

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS**

Application No. 07-02
Page 1 of 80

**STATE OF ILLINOIS
STATE RECORDS COMMISSION**

STATE RECORDS UNIT
ILLINOIS STATE ARCHIVES
SPRINGFIELD, IL 62756
(217)782-2647

AGENCY

Illinois State University

DIVISION

Vice President for Academic Affairs and Provost

SUBDIVISION

Pursuant to the provisions of the *State Records Act* (5 ILCS 160/1 et seq.), I hereby request authority to dispose of state government records according to the schedule which follows. I certify that those records to be disposed of will not be needed in the transaction of current business nor will they be of sufficient administrative, legal, or fiscal value to warrant further retention by this agency. I also certify that any microfilm copies will be made in accordance with the standards of the State Records Commission and will be adequate substitutes for the original records.

SIGNATURE OF AGENCY HEAD

DATE

ACTION TAKEN BY
THE
STATE RECORDS
COMMISSION

David A. Joens

CHAIRMAN

Thomas F. Schwartz, by G.S.

SECRETARY

May 16, 2007

DATE

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF PROVIDING:

- the individual retention period is complete;
- all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated;
- the items are correctly listed on a Records Disposal Certificate submitted to and approved by the State Records Commission 30 days prior to disposal.

Certain records, as stipulated on this application, may be microfilmed and the original hardcopy record disposed of if the record is microfilmed in accordance with the standards of the State Records Commission Rules and if the film is retained for the prescribed retention period. **Disposal of records after microfilming must be noted on a Records Disposal Certificate.**

**THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES
ARE TO BE RETAINED PERMANENTLY.**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 2 of 80

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

ACADEMIC AFFAIRS DIVISION-WIDE DOCUMENTS

150.001 Faculty Evaluations (Annual and Summative)

Dates: 1986 -
Volume: 72 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological, then Alphabetical

This record series consists of all department/school evaluations of tenure/tenure track faculty, including annual evaluation letters, summative evaluations for promotion and tenure, and post-tenure reviews.

Recommendation: Retain in Department/School Office for eight (8) years following generation of the record, then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved as
Amended
5/16/07**

150.002 Student Evaluations (Data Sheets)

Dates: 1986 -
Volume: 72 Cu. Ft.
Annual Accumulation: 9 Cu. Ft.
Arrangement: Chronological

This record series consists of data sheets generated by student evaluations of all faculty members.

Recommendation: Retain in Department/School Office for eight (8) years, then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved as
Amended
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 3 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
150.003	Student Evaluations (Individual Student Comments)	
	Dates: 1986 - Volume: 144 Cu. Ft. Annual Accumulation: 36 Cu. Ft. Arrangement: Chronological, then Alphabetical	
	This record series consists of individual student comments regarding the teaching of individual faculty members given as part of the annual evaluation of faculty.	
	Recommendation: Retain in Department/School Office for three (3) years then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved as Amended 5/16/07
150.004	College/Department/School Student Records	
	Dates: 1982 - Volume: 138 Cu. Ft. Annual Accumulation: 15 Cu. Ft. Arrangement: Chronological, then Alphabetical	
	This record series consists of student records maintained at the department or college level, including advisement records and materials, applications to programs, student academic records, academic progress summaries and other department/school or College- specific student records. Official student academic records are maintained by the Office of Enrollment Management and Academic Services (University Registrar) for a period of 60 years. See items 224.002, 224.003.	
	Recommendation: Retain in office for five (5) years following graduation or other termination of registration of individual students then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 5/16/07

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 4 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
150.005	<p>Program Review Records</p> <p>Dates: 1992 - Volume: 72 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of program review and program review supporting materials, including final reports, memoranda, correspondence, survey results and other supporting materials.</p> <p>Recommendation: Retain in Department/School Office for six (6) years or until the next Program Review is approved, whichever is later, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p style="text-align: center;">Disposition Approved 5/16/07</p>
150.006	<p>Department Strategic Planning and Assessment Materials</p> <p>Dates: 1986 - Volume: 9 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of department strategic plans, final reports, memoranda, correspondence, survey and assessment materials, assessment reports and supporting materials.</p> <p>Recommendation: Retain in Departmental/School Office for 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.</p>	<p style="text-align: center;">Disposition Approved 5/16/07</p>

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 5 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
150.007	<p>Sabbatical and Leave Proposals and Reports</p> <p>Dates: 1986 - Volume: 9 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological, then Alphabetical</p> <p>This record series consists of applications, evaluation materials, letters, and final reports of sabbatical and other leaves or applications for leaves.</p> <p>Recommendation: Retain in Departmental/School Office for five (5) years following termination of sabbatical and submission of report then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>
150.008	<p>Course Syllabi</p> <p>Dates: 1986 - Volume: 72 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological, then alphabetical</p> <p>This record series consists of syllabi prepared for each class section by faculty.</p> <p>Recommendation: Retain in Department/School Office for 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.</p>	<p>Disposition Approved as Amended 5/16/07</p>
150.009	<p>Curriculum Proposals and Materials</p> <p>Dates: 1986 - Volume: 36 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of Department/School curriculum proposals, sample syllabi, and supporting materials.</p>	

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 6 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>Recommendation: Retain in Department/School Office for three (3) years following generation of records, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>
150.010	<p>Faculty Evaluation (Annual Evaluation, Promotion, Tenure, and Post-Tenure Review) Submissions and Materials</p> <p>Dates: 1986 - Volume: 180 Cu. Ft. Annual Accumulation: 18 Cu. Ft. Arrangement: Chronological, then alphabetical</p> <p>This record series consists of annual faculty evaluation submissions and supporting materials, applications for promotion and tenure and supporting material, and post-tenure review submissions by faculty, correspondence, memoranda, working papers, poll or voting results, and internal or external communications regarding evaluation of tenured or tenure-track faculty.</p> <p>Recommendation: Retain in Department/School Office for five (5) years following the generation of the record, then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved as Amended 5/16/07</p>
150.011	<p>College, Department/School, or other Unit Newsletters, Annual Reports, Brochures or other Marketing Materials and Support Material</p> <p>Dates: 1986 - Volume: 44 Cu. Ft. Annual Accumulation: 36 Cu. Ft. Arrangement: Chronological, then alphabetical</p> <p>This record series consists of unit newsletters, annual reports, brochures, and related printed marketing materials used to market units or their programs or inform others about units or their programs. The series also includes supporting materials used to construct or develop these items.</p>	

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 7 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>Recommendation: Retain in office for three (3) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Forward one copy of all newsletters, annual reports, brochures, and related printed marketing materials to Illinois State University Archives for permanent retention.</p>	<p>Disposition Approved 5/16/07</p>
150.012	<p>Class Schedules and Supporting Materials</p> <p>Dates: 1986 - Volume: 36 Cu. Ft. Annual Accumulation: .5 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of class schedules, work sheets, correspondence with faculty, and all supporting materials regarding the scheduling of classes within any unit.</p> <p>Recommendation: Retain in office for three (3) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>
150.013	<p>Textbook and Classroom Material Orders and Supporting Materials</p> <p>Dates: 1986 - Volume: 36 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological, then alphabetical</p> <p>This record series consists of records of textbook orders, order forms, classroom materials orders, ISBN numbers, and supporting materials for texts and other materials ordered for classes.</p> <p>Recommendation: Retain in office for three (3) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 9 of 80

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

OFFICE OF THE PROVOST

200.001 Request for Hiring Exemption

Dates: 2001 -
Volume: .25 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This records series consists of memorandums from Deans and Unit heads requesting permission to hire new and replacement positions within all areas of Academic Affairs.

