Reports — UC40 and 40A (Record Copy and Computer Tapes)

Dates: 1970 -  
 Volume: 1 Cu. Ft.  
 Annual Accumulation: Negligible  
 Arrangement: Chronological

This record series includes Payroll Office record copies of quarterly Unemployment Compensation reports (Form nos. UC40 and 40A) maintained on computer tape. Duplicate UC40 and 40A tapes are transmitted to the Illinois Department of Labor for statistical reporting. The Illinois Department of Labor maintains their copies of UC40's and 40A'S on a permanent basis in accordance with approved Application 83—28M.

Application #85-63 item #20, rewritten to consolidate the University's Payroll Office with the university master schedule.

Recommendation: Retain six (6) years in the office, then revise and/or dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

107. Union Dues Computation Compilation (Computer Printout)

Dates: 1975 -  
 Volume: 1 Cu. Ft.  
 Annual Accumulation: Negligible  
 Arrangement: Chronological

Application #85—63 item #21, rewritten to consolidate the University's Payroll Office with the university master schedule.

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

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

## 108. Completed U.S. Department of Labor – Bureau of Labor Statistics Forms (Record Copies)

Dates: 1974 –  
Volume: Less than 0.5 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

Copies of these statistical reports sent to the U.S. Department of Labor – Bureau of Labor Statistics provide head counts and gross dollars by “type” of payroll (i.e., “type” meaning monthly or bi-monthly).

Application #85—631 item #22, rewritten to consolidate the University's Payroll Office with the university master schedule

Recommendation: Retain ten (10) years in the office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

## 109. Local Funded Employee Tax Withholding W-2 Forms (Record Copies)

Dates: 1970  
Volume: 4 Cu. Ft.  
Annual Accumulation: 0.25 Cu. Ft.  
Arrangement: Chronological

This file includes the Payroll Office copies of tax withholding W-2 forms for employees paid from Local Funds. The State Comptroller’s Office maintains and distributes the W-2’s for state appropriation funded employees.

Application #85-63, item #23, rewritten to consolidate the University’s Payroll Office with the university master schedule.

Recommendation: Retain six (6) years in the office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

## 110. W-4-Forms (Record Copies)

Dates: 1977 –  
Volume: 36 Cu. Ft.  
Annual Accumulation: 4.5 Cu. Ft.  
Arrangement: Chronological and Alphabetical

This record series includes Payroll Office copies of employees Income Tax withholding exemption claim forms executed by and maintained for university employees.

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

Application #85-63, item #24, rewritten to consolidate the University's Payroll Office with the university master schedule.

Recommendation: Retain six (6) years in the office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

## 111. Warrant Action Request - Form C-50 (Duplicates)

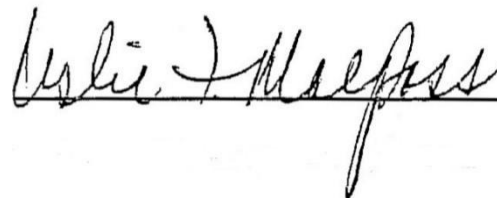
Dates:	1974 -
Volume:	1 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This form is used to implement stop payment orders on warrants, warrants, cancellations, replacements, premailing actions when appropriate, rescindment of orders, and other necessary actions involving warrant issuances or cancellations. Copies of these forms have been transmitted to the State Comptroller's Office for that agency's use in implementing the requested actions.

Application #85-63, item #25, rewritten to consolidate the University's Payroll Office with the university master schedule

Recommendation: Retain six (6) years in the office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

"I hereby certify that microfilm copies, made in accordance with the standards of the State Records Commission, will be adequate substitutes for the original records."



## 112. Payroll Vouchers and Related Year-to-date Payroll Reports (Manual and Computer Printouts)

Dates:	1917 -
Volume:	460 Cu. Ft.
Annual Accumulation:	9 Cu. Ft.
Arrangement:	Chronological

This record series includes computer printout and manual forms consisting of all university payroll vouchers and related year-to-date payroll reports.