Recommendation: Retain in office for 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.

**Disposition
Approved
5/16/07**

200.002 Budget Presentation Materials

Dates: 1999 -
Volume: .75 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This records series consists of the consolidated budget report submitted by each area and unit for presentation at the annual budget presentations.

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

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 10 of 80

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

**OFFICE OF THE PROVOST
CENTER FOR TEACHING, LEARNING AND TECHNOLOGY (CTLT)**

202.001 CTLT Material Production Billing

Dates: 2005 -
Volume: .25 Cu. Ft.
Annual Accumulation: .75
Arrangement: Chronological

This record series consists of internal billing forms use to bill university departments or other units for CTLT material services.

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

**Disposition
Approved
5/16/07**

202.002 CTLT Grant Applications and Awards

Dates: 2005 -
Volume: 1 Cu. Ft.
Annual Accumulation: .33
Arrangement: Chronological and Grant Title

These records consist of copies of applications, review notes, lists of awards, and correspondence related to the various grants available through CTLT.

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

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 11 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
202.003	<p>CTLT Job Request Forms (Originals)</p> <p>Dates: 2005 - Volume: .75 Cu. Ft. Annual Accumulation: .25 Arrangement: Chronological</p> <p>This record series consists of job request forms completed for each material production request and contain the following entries: Client's name and department, phone numbers, account title and number, date received, date completed, materials used and quantity and special instructions.</p> <p>Recommendation: Retain in office for three (3) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>
202.004	<p>CTLT Programming Materials</p> <p>Dates: 2005 - Volume: 3.5 Cu. Ft. Annual Accumulation: .75 Cu. Ft. Arrangement: Chronological and Program Title</p> <p>This record consists of planning materials, applicants, attendance, program, contracts and costs related to CTLT programs, such as, Annual Teaching Learning Symposium, Summer Institute, and New Faculty Orientation.</p> <p>Recommendation: Retain in office for 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.</p>	<p>Disposition Approved 5/16/07</p>
202.005	<p>Facilities Management Work Requests, Billing, and Correspondence.</p> <p>Dates: May 2005- Volume: .3 Cu. Ft. Annual Accumulation: .1 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the request for facilities management services, estimates, billing and pertinent correspondence.</p>	

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 12 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
Recommendation:	Retain in office for three (3) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 5/16/07

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 13 of 80

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

**OFFICE OF THE PROVOST
HONORS**

203.001 Robert G. Bone Scholarship Files

Dates: 1967 -
Volume: 11 Cu. Ft.
Annual Accumulation: 1.5 Cu. Ft.
Arrangement: Chronological

This record series consists of the files established for students who have applied for the Bone Scholarship. The file contains: the nomination forms, recommendations, lists of nominees' campus and community service activities, course work, essays, and work samples from school projects.

Recommendation: Retain in office for two (2) 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.

**Disposition
Approved
5/16/07**

203.002 Research Mentorship & Grant Files

Dates: 1987 -
Volume: 3 Cu. Ft.
Annual Accumulation: 0.25 Cu. Ft.
Arrangement: Chronological

This record series consists of the files established for the Honors Research Mentorships or Honors Summer Research Grants. The files consist of applications, recommendations, and proposed projects.

Recommendation: Retain in office for three (3) years or until student graduates 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.

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 14 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
203.003	<p>Scholarship Files</p> <p>Dates: 1987 - Volume: 6 Cu. Ft. Annual Accumulation: 1.5 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of files established for the Honors First-Year Scholarship; Presidential Scholarship; Provost Scholarship; Truman Scholarship; Goldwater Scholarship; and Fulbright Scholarship.</p> <p>Recommendation: Retain in office for two (2) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>
203.004	<p>Partial Tuition Waiver Award Files</p> <p>Dates: 1989 - Volume: 2 Cu. Ft. Annual Accumulation: .25 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the files established for students who have applied for Partial Tuition Waivers.</p> <p>Recommendation: Retain in office for three (3) years or until student graduates then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>
203.005	<p>Annual Scholarship Awards Ceremony Files</p> <p>Dates: 1994 - Volume: 2.25 Cu. Ft. Annual Accumulation: .25 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the files established for each year of the Scholarship Awards Ceremony. Each file contains the following: lists of scholarship recipients; script for ceremony; copies of letters sent to each recipient; copies of invitations to presenters and speaker; room reservations; and catering orders.</p>	

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 15 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>Recommendation: Retain in office for two (2) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>
203.006	<p>Homecoming Open House Files</p> <p>Dates: 1994 - Volume: .25 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the files established for each year of the Homecoming Open House. Each file contains the following: lists of Honors alumni; catering order; and copies of invitations and a newsletter.</p> <p>Recommendation: Retain in office for two (2) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>
203.007	<p>Recruitment Files</p> <p>Dates: 2000 - Volume: 1.5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of electronic lists of students who have been sent information inviting them to apply to the Honors Program. Students are new incoming freshmen, current students, or incoming transfer students.</p> <p>Recommendation: Retain in office for two (2) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 16 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
203.008	<p>Application Files</p> <p>Dates: 2004 - Volume: 2 Cu. Ft. Annual Accumulation: .125 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of applications submitted by students who have been denied admission to the Honors Program.</p> <p>Recommendation: Retain in office for two (2) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>
203.009	<p>Contest Application Files</p> <p>Dates: 2005 - Volume: .75 Cu. Ft. Annual Accumulation: .25 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the files established for students who have applied for In-Course Project Contest; Study Abroad Essay Contest; or Study Abroad Photo Contest. Files include application form and project, essay, or photo.</p> <p>Recommendation: Retain in office for 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.</p>	<p>Disposition Approved 5/16/07</p>
203.010	<p>Honors Course List Files</p> <p>Dates: 1988 - Volume: 2.5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of lists of Honors courses per semester.</p> <p>Recommendation: Retain in office for ten (10) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 17 of 80

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

ENROLLMENT MANAGEMENT AND ACADEMIC SERVICES (EMAS)

220.001 Mark Summary Reports

Dates: 1990 -
Volume: 7.5 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of reports that indicate patterns of grade distribution by undergraduate, graduate, and combined.

Recommendation: Retain in office for ten (10) years, then forward to ISU Archives for permanent retention, providing all audits have been completed under the supervision of the Auditor General, if necessary.

**Disposition
Approved
5/16/07**

220.002 Probation and Reinstatement Files

Dates: 1990 -
Volume: 20 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This record series consists of appeals from students who have been academically dismissed from the University. Contents include reinstatement applications, project success paperwork, and supporting documentation.

Recommendation: Retain in office for five (5) years or until the student graduates then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 18 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
220.003	<p>Satisfactory Progress Appeals</p> <p>Dates: 1990 - Volume: 9 Cu. Ft. Annual Accumulation: .25 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of appeals from students regarding their academic progress in order to retain financial aid eligibility.</p> <p>Recommendation: Retain in office for three (3) years after the last date of attendance then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>
220.004	<p>Academic Standards Committee</p> <p>Dates: 1970 - 2003 Volume: 1.5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of files for Academic Standards Committee meetings, including agendas, minutes, notes, memoranda, reports and correspondence.</p> <p>Recommendation: Retain in office for ten (10) years providing all audits have been completed and no litigation is pending then transfer to Illinois State University Archives for permanent retention.</p>	<p>Disposition Approved 5/16/07</p>
220.005	<p>Scholarship/University Scholars Scholarship Probation Files</p> <p>Dates: 2000 - Volume: .25 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the scholarship probation and non-continuance of those students who did not meet the GPA requirements for continuance of their Minority Academic Scholarship/University Scholars scholarship.</p>	

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 19 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>Recommendation: Retain in office for five (5) years or until the student graduates then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>
220.006	<p>Admission Enrollment Tracking Data and Reports</p> <p>Dates: 2003 - Volume: 1 Cu. Ft. Annual Accumulation: .25 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of Admission/Enrollment reports – periodic application summaries, census reports, miscellaneous enrollment updates.</p>	
	<p>Recommendation: Retain in office for five (5) years then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 20 of 80

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

**ENROLLMENT MANAGEMENT AND ACADEMIC SERVICES (EMAS)
ADMISSIONS**

221.001 TOEFL Score Reports, Non Enrolled Students

Dates: 2005-
Volume: 2 Cu. Ft.
Annual Accumulation: 1.0 Cu. Ft.
Arrangement: By birth date of student

This record series consists of TOEFL (Test of English as a Foreign Language) score reports for international students who had their score sent to the University but have not submitted an application for admission.

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

**Disposition
Approved
5/16/07**

221.002 GRE Score Reports, Non Enrolled Students

Dates: 2002-
Volume: 3 Cu. Ft.
Annual Accumulation: 1.0 Cu. Ft.
Arrangement: By birth date of student for international students;
alphabetical for graduate students

This record series consists of GRE (Graduate Record Examination) score reports for international and graduate students who had their score sent to the University but have not submitted an application for admission.

Recommendation: Retain in office for five (5) years from date of receipt then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 21 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
221.003	GMAT Score Reports, Non Enrolled Students	
	Dates: 1997- Volume: 2 Cu. Ft. Annual Accumulation: 0.2 Cu. Ft. Arrangement: By birth date of student for international students; alphabetical for graduate students	
	This record series consists of GMAT (General Management Admission Test) score reports for international and graduate students who had their score sent to the University but have not submitted an application for admission.	
	Recommendation: Retain for ten (10) years from date of receipt, then destroy providing all audits have been completed and no litigation is pending.	Disposition Approved 5/16/07
221.004	ACT and SAT score reports, Non-Enrolled Students	
	Dates: 1995- Volume: 4 Cu. Ft. Annual Accumulation: 0.4 Cu. Ft. Arrangement: Chronological, then alphabetical	
	This record series consists of ACT and SAT score reports for all students who sent an ACT or SAT score to the University but have not submitted an application for admission.	
	Recommendation: Retain for three (3) years from date of receipt, then destroy providing all audits have been completed and no litigation is pending.	Disposition Approved 5/16/07
221.005	International Admissions, Application Documents-Enrolled and Non Enrolled Students	
	Dates: 1995- Volume: 11 Cu. Ft. Annual Accumulation: 2.5 Cu. Ft. Arrangement: Alphabetical	
	This record series contains admission applications, original foreign academic transcripts, test scores, proof of finance information, and copies of immigration documents such as passports, I-20's, VISA's, and other miscellaneous notes and supporting documents.	

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 22 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
	Recommendation: Retain for three (3) years from date of receipt, then destroy providing all audits have been completed and no litigation is pending.	Disposition Approved 5/16/07
221.006	Undergraduate and Graduate Admissions, Application Documents	
Dates:	2005-	
Volume:	110 Cu. Ft.	
Annual Accumulation:	54.0 Cu. Ft.	
Arrangement:	Chronological	
	This record series contains admission applications, personal essays, transcripts, test scores, recommendation letters, miscellaneous notes, and other supporting documents for students who applied to the University but were not admitted.	
	Recommendation: Retain for three (3) from date of receipt, then destroy providing all audits have been completed and no litigation is pending.	Disposition Approved as Amended 5/16/07
221.007	Criminal History Records (self-reported)	
Dates:	2006-	
Volume:	.4 Cu. Ft.	
Annual Accumulation:	0.2 Cu. Ft.	
Arrangement:	Alphabetical	
	This record series contains a summary of convictions or indictments, copies of court documents, and committee admission recommendations and reports for students who have been convicted of a felony who apply for admission or readmission to the University.	
	Recommendation: Retain for five (5) years from date of receipt, then destroy providing all audits have been completed and no litigation is pending.	Disposition Approved 5/16/07

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 23 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
221.008	Scholarship Application and Selection Materials	
	Dates: 2005- Volume: 15 Cu. Ft. Annual Accumulation: 5.0 Cu. Ft. Arrangement: Chronological, then Alphabetical	
	This record series contains scholarship applications and committee selection reports for the Presidential, University Scholar, and Community College Transfer merit based scholarships. Contents include, recommendation letters, copies of academic transcripts, copies of ACT/SAT test scores, student essays, committee recommendations and selection reports.	
	Recommendation: Retain for two (2) years from date of receipt, then destroy providing all audits have been completed and no litigation is pending.	Disposition Approved 5/16/07
221.009	Pre-Admission Records	
	Dates: 2006- Volume: 26 Cu. Ft. Annual Accumulation: 13.0 Cu. Ft. Arrangement: Chronological	
	This record series contains names, addresses, e-mail addresses, birthdates, current school attending, anticipated major, and other self-reported data such as ACT/SAT score, class rank, and grade point average of students who have shown interest in attending the University.	
	Recommendation: Retain for two (2) years from student's anticipated enrollment or until student applies to the University or requests removal, then destroy providing all audits have been completed and no litigation is pending.	Disposition Approved 5/16/07

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 24 of 80

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

**ENROLLMENT MANAGEMENT AND ACADEMIC SERVICES (EMAS)
FINANCIAL AID**

222.001 Student Financial Aid Files

Dates: 2002-
Volume: 170 Cu. Ft.
Annual Accumulation: negligible
Arrangement: University ID number

This record series consists of quality assurance verification documents, tax returns, miscellaneous forms, data sheets, and counselors' notes.

Recommendation: Retain in office for five (5) years following determination of award of financial aid, then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
5/16/07**

222.002 Scholarship Files

Dates: 1965 -
Volume: 158 Cu. Ft.
Annual Accumulation: 4 cubic feet
Arrangement: Alphabetical

This record series consists of award letters, notices, worksheets, notes, and other related information for all scholarships, grants, tuition waivers, and other awards administered by or through the Office of Financial Aid.

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

**Disposition
Approved
5/16/07**

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)

Application No. 07-02
Page 25 of 80

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

ENROLLMENT MANAGEMENT AND ACADEMIC SERVICES (EMAS)
UNIVERSITY COLLEGE

223.001 Tutor Training Documents

Dates: 1996-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of materials used to train student tutors, applications to tutor and tutor files.

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

**Disposition
Approved
5/16/07**

223.002 Tutor and Workshop Evaluation Forms

Dates: 1996-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of evaluation forms used for tutors and workshops.