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

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Application #85—62M, item #1 rewritten to consolidate the University's Payroll Office with the university master schedule.

Recommendation: Microfilm, then dispose of original paper. All record series microfilms are to be maintained by the university for six (6) years, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

113. Student and Full-time Employee Time Cards, Employment Authorization Forms, and Faculty Attendance Reports (Originals & Record Copies)

Dates:                                      1961 -  
Volume:                                     180 Cu. Ft.  
Annual Accumulation:                 4.25 Cu. Ft.  
Arrangement:                             Chronological

Application #85-62M, item #2 rewritten to consolidate the University's Payroll Office with the university master schedule.

Recommendation: Microfilm, then dispose of original paper. All record series microfilms are to be maintained by the university for six (6) years, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

114. U.S. Savings Bond Purchase Registers (Computer Printouts)

Dates:                                      1969 -  
Volume:                                     8 Cu. Ft.  
Annual Accumulation:                 0.5 Cu Ft.  
Arrangement:                             Chronological

This computer generated reports summarizes employee purchases of U.S. Savings Bonds usually by payroll deduction.

Application #85-62M, item #3 rewritten to consolidate the University's Payroll Office with the university master schedule.

Recommendation: Microfilm, then dispose of original paper. All record series microfilms are to be maintained by the university for six (6) years, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

**HUMAN RESOURCES - CIVIL SERVICE PERSONNEL**115. ~~Application for Employment (Not Employed)~~

Superseded by Application No. 18 22, Item No. 2

~~Dates: 1960-~~~~Volume: 12 Cu. Ft.~~~~Annual Accumulation: 0.5 Cu Ft.~~~~Arrangement: Alphabetical~~~~This record series consists of all applications rejected for employment  
a summary of all tests take by the applicant.~~~~Recommendation: Retain three (3) years in the office, then dispose of providing no litigation is  
pending or anticipated.~~

## 116. Employment Register (Computerized)

Dates: 1980 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: By Classification, then Name

This record series serves as the Office of Personnel and Employee Relations documentation of scores of civil service examinations for all positions existing at the university. This register indicates type of exam taken, test score, applicant's name, address and telephone number and the test date.

Recommendation: Retain five (5) years after separation of employees from service, then dispose of providing all audits have been completed under the supervision of the Auditor General and providing no litigation is pending or anticipated.

## 117. Employee Roster

Dates: 1985 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of a weekly printout of all Civil Service personnel and their place of employment on the university. The computer tapes this printout is generated from may be referenced at the computer center.

Recommendation: Retain for one (1) week in office, then dispose of. The computer tapes are then purged every two (2) years.

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

## 118. Insurance Folders (Originals)

Dates:	1950 -
Volume:	7 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of files on each employee's insurance coverage. These include:

- 1) State DP-1 personal data for life insurance
- 2) Beneficiary designation
- 3) Transactions with health carriers
- 4) Copies of any optional coverage purchased

Recommendation: **Retain in the office until the time of the employee's retirement, then send to the State University Retirement System in Champaign for permanent retention.**

## 119. Payroll Deduction Files

Dates:	1950 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of Payroll Deduction - Authorization Cards regarding personal benefits, seniority hours and miscellaneous deductions for civil service employees. Charitable deductions are usually arranged annually, while insurance deductions vary and a new card must be completed anytime there is a change in deductions.

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

## 120. Personnel Files (Civil Service) (Originals)

Dates:	1930 —
Volume:	11 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of the original personnel files of civil service employees at the university. Record types found in a particular file would be an application for employment, contracts, evaluations,

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

printouts of the status of their employment and any correspondence related to the individual's employment history with the university.

Recommendation: Retain this series in one of two formats available: the original paper documents or microform. Whenever a copy of the material has been transferred to microform, destroy the original document and retain the microform in the office permanently.

For original documents of employees of the University Merit System - Retain in office sixty-five (65) years after separation of employment.

For original documents of employees of the State Personnel Code - Retain in office five (5) years after separation of employment.