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

**Disposition
Approved
5/16/07**

223.003 Advisement Planning Forms

Dates: 1996-
Volume: .1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of Freshmen Course Recommendations (FCR's), Advising Booklet, School Planners, and Transfer Checklist.

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 26 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
	Recommendation: Retain in office for five (5) years then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 5/16/07
223.004	Minority Student Academic Center (MSAC) Records	
	Dates: 1996- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical	
	This record series consists of program activity records, reports and miscellaneous papers generated by or relating to the Minority Student Academic center (MSAC).	
	Recommendation: Retain in office for seven (7) years then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 5/16/07

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 27 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
<u>ENROLLMENT MANAGEMENT AND ACADEMIC SERVICES (EMAS)</u> <u>UNIVERSITY REGISTRAR</u>		
224.001	Undergraduate Catalog	
	Dates: 1972- Volume: 15 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of the final published undergraduate catalog which includes the course offerings and requirements of the University in effect at the time of publication.	
	Recommendation: Retain in the Office of the University Registrar for five (5) years, then transfer to Illinois State University Archives for permanent retention.	Disposition Approved 5/16/07
224.002	Student Academic Record	
	Dates: 1983- Volume: 480 Cu. Ft. Annual Accumulation: 20 Cu. Ft. Arrangement: Alphabetical by Student Name or Student Identification number, Chronological within files	
	This record series contains administrative files concerning a student's academic record including grades and transcript.	
	Recommendation: Retain in the Office of the University Registrar for one hundred (100) years, then transfer to Illinois State University Archives for permanent retention.	Disposition Approved as Amended 5/16/07
224.003	Graduation Record	
	Dates: 1983- Volume: 480 Cu. Ft. Annual Accumulation: 20 Cu. Ft. Arrangement: Chronological, Alphabetical by Student Name or Student ID number within files	
	This record series contains administrative files listing those students to whom a degree has been conferred.	

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 28 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
Recommendation:	Retain in the Office of the University Registrar for sixty (60) years, then transfer to Illinois State University Archives for permanent retention.	Disposition Approved as Amended 5/16/07

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 29 of 80

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

GRADUATE SCHOOL

240.001 Graduate Student Plans of Study and Files

Dates: 1994 -
Volume: 26 Cu. Ft.
Annual Accumulation: 5 Cu. Ft.
Arrangement: Chronological by graduation semester, year,
alphabetical by last name

This record series consists of graduate student plans of study and related documents and correspondence exchanged by any office, unit, department, school, or sub-unit with any other person, or entity, internally. This record series also contains memoranda, working papers, correspondence, and miscellaneous notes received in the course of business from other units.

This record series may include confidential material. Confidential material may include copies of correspondence with students, faculty, staff, material which contains unique personal identifiers such as social security numbers or university identification numbers or other personal information, material pertaining to actual or potential legal issues, or material required to be destroyed or disposed of confidentially by federal or state law.

Recommendation: This record series will be maintained in the Graduate School Office until such time as graduation occurs and file is moved to the University Registrar (item 224.003) graduation records, OR if graduation has not occurred and time to degree has been reached, these records are moved to inactive status for a period of three (3) years, then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 30 of 80

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

240.002 Graduation Statistics and Recording Letters

Dates: 1967 -
Volume: 7.5 Cu. Ft.
Annual Accumulation: .125 Cu. Ft.
Arrangement: Alphabetical

This record series consists of graduation statistics and official notices of completion of comprehensive/preliminary examinations, theses/dissertation completion information, Master of Fine Arts admitted to candidacy status, and total hours to clear for credit of the following courses: 499's, 599's, 490's, 496's.

This record series may include confidential material. Confidential material may include copies of correspondence with students, faculty, staff, material which contains unique personal identifiers such as social security numbers or university identification numbers or other personal information, material pertaining to actual or potential legal issues.

Recommendation: Retain in office for a period of sixty (60) years, then destroy of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
5/16/07**

240.003 Graduate Catalogs

Dates: 1952 -
Volume: 5 Cu. Ft.
Annual Accumulation: .0625 Cu. Ft.
Arrangement: Chronological by year

This record series consists of Graduate Catalogs which contain department and university requirements for that particular catalog year.

Recommendation: Retain one copy of each catalog in office permanently.

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 31 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
240.004	Curriculum Proposals, Catalog Files, Four-Year-and-Out Course Deletion Files, Program Review Reports	
	Dates: 1973 - Volume: 35 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological by year	
	This record series consists of graduate curriculum proposals and graduate catalog files, catalog editorial changes to courses and programs, record of courses deleted through "four-year and out" policy (courses without enrollment for four years), and Program Review reports.	
	Recommendation: Retain in office for three (3) years after official action on curriculum changes, 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.	Disposition Approved 5/16/07
240.005	Permissions from Publishers and Authors	
	Dates: 1997 - Volume: 1 Cu. Ft. Annual Accumulation: .10 Cu. Ft. Arrangement: Chronological by semester, alphabetical by student's name	
	This record series consists of letters and/or forms from publishers and authors that grant students permission to reprint or adapt material in the students' master's theses.	
	Recommendation: Retain in office for three (3) years after approval of thesis 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, then destroy.	Disposition Approved 5/16/07

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 32 of 80

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

240.006 Continuing Education Units

Dates: 1980 -
Volume: 12 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This record series consists of copies of signed graduate assistant notifications of appointment as well as terminations. These records may be requested by SURS participants seeking to purchase service credits as they approach retirement. This record series may include confidential material. Confidential material may include material which contains unique personal identifiers such as social security numbers or university identification numbers or other personal information, or material required to be destroyed or disposed of confidentially by federal or state law.

Recommendation: Retain in office/storage for fifty (50) years, then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
5/16/07**

240.007 Research Symposia Abstracts

Dates: 1994 -
Volume: 2 Cu. Ft.
Annual Accumulation: .10 Cu. Ft.
Arrangement: Chronological

This record series consists of Undergraduate and Graduate Student Research Symposia abstract books.

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

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 33 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
240.008	<p>Graduate Student Probation Records</p> <p>Dates: 2003 - Volume: 1 Cu. Ft. Annual Accumulation: .10 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of graduate student probation listings and memos from departments/programs on terms of probation. This record series may include confidential material. Confidential material may include material which contains unique personal identifiers such as social security numbers or university identification numbers or other personal information, material pertaining to actual or potential legal issues, or material required to be destroyed or disposed of confidentially by federal or state law.</p> <p>Recommendation: Retain in office for five (5) years then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>
240.009	<p>Graduate Faculty Membership Files (Electronic and Hard Copy)</p> <p>Dates: 2003 - Volume: 1 Cu. Ft. Annual Accumulation: .1 Cu. Ft. Arrangement: Alphabetical</p> <p>The “graduate faculty” consists of faculty who are approved to teach graduate level courses. This record series consists of graduate faculty application, vitas and an annual list of graduate faculty members in hardcopy or electronic format.</p> <p>Recommendation: Retain applications and vitas in office for three (3) years then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Retain annual list of graduate faculty in office for twenty (20) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved as amended 5/16/07</p>

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 34 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
240.010	Exceptions to Graduate Faculty Requirement for Teaching Graduate Courses	
	Dates: 2002 - Volume: 1 Cu. Ft. Annual Accumulation: .1 Cu. Ft. Arrangement: Chronological	
	This record series consists of approved requests, with vitas, for exceptions to Graduate Council bylaws to permit non-graduate faculty to teach a graduate course.	
	Recommendation: Retain in office for ten (10) 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.	Disposition Approved 5/16/07
240.011	Dissertation, Thesis and MFA Supporting Statements and related graduation records	
	Dates: 1993 - Volume: 2 Cu. Ft. Annual Accumulation: .1 Cu. Ft. Arrangement: Alphabetical	
	This record series consists of files of graduate names and identifiers, correspondence and reports. This record series may include confidential material. Confidential material may include material which contains unique personal identifiers such as social security numbers or university identification numbers or other personal information.	
	Recommendation: Retain in office for ten (10) years then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 5/16/07

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 35 of 80

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

**GRADUATE SCHOOL
OFFICE OF RESEARCH AND SPONSORED PROGRAMS**

241.001 External Grants, Contracts & Agreements

Dates: 1998 -
Volume: 102 Cu. Ft.
Annual Accumulation: 8 Cu. Ft.
Arrangement: Alphabetical and then Numerical

This record series consists of the Research & Sponsored Programs Office's Submission Proposal Form; grant proposals; copies of incoming and outgoing correspondence exchanged by the Research & Sponsored Programs Office with the agency or other outside entity, faculty, and other offices on campus regarding this proposal. This record series also contains, in the case of an external award, originals of awards, contracts, and/or agreements; originals of any amendments to the awards, contracts, and/or agreements; copies of incoming and outgoing correspondence exchanged by the Research & Sponsored Programs office with the agency or other outside entity, faculty, and other offices on campus regarding this award; and copies of required financial and narrative reports. This record series includes confidential material. Confidential material may include personal identifiers such as social security numbers or university identification numbers or other personal information.

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

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 38 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
242.003	<p>Institutional Animal Care and Use Committee (IACUC) Protocols</p> <p>Dates: 1990 - Volume: 13 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of Institutional Animal Care and Use Committee (IACUC) research protocols, correspondence and supporting materials relating to approval, modification, and continuation of the protocols.</p> <p>Recommendation: Retain in office for six (6) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>
242.004	<p>Biosafety Protocols</p> <p>Dates: 2003 - Volume: 1 Cu. Ft. Annual Accumulation: .3 Cu. Ft. Arrangement: Alphabetical, and chronological within files</p> <p>This record series consists of Institutional Biosafety Committee research protocols, correspondence and support materials relating to approval, modification, and continuation of the protocols.</p> <p>Recommendation: Retain in office for six (6) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>
242.005	<p>Institutional Animal Care and Use Committee Semi-annual activities</p> <p>Dates: 1994 - Volume: 3 Cu. Ft. Annual Accumulation: .75 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of semi-annual program reviews and semi-annual facilities inspection reports. They are used in the annual report to the Office of Laboratory Animal Welfare (OLAW).</p>	

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 39 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>Recommendation: Retain in office for six (6) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>
242.006	<p>Annual Report on Possible Research Misconduct</p> <p>Dates: 1991 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>This record series consists of a report to the Office of Research Integrity of potential research misconduct at ISU. The ORI is a federal office that promotes integrity in biomedical and behavioral research supported by the Office of Health and Human Services.</p> <p>Recommendation: Retain in office for five (5) years then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>
242.007	<p>Annual Program Veterinary Care Report</p> <p>Dates: 1988 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>This record series consists of an annual report to the USDA detailing numbers of animals used in research annually.</p> <p>Recommendation: Retain in office for 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.</p>	<p>Disposition Approved 5/16/07</p>

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 40 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
242.008	<p>Animal Welfare Assurance Document</p> <p>Dates: 1989 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>This record series consists of a document submitted to the Office of Laboratory Animal Welfare detailing our compliance with public health service policy on the humane care and use of animals. OLAW is s federal agency, a branch of the National Institutes of Health Office.</p> <p>Recommendation: Retain in office for 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.</p>	<p>Disposition Approved 5/16/07</p>
242.009	<p>USDA Report of Animal Welfare</p> <p>Dates: 1989 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>This record series consists of triennial registration under the Animal Welfare Act. Every three years ISU is required to renew our registration with AWA so we may continue to conduct research on animal species that are subject to the Animal Welfare Act.</p> <p>Recommendation: Retain in office for six (6) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>
242.010	<p>Annual Report of Research Facilities</p> <p>Dates: 1986 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of an annual report to the USDA on animals used for research by ISU.</p>	

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 41 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>Recommendation: Retain in office for 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.</p>	<p>Disposition Approved 5/16/07</p>
242.011	<p>Office of Laboratory Animal Welfare (OLAW) Annual Animal Assurance Report</p> <p>Dates: 1985 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of an annual report to Office of Laboratory Animal Welfare (OLAW) that updates information pertinent to our Animal Welfare Assurance.</p> <p>Recommendation: Retain in office for 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.</p>	<p>Disposition Approved 5/16/07</p>
242.012	<p>Institutional Review Board (IRB) Training Records</p> <p>Dates: 1990 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of documentation of annual training for all Institutional Review Board (IRB) representatives. The annual training is for members of the IRB Executive Committee as well as for IRB departmental representatives.</p> <p>Recommendation: Retain in office for 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.</p>	<p>Disposition Approved 5/16/07</p>

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 42 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
242.013	Research Integrity Case Files	
	Dates: 1985 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of documents pertaining to allegations, inquiries and investigations of research misconduct. A summary report on the disposition of the inquiry is also included.	
	Recommendation: Retain in office for three (3) years following disposition of case, then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 5/16/07

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 43 of 80

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

**GRADUATE SCHOOL
CENTER FOR MATHEMATICS, SCIENCE AND TECHNOLOGY (CEMAST)**

244.001 External Grants, Contracts & Agreements (duplicates)

Dates: 1993 -
Volume: 4.5 Cu. Ft.
Annual Accumulation: .75 Cu. Ft.
Arrangement: Alphabetical

This record series consists of proposals and awarded grants, grant action, and reporting. Originals are maintained in the Office of General Counsel or in the Office of Research and Sponsored Programs for a period of ten (10) years. See item 241.001, infra.

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

**Disposition
Approved
5/16/07**

244.002 IMAST Project

Dates: 1992 - 2002
Volume: 8.5 Cu. Ft.
Annual Accumulation: no longer accumulating
Arrangement: Chronological

This record series consisting of curriculum description series was printed several years ago and the stored material would be working drafts leading up to the publishing of the teaching materials.

Recommendation: Retain in office for seven (7) years after closing 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.

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 44 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
244.003	Grant Sponsored Educational Summer Camps	
	Dates: 1998 - Volume: 6 Cu. Ft. Annual Accumulation: .75 Cu. Ft. Arrangement: Alphabetical	
	This record series consists of grant sponsored summer camps procedures manuals, employee and staff handbooks, unit or sub-unit policies and procedures, curriculum materials, student files, and scrapbooks.	
	Recommendation: Retain in office for 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.	Disposition Approved 5/16/07

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 45 of 80

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

**GRADUATE SCHOOL
CONFERENCE SERVICES**

246.001 Conference Registration Forms

Dates: 1993 -
Volume: 25 Cu. Ft.
Annual Accumulation: 4 Cu. Ft.
Arrangement: Chronological by year

This record series consists of actual attendee registration with appropriate personal information for conferences sponsored through Conference Services

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

**Disposition
Approved
5/16/07**

246.002 Youth Conference Participation Waiver Forms

Dates: 1993 -
Volume: 15 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical and Chronological

This record series consists of forms signed by parent for any youth conference participation under the age of 18 years. These forms may contain personal information.