## 121. Temporary Employee Files (Originals) (New Name: Extra Help Employee)

Dates:	1970 -
Volume:	1.5 Cu. Ft.
Annual Accumulation:	1 Cu. Ft.
Arrangement:	Alphabetical

This record series consists of a file for each employee hired on a temporary basis. Each file contains applications for employment, contracts, evaluations, and any correspondence related to the individual's employment history with the university.

Recommendation: Retain twenty (20) 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.

## 121A. Workers Compensation Files

Dates:	1973 -
Volume:	25 Cu. Ft.
Annual Accumulation:	1 Cu. Ft.
Arrangement:	Chronological by Year, Alphabetical by Name

This record series consists of files which concern civil service, academic, and student employees pursuing monetary compensation as a result of "on the job" injury (Ref. 820 ILCS 305 et seq. [1992 State Bar Edition]).

Series contents include employees' reports, supervisors' reports, salary histories, incident reports to the Industrial Commission (form 45's), medical bills, medical information, witness reports, and supporting notes/correspondence.

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

<u>Item No.</u>	<u>Record Series Title, Description and Recommendation</u>
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Originals are maintained by the Department of Central Management Services for ten (10) years following last payment per item #1 of Application #81—60. (The latter files concern Workers Compensation Cases brought before the Illinois Industrial Commission.) The Illinois Industrial Commission, SIU—Carbondale, and the Secretary of State's Office maintain "Worker Compensation Files" for five (5) years following closure" respectively per item #1 of Application #85—54, item #410.03 of Application #87- 66, and item #15 of Application #87—113.

The recommended disposition for this file series is based on statutes of limitation stipulated under 820 ILCS 310/3 (1992 State Bar Edition).

Recommendation: Retain in office for five (5) years following closure of the respective case(s), 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 Administrative Services**

RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. \_\_\_\_\_ Record Series Title, Description and Recommendation \_\_\_\_\_

121B. University Civil Service Position Files (Originals)

Dates: 1974 –  
Volume: 32 Cu. Ft.  
Annual Accumulation: 1 CU. Ft.  
Arrangement: Numerical

This record series contains job descriptions, documentation reflecting a change in classification of a position while the position is vacant, and any job audits and/or related correspondence. Job audits are used to consider possible adjustments to the position’s classification.

Recommendation: Retain in office for eight (8) years after date of generation then transfer to the University Archives for permanent retention. \*

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

121B. Employment Eligibility Verification (**The Item No. 121B was duplicated**)

Dates:	1986 -
Volume:	1.5 Cf./450 MB
Annual Accumulation:	Negligible
Arrangement:	Chronological by Year, then Alphabetical by Name

This record series consists of documentation required under 8 CFR 274a by the Department of Homeland Security-United States Customs and Immigration Service (USCIS) that verifies the eligibility of U.S. citizens, non-citizen nationals, lawful permanent residents, and aliens authorized to work in the United States. 8 CFR 274a stipulates the information and documentation required for the form, as well as the retention period with which the employer must comply.

**RETENTION:** Retain for three years from the date of hire or one year from the date of termination, whichever is later; 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. Retain electronic records in compliance with 44 Ill. Admin. Code 4400.80.

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. \_\_\_\_\_ Record Series Title, Description and Recommendation \_\_\_\_\_

**FACILITIES MANAGEMENT**

## 122. Administrative correspondence File

Dates: 1981 -  
Volume: 24 Cu. Ft.  
Annual Accumulation: 6 Cu. Ft.  
Arrangement: Alphabetical by Topic

This record series consists of correspondence with various departments for remodeling projects, major repairs, capital budget projects and the FAA (Federal Aviation Administration).

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

## 123. Blueprints Files (Originals)

Dates: 1901 -  
Volume: 72 Cu. Ft.  
Annual Accumulation: 0.5 Cu. Ft.  
Arrangement: By Building

This record series consists of blueprints and drawings of all the buildings located on the campus. The series also includes building information (e.g., location of plumbing, electrical and sewage lines) specific shop drawings (by structural, electrical and mechanical outlines), and building specification codes.