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

**Disposition
Approved
5/16/07**

246.003 Non-Academic Facility Requests

Dates: 1995 -
Volume: 30 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Chronological

This record series consists of forms maintained in our scheduling office, consists of all users that utilize our general revenue space.

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 46 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>Recommendation: Retain in office for seven (7) years then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>
246.004	<p>Senior Professionals Membership</p> <p>Dates: 1993 - Volume: 5 Cu. Ft. Annual Accumulation: .5 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of Senior Professionals members that contain personal information on all participants in this program.</p> <p>Recommendation: Retain in office for ten (10) years then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>
246.005	<p>Continuing Education Unit Credits Records</p> <p>Dates: 1993 - Volume: 5 Cu. Ft. Annual Accumulation: .5 Cu. Ft. Arrangement: Alphabetical and Chronological by year</p> <p>This record series consists of Continuing Education Unit credits obtained by an attendee for their participation in certified classes. These records contain personal information including social security numbers and credit card numbers.</p> <p>Recommendation: Retain in office permanently.</p>	<p>Disposition Approved 5/16/07</p>

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 47 of 80

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

COLLEGE OF ARTS AND SCIENCES

300.001 General Education Materials

Dates: 1997-
Volume: 7.5 Cu. Ft.
Annual Accumulation: .1 Cu. Ft.
Arrangement: Chronological

This record series consists of curriculum proposals, minutes, and all correspondence related to the operation of the general education program at Illinois State University.

Recommendation: Retain in office for ten (10) 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.

**Disposition
Approved
5/16/07**

300.002 College of Arts and Sciences Development Activities

Dates: 1999-
Volume: 3 Cu. Ft.
Annual Accumulation: .25 Cu. Ft.
Arrangement: Chronological

This record series consists of notes for College Boards, event preparation, CASNews (college wide-newsletter), scholarship applications and correspondence related to each activity.

Recommendation: Retain in office for 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.

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 48 of 80

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

**COLLEGE OF ARTS AND SCIENCES
ECONOMICS**

304.001 Job Market/Alumni Surveys

Dates: 1987 -
Volume: 1.2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of surveys sent to Economic Department alumni for information on present employment or educational status.

Recommendation: Retain in office for ten (10) 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.

**Disposition
Approved
5/16/07**

304.002 Graduate Assistant/Undergraduate Teaching Assistant Information

Dates: 1984 -
Volume: 1.2 Cu. Ft.
Annual Accumulation: .1 Cu. Ft.
Arrangement: Chronological and by faculty member or GA/UTA

This record series consists of forms filled out by faculty members to specify duties and evaluations of graduate assistants and undergraduate teaching assistants; and forms filled out by graduate assistants to specify work done and evaluation of the experience; along with assignments and other correspondence.

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

**Disposition
Approved as
Amended
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 49 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
304.003	<p>Alumni Files</p> <p>Dates: 1970 - Volume: 42 Cu. Ft. Annual Accumulation: .5 Cu. Ft. Arrangement: Alphabetical by last name of student</p> <p>This record series consists of files of undergraduate and graduated students from the Economics program who have graduated.</p> <p>Recommendation: Retain in office for thirty (30) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved as Amended 5/16/07</p>
304.004	<p>Institute for Regulatory Policy Studies Conference Papers</p> <p>Dates: 1995 – Present Volume: 3.5 Cu. Ft. Annual Accumulation: .1 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of conference materials for the Institute for Regulatory Policy Studies.</p> <p>Recommendation: Retain in office for ten (10) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>
304.005	<p>Institute for Regulatory Policy Studies Annual Board Reports</p> <p>Dates: 1995 – Present Volume: 1 Cu. Ft. Annual Accumulation: .025 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of annual reports to the Board of the Institute for Regulatory Policy Studies.</p>	

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 50 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
Recommendation:	Retain in office for twenty (20) 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.	Disposition Approved 5/16/07

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 51 of 80

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

**COLLEGE OF ARTS AND SCIENCES
MATHEMATICS**

311.001 Student Applications to Outreach Programs

Dates: 2001 -
Volume: 7 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of applications middle and high school students have submitted to outreach programs in the Spring and Summer. This record series may include confidential material. Confidential material may include material containing unique personal identifiers such as social security numbers or other personal information.

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

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 52 of 80

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

**COLLEGE OF ARTS AND SCIENCES
PHYSICS**

313.001 Physics Department Scholarships and Awards Materials

Dates: 1986 -
Volume: 3.30 Cu. Ft.
Annual Accumulation: .15 Cu. Ft.
Arrangement: Chronological by fiscal year

This record series consists of student scholarship applications and listings of who won scholarships; student, faculty, and staff awards nomination materials and listings of award winners.

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

**Disposition
Approved
5/16/07**

313.002 Planetarium Administration materials

Dates: 2000 -
Volume: 3 Cu. Ft.
Annual Accumulation: .40 Cu. Ft.
Arrangement: Chronological by fiscal year, alphabetical by topic area

This record series consists of Planetarium show reservation forms, attendance records, and complimentary show passes to organizations records.

Recommendation: Retain in office for 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.

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 53 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
313.003	<p data-bbox="280 352 1333 378">Planetarium Public and Reservation Show Program brochures</p> <p data-bbox="280 426 1333 569">Dates: 2000 - Volume: 40 Cu. Ft. Annual Accumulation: .050 Cu. Ft. Arrangement: Chronological by fiscal year, alphabetical by topic area</p> <p data-bbox="280 611 1333 674">This record series consists of public Planetarium Show and Reservation Show brochures and related materials.</p> <p data-bbox="280 716 1333 858">Recommendation: Retain in office for 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.</p>	<p data-bbox="1430 716 1568 810">Disposition Approved 5/16/07</p>

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 54 of 80

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

**COLLEGE OF ARTS AND SCIENCES
PSYCHOLOGY**

315.001 Confidential Client Records

Dates: 1986-
Volume: 18 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Numerically by client identification number

This record series consists of confidential client records including protocols, reports, and supporting materials documenting assessment, intervention, and consultation services for psychological and educational problems.

Recommendation: Retain in Department following the generation of the records for seven (7) years or until the client turns 22 years old, whichever date is the longer of the two, upon which time files must be destroyed. Files must be maintained in compliance with professional regulations (HIPAA, FERPA, and/or Illinois Mental Health Act).

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 55 of 80

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

**COLLEGE OF ARTS AND SCIENCES
SPEECH PATHOLOGY AND AUDIOLOGY**

318.001 Speech and Hearing Clinic Client Files (Originals)

Dates: 1950 -
Volume: 50 Cu. Ft.
Annual Accumulation: 2-4 Cu. Ft.
Arrangement: Alphabetical for active clients; Numerical for inactive clients

This record series consists of the case files established and maintained for all clients tested and /or treated under the auspices of the Speech and Hearing Clinic's diagnostic and therapeutic programs for speech, language, and hearing related deficiencies or disabilities. The files contain intake forms, testing materials and results, therapy reports of diagnosis and progress, case history notes, and related correspondence.