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

## 124. Fiscal Transaction Files (Duplicates)

Dates: 1965 —  
Volume: 23 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological by Fiscal Year

This record series consists of the fiscal transaction files for Physical Plant Department. The records generally include: invoices; vouchers; bills; budget information (printout i.e., B135016A - general revenue budget requisition transactions, BRDAO001 - budgetary control B.R. bond budget, BRDAO01 - budgetary control by class B.R.); central receiving reports; delivery receipts; requisitions and truckers manifests, etc. Original fiscal records are maintained by the University's Business Office for six (6) years as per Application #85-147, item #63.

VP for Administrative Services

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No.	Record Series Title, Description and Recommendation
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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.

## 125. Overtime Register

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

This record series consists of a register of employees who have worked overtime.

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

## 126. Personnel Files (Duplicates)

Dates:	1980 -
Volume:	2 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical

This record series consists of personnel files for civil service employees of the Physical Plant. Included in these files are copies of contracts, evaluations and reprimands. Original personnel files for civil service employees are kept in the Civil Service Personnel Office (see Application #85-147, item #119).

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

## 127. Physical Plant Billing File (Duplicates)

Dates:	1982 —
Volume:	0.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	By Account Type

This record series consists of copies of invoices, purchase orders and worksheets pertaining to expenses for goods and services. Original fiscal records are maintained by the University's Business Office for six (6) years as per Application #85-147.

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

VP for Administrative Services

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

## 128. Property Control Inventory

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

This record series consists of the property control inventory for the Physical Plant. These files contain inventories on the following: receipts, process orders, disbursements, lists, maintenance, addition of new parts and vendor histories.

Recommendation: Retain current property control inventory until superseded by a new inventory, then dispose of providing no litigation is pending or anticipated.

## 129. Purchase Inquiry File

Dates:	1982 -
Volume:	0.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Numerical by Purchase Order Number

This record series consists of purchase orders received by Facilities Management. The file is maintained in a log book and in files.

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

## 130. Service Request Files

Dates:	1981 -
Volume:	27 Cu. Ft.
Annual Accumulation:	6 Cu. Ft.
Arrangement:	Numerical/Alphabetical by building

This record series consists of the service request files for the Facilities Management. It contains all forms, printouts, and work orders used to request physical plant services for any university building/office, etc. The files specifically include: PP900—250 add new work orders; PP900—251 maintenance to work orders; PP900—252A edit work order payroll; PP900—252 update work order payroll; PP900-254 work orders in process; PP900—219 open orders by department; PP900—221 list of parts for ordering; PP900-222 list disbursement status; PP900—253 disbursements; PP900—253A edit disbursement; PP900—257 work orders listed by department, class; PP900—258 work orders completed (reference material); PP900-284 completed work order by building; PP900—258A work orders completed or added monthly; PP900—277 agency work orders; PP900—281 completed work order by department; PP900—282 work order class by department; PP900-290 work order projects; PP900—402 disbursements by building, by class; PP900—407 elevator and dumb waiter maintenance.

VP for Administrative Services

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

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

## 131. Supply Requests Files

Dates:	1981 -
Volume:	10 Cu. Ft.
Annual Accumulation:	2.5 Cu. Ft.
Arrangement:	Chronological

This record series consists of requests for supplies from university departments and building to the Physical Plant store.

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

## 132. Time Cards

Dates:	1983 -
Volume:	2 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of time cards for workers maintained by Facilities Management. Information found on the time cards is presently maintained on computer.

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

## 133. Vendor Files

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

This record series consists of vendor files from the Physical Plant. Records generally include confirming requisitions, copies of orders by letter, and vendor invoices listed by number and date.

VP for Administrative Services

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

**PUBLIC SAFETY**

## 134. Bicycle Registration Cards (Originals &amp; Duplicates)

Dates:	1977 -
Volume:	0.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Original filed by Permit Number/Duplicate filed Alphabetically

This record series consists of two sets of cards - one filed by the permit number of bicycle and one by the owner's name. Each card shows the licensee's name, address, phone number, bicycle description (i.e., name of bicycle serial number; color; boys or girls) and on occasion reports of transfer showing the new owner's name and address, date of sale, and the licensee's signature.