Recommendation: Retain in office for seven (7) years after the termination of all client services and/or contacts, then destroy provided no litigation is pending or anticipated and provided all research and/or administrative value has expired. Files must be maintained in compliance with professional regulations (HIPPA, FERPA, and/or Illinois Mental Health Act).

**Disposition
Approved
5/16/07**

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)

Application No. 07-02
Page 56 of 80

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

COLLEGE OF ARTS AND SCIENCES
WOMEN'S AND GENDER STUDIES

320.001 Women's and Gender Studies Student Symposium Files

Dates: 1996 - present
Volume: .10 Cu. Ft.
Annual Accumulation: .1
Arrangement: Chronological by Year

This record series consists of both paper and electronic formats and consists of copies of student paper abstracts submissions and final paper proposals for annual symposium, and published copies of papers presented, flyers, and program of presentation schedule.

Recommendation: Retain in office for twenty (20) 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.

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 57 of 80

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

**COLLEGE OF APPLIED SCIENCE AND TECHNOLOGY
AGRICULTURE**

401.001 University Farm Information

Dates: 1986 -
Volume: 3 Cu. Ft.
Annual Accumulation: 0.3 Cu. Ft.
Arrangement: Chronological

This record series consists of correspondence, budgetary information, crop records, animal records, visitor logs, weather information, and all other information relating to the University Farm.

Recommendation: Retain in office for 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.

**Disposition
Approved
5/16/07**

401.002 Department Alumni Relations Materials

Dates: 1986 -
Volume: 2 Cu. Ft.
Annual Accumulation: 0.5 Cu. Ft.
Arrangement: Chronological

This record series consists of communications, newsletters, meeting agendas, financial reporting data and notes for alumni relations programs and activities, including records of Alumni/Departmental activities.

Recommendation: Retain in office for 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.

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 58 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
401.003	<p data-bbox="282 352 1284 422">Agricultural Articulation in Illinois Universities and Community Colleges Materials</p> <p data-bbox="282 464 805 604">Dates: 1986 - Volume: 2.5 Cu. Ft. Annual Accumulation: 0.2 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="282 646 1336 751">This record series consists of reports, meeting agendas and notes, other materials describing and related to the articulation of agricultural courses among the four universities and the several Illinois community colleges teaching in agriculture.</p>	<p data-bbox="1430 793 1568 888">Disposition Approved 5/16/07</p>

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 59 of 80

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

**COLLEGE OF APPLIED SCIENCE AND TECHNOLOGY
MOTORCYCLE SAFETY**

409.001 Registration Information

Dates: 1977-
Volume: 210 Cu. Ft.
Annual Accumulation: 9 Cu. Ft.
Arrangement: Chronological

This record series consists of names, addresses, driver's license numbers, phone numbers, and test results for individuals who sign up for Motorcycle Safety classes.

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

**Disposition
Approved
5/16/07**

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)

Application No. 07-02
Page 60 of 80

Item No.

Record Series Title, Description and Recommendation

Action Taken

COLLEGE OF BUSINESS

500.001 Team Structure of College of Business Records

Dates: 1997 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by year

This record series consists of documents relating to the membership of various teams and committees. Additional materials include by-laws, minutes, and agendas of meetings and supporting materials.

Recommendation: Retain in office for ten (10) 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.

**Disposition
Approved
5/16/07**

500.002 Accreditation Materials

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

This record series includes all materials relating to the accreditation of the College of Business, separate initial accreditation for the Accounting Department, and the reaffirmation letters up to the present time including self studies, supporting and background information, agendas and correspondence relating to site visits, and all related records.

Recommendation: Retain in office for thirty (30) 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.

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 61 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
500.003	<p>College of Business Week, Hall of Fame</p> <p>Dates: 1970 - Volume: 3 Cu. Ft. Annual Accumulation: .005 Cu. Ft. Arrangement: Chronological by school year</p> <p>This record series consists of information on special events in the College of Business for Business Week and Hall of Fame. Contents include student committee rosters, correspondence, programs, supporting materials, reservation forms, and facility requests.</p> <p>Recommendation: Retain in office for three (3) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>
500.004	<p>Faculty Publications</p> <p>Dates: 2000 - Volume: 2 Cu. Ft. Annual Accumulation: .15 Cu. Ft. Arrangement: Chronological by school year</p> <p>These record series consists of lists of College of Business faculty publications in refereed journals submitted for inclusion in the Refereed Journal Article Awards Program.</p> <p>Recommendation: Retain in office for 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.</p>	<p>Disposition Approved 5/16/07</p>

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 62 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
500.005	Faculty Research Development Grants	
	Dates: 1997 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by school year	
	This record series consists of Katie School of Insurance and Financial Services Faculty Research Development Grants. All records but the last 7 years should be given to the Archives for historical retention.	
	Recommendation: Retain in office for seven (7) 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.	Disposition Approved 5/16/07

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 63 of 80

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

**COLLEGE OF BUSINESS
ACCOUNTING**

501.001 Department of Accounting Advisory Council

Dates: 1990-
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of names and addresses of advisory council members, council notes and correspondence

Recommendation: Retain in office for ten (10) 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.

**Disposition
Approved
5/16/07**

501.002 Department of Accounting Policies

Dates: 2003-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of Department of Accounting Calculator Policy, Department Objectives, Regalia Rotation, Summer Research, Summer School Teaching Policy including Faculty Summer Teaching Rotation.

Recommendation: Retain in office for ten (10) 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.

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 64 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
501.003	<p>Department of Accounting Faculty Plans</p> <p>Dates: 2001- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year, alphabetical within year</p> <p>This record series consists of faculty plans/assignments for the academic year and supporting materials with relationship to instruction, research, service, and professional development.</p> <p>Recommendation: Retain in office for seven (7) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>
501.004	<p>Department of Accounting Summer Research Awards</p> <p>Dates: 2000- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>This record series consists of Department of Accounting faculty summer research proposals, correspondence and supporting materials.</p> <p>Recommendation: Retain in office for seven (7) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 65 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
501.005	Department Article Publication Award	
	Dates: 2000 Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of faculty published, refereed journal article awards including a copy of the journal article.	
	Recommendation: Retain in office for ten (10) 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.	Disposition Approved 5/16/07

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 66 of 80

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

**COLLEGE OF EDUCATION
CENTER FOR READING AND LITERACY**

605.001 Literacy Center

Dates: 2004-
Volume: 2 Cu. Ft.
Annual Accumulation: .5 Cu. Ft.
Arrangement: Chronological

This record series consists of literacy center projects, fiscal records and grant records.

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

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 67 of 80

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

COLLEGE OF EDUCATION
CLINICAL EXPERIECES AND CERTIFICATION PROCESSES

607.001 Tuition Waivers (duplicate)

Dates: 2006-
Volume: 1.5 Cu. Ft.
Annual Accumulation: 1.5 Cu. Ft.
Arrangement: Chronological by year

This record series consists of duplicate Tuition Waivers granted by the university.

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

**Disposition
Approved as
Amended
5/16/07**

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)

Application No. 07-02
Page 68 of 80

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

COLLEGE OF EDUCATION
CONNECTIONS PROJECT/HIGH SCHOOLS AT WORK

608.001 Connections Grant

Dates: 2002-
Volume: 5 Cu. Ft.
Annual Accumulation: 1.0
Arrangement: Chronological

This record series consists of budget information, records, correspondence, workshops, conferences and personnel forms.