Recommendation: Retain in the office for five (5) years, then dispose of providing all audits have been completed.

## 135. Case Number Log File

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

This record series consists of OPS -15 Case Number Log which lists the type of crime or complaint, complainant's and subject's name and whether an arrest was made.

Recommendation: Retain in the office for seven (7) years, then dispose of providing no litigation is pending or anticipated. Citizen Complaint File

Dates:	1981 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical by the Complainant

This record series consists of WIUOPS form 76 to be completed by citizens when reporting a complaint on the conduct of an officer of the Department of Public Safety.

Recommendation: Retain three (3) years, then transfer to the University Archives for appraisal and possible retention providing no litigation is pending or anticipated. \*

VP for Administrative Services

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

Item No. Record Series Title, Description and Recommendation

## 136. Copy Machine Log

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

This record series is an account of the use of the copying machine used for the billing of personal use and the overall image log.

Recommendation: Retain in the office for six (6) years, then dispose of.

## 137. Criminal History/Dissemination Files

Dates: 1971 -  
Volume: 0.5 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series contains previous cases the suspect was involved with and his or her role in the case.

Recommendation: **Retain permanently.**

## 138. Daily Log File (OPS—7) (2 Copies)

Dates: 1965 -  
Volume: 13.5 Cu. Ft.  
Annual Accumulation: 0.5 Cu. Ft.  
Arrangement: Chronological

This record series consists of OPS-7 form which is a log of each complaint received, date, time and how it was received.

Recommendation: **Retain the original white copy permanently.** Dispose of the yellow duplicate copy daily.

## 139. Key Control Checkout Log

Dates: 1968 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by Name of Individual Checking Out the Keys



VP for Administrative Services

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

This is a record of all individuals who check out keys for any building on campus. Information includes the key number, the area the key will unlock, the date of the request, who authorized the request, the date the key was issued, who issued the key, the signature of the individual receiving the key, the date the key was returned and who the key was received by when it was returned.

Recommendation: **Retain permanently.**

## 140. LEADS - Article File

Dates:	1979 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement	Chronological

This record series consists of a log recorded with the Law Enforcement Data System (LEADS) of all stolen articles. The LEADS teletype is used to provide official information on stolen articles. This record lists the article, serial number, case number, the LEADS number and the date cancelled.

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

## 141. LEADS Directed Messages File

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

This is an interdepartmental communication for official information. This information can be concerning criminal activities, officer training or any type of general information exchanged between departments.

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

## 142. Minutes of Meetings (Originals)

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

This record series consists of minutes of meetings of the Parking and Traffic Committee and the Health and Safety Committee.

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

VP for Administrative Services

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

## 143. Parking Tickets (Originals)

Dates:	1976 -
Volume:	5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Alphabetical by Name of Individual Receiving the Ticket

This record series consists of stubs of parking tickets issued by Parking Services/Public Safety. Each stub shows the date of the violation, the permit number (if applicable), the auto license number, the violation, the officer's unit number, the location of the violation, the time the ticket was issued, the license year, the license state and the make of the vehicle.

Recommendation: Retain tickets that have been paid or voided for five (5) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and provided no litigation is pending or anticipated. **Retain unpaid tickets or collections permanently.**

## 144. Parking Tickets (Duplicate)

Dates:	1976 -
Volume:	4 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological by Ticket Number

This record series consists of stubs of parking tickets issued by Parking Services/Public Safety. Each stub shows the date of the violation, the permit number (if applicable), the auto license number, the violation, the officer's unit number, the location of the violation, the time the ticket was issued, the license year, the license state and the make of the vehicle.

Recommendation: Retain in the office for one (1) school year after ticket has been paid, then dispose of providing no litigation is pending or anticipated.

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

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## 145. Parking Violation/Permit Appeal Form

Dates: 1975 —  
Volume: 4.5 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of applications filed by persons appealing the issuance of parking tickets. Appeals must be received by Public Safety within seven school days of the tickets date. The action of the appeals board is final.

Recommendation: Retain in the office for two (2) years after the ticket is cleared or paid, then dispose of providing all audits have been completed.

## 146. Personnel Files (Duplicates)

Dates: 1973 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of the Employee Data Form (OPS-44). This contains information on the employee's personal and educational backgrounds as well as job history. The original personnel files for civil service employees are kept in the Civil Service Personnel Office (see Application #85-147, item #119).

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

## 147. Property Tags

Dates: 1981 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of property logs of lost and found items (OPS 24) and evidence tags (OPS-69) which are completed for property collected as lost and found or in connection with a crime.

Recommendation: Retain OPS-24 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 providing no litigation is pending or anticipated.

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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Item No.	Record Series Title, Description and Recommendation
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## 148. Radio Station Log Sheets (Originals)

Dates:	1971 -
Volume:	7.5 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of radio logs (OPS -5) completed daily for certain radio transmissions showing the time of transmissions, the individual initiating the transmission, the individual receiving the transmission and the purpose.

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

## 149. Release of Liability Form

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

This record series contains Release of Liability form (OPS-42) which releases Public Safety from liability for any damages sustained by a vehicle when asked to open it.

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

## 150. Ride-Along Waiver File

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

This record series consists of the "Ride-Along Waiver" form (OPS-68) which is signed to release WIU and the BOG of any injuries sustained while riding in a state vehicle.

Recommendation: Retain for eighteen (18) months, then dispose of.

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

## 151. Subject Card File

Dates:	1972 -
Volume:	4 Cu. Ft.
Annual Accumulation:	0.25 Cu. Ft.
Arrangement:	Alphabetical

This record series consists of a card relating the type of violation, the offender, witness or person warned of a violation. It can be cross-referenced by the name of each person involved.

Recommendation: Retain traffic warning cards one (1) year and dispose of. Retain traffic violations or arrests one (1) year, then transfer to an inactive file for two (2) years, then dispose of. **Card files dealing with criminal actions are to be maintained permanently in the office.**

## 152. Time Report File (Duplicate)

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

This record series consists of the Fiscal Time Report (OPS--66). This is a report of all workers' hours and is used to back up the time cards sent to the Payroll Office.

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

## 153. Traffic Accident Report Case Files

Dates:	1965 -
Volume:	18 Cu. Ft.
Annual Accumulation:	--
Arrangement:	Numerical by Case Number

This record series consists of a Crime/Incident Report; Law Enforcement Agency Field Supplementary; Traffic Accident Report; Secretary of State Police Alcohol and/or Drug Influence Report; Consent to Search; Statement(s); Statement of Rights; Notice to Appear (in court) and a case disposition.

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

**VP for Administrative Services**

## RECORDS RETENTION SCHEDULE

(Application of Authority to Dispose of State Records)

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

## 154. Illinois Uniform Crime Report File

Dates:	1972 -
Volume:	3 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of a worksheet used to organize information regarding a crime (i.e., type of crime, date, arrival time of police, description of any property involved (and its value). Information from this is later printed in issues of Illinois Crime.

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

## 155. Faculty/Students and Staff Vehicle Registration

Dates:	1978 -
Volume:	2.25 Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Numerical by Permit Number/Alphabetical by Owner's Name

These cards have the owner's name, address, phone number, social security number, university department and phone number if applicable and driver's license number and the make and description of the vehicle.

Recommendation: Retain both the alphabetical and numerical cards for five (5) years, then dispose of. **Retain the printouts permanently.**

## 156. Warrant and Subpoena Check List File

Dates:	1977 -
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series consists of an account of all warrants and subpoena issued, to whom they were issued, on what date and the name of the judge who authorized the warrant or subpoena.

Recommendation: **Retain permanently. University Archivist may dispose of any material, which after appraisal is not selected for further retention in the Archives.**