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

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 69 of 80

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

**COLLEGE OF EDUCATION
CURRICULUM AND INSTRUCTION**

609.001 Professional Development Schools Information

Dates: 2002-
Volume: 5 Cu. Ft.
Annual Accumulation: 1.0 Cu. Ft.
Arrangement: Alphabetical

This record series consists of candidate names, partnership faculty, and special projects.

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

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 70 of 80

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

**COLLEGE OF EDUCATION
EDUCATIONAL ADMINISTRATION AND FOUNDATIONS**

610.001 Supplemental Student Records

Dates: 2002-
Volume: 1 Cu. Ft.
Annual Accumulation: .001 Cu. Ft.
Arrangement: Alphabetical by student name within the files

This record series consists of records of administrator certifications and professional accreditation materials.

Recommendation: Retain in office for 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.

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 71 of 80

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

**COLLEGE OF EDUCATION
READING RECOVERY**

614.001 Reading Recovery Program Materials

Dates: 2002-
Volume: 7.5 Cu. Ft.
Annual Accumulation: 1.5 Cu. Ft.
Arrangement: Chronological

This record series consists of teachers and teachers in training information, budget, school district information, and grant activity

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

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 72 of 80

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

LABORATORY SCHOOLS

620.001 Long Term Student Records

Dates: 1857 -
Volume: 161 Cu. Ft.
Annual Accumulation: 0.75 Cu. Ft.
Arrangement: Alphabetical by student and Chronological

This record series consists of long-term records which shall and may include: basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s); academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations; attendance record, accident and health reports, record of release of long-term record information in accordance with 105 ILCS 10/6(c); scores received on all State assessment tests administered at the high school level (that is, grades 9 – 12); honors and awards received; and school sponsored activities and athletics.

Recommendation: Retain in office for sixty (60) years after the student has graduated, withdrawn, or transferred from the school then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 73 of 80

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

620.002 Temporary Student Records

Dates: 1857 -
Volume: 161 Cu. Ft.
Annual Accumulation: 0.75 Cu. Ft.
Arrangement: Alphabetical by student and Chronological

This record series consists of temporary records which shall and may include all other student records that are not kept in the long-term record, which includes: a record of release of temporary record information in accordance with 105 ILCS 10/6(c); scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8); information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction; information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit 7; completed home language survey; family background information; intelligence test scores, group or individual; aptitude test scores; reports of psychological evaluations, including information on intelligence, personality and academic information obtained through tests administration, observation, or interviews; elementary and secondary achievement level test results; participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations; honors and awards received; teacher anecdotal records; other disciplinary information; special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings related to special education placement hearings and appeals; verified reports or information from non-educational persons, agencies, or organization; verified information of clear relevance to the student's education.

Recommendation: Retain in office for five (5) years after the student has graduated, withdrawn, or transferred from the school then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
5/16/07**

620.003 Instructor's Schedules and Student Rosters

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

This record series consists of copies of teacher schedules and student rosters.

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 74 of 80

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

Recommendation: Retain in office for five (5) years or until expiration of administrative value, whichever is longer, then transfer to University Archives for permanent retention.

620.004 Grants (Federal, State, Private)

Dates: 1980 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year, Alphabetical by topic

This record series consists of documents which summarize the fiscal assistance of programs funded through the federal Department of Education, Illinois State Board of Education, and private entities. Contents in the record series include proposals, grant reports, awards, acceptance documents, budget data, and supporting correspondence. Central files containing this documentation are maintained by the Research and Sponsored Programs Office for a longer period of time per this application.

Recommendation: Retain in office for five (5) years following the termination and/or completion of the corresponding grant project(s), then dispose of providing all audits (federal and state) have been completed under the supervision of the Auditor General, if necessary, no litigation is pending or anticipated.

**Disposition
Approved
5/16/07**

620.005 Special Education Class Attendance Files

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

This record series consists of copies of class attendance files.

Recommendation: Retain in office for five (5) years or until expiration of administrative value, whichever is longer, then destroy.

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 75 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
620.006	<p>Heart of Illinois Low Incident Association (HILIA) Minutes and Correspondence</p> <p>Dates: 1980 - Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of original minutes of proceedings and related correspondence of the HILIA (cooperative program).</p> <p>Recommendation: Retain in office for ten (10) years then transfer to the Illinois State University Archives for permanent retention.</p>	<p>Disposition Approved 5/16/07</p>
620.007	<p>Special Education Program Client Student Files</p> <p>Dates: 1950 Volume: 42 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of copies of student files documenting students enrolled as clients of the Laboratory School program for special education. This program is part of a cooperative program established with the school district of residence to serve students who are multiply handicapped, blind, deaf, vision impaired and hard of hearing. File series contents include Individual Education Program (IEP's), health records, staffing documents, client progress reports, client test scores, diagnostic data (i.e., measuring client therapy results) and related correspondence. The client students' master files (originals) are maintained by the administrative office of the school district of residence and are scheduled for a retention period of five (5) years after graduation or permanent withdrawal of the student per Local Records Commission Application 92-80, item 248.</p> <p>Recommendation: Retain in office for two (2) years after graduation or date of last attendance, then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 76 of 80

Item No.	Record Series Title, Description and Recommendation	Action Taken
620.008	<p>Historical Files</p> <p>Dates: 1879 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of narratives, various administrative reports, newspaper clippings, building dedication materials, and correspondence retained for historical reference to the development of the lab schools.</p> <p>Recommendation: Retain in office for ten (10) years then transfer to the Illinois State University Archives for permanent retention.</p>	<p>Disposition Approved 5/16/07</p>
620.009	<p>State Reports</p> <p>Dates: 1983 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of various administrative reports required to be filed with the Illinois State Board of Education either annually or in five year intervals. Principal data within the reports and/or report titles include: Teachers' Service Reports; State Aid Reports; Fall Housing Reports; End Of Year Reports; State Board Audit Reports; Regional Reports; Substitute Teaching Report(s); "student head counts;" "bonding reports;" and faculty lists showing positions and salaries. The Illinois State Board of Education maintains the reports permanently per Application 83-83M.</p> <p>Recommendation: Retain in office for five (5) years, then destroy 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.</p>	<p>Disposition Approved 5/16/07</p>

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 77 of 80

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

**LABORATORY SCHOOLS
UNIVERSITY HIGH SCHOOL**

622.001 Athletic Program Files

Dates: 1960 -
Volume: 18 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Chronological and Alphabetical

This record series consists of records of the high school's administration of its athletic programs, which documentation consists of certificates of insurance, concession sales reports, releases, event admissions tickets, athletic eligibility forms, and team rosters.

Recommendation: Retain the event admission tickets in office for two (2) years, then dispose of providing all audits, if necessary, have been completed under supervision of the Auditor General. Retain all other record series documents in office for ten (10) 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.

**Disposition
Approved
5/16/07**

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)

Application No. 07-02
Page 78 of 80

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

COLLEGE OF FINE ARTS
UNIVERSITY GALLERIES

706.001 Exhibition Archives

Dates: 1972-
Volume: 71.5 Cu. Ft.
Annual Accumulation: .5 Cu. Ft.
Arrangement: Chronological by year, alphabetical by exhibition

This record series consists of all documents pertaining to exhibitions displayed at University Galleries. File contents consist primarily of announcement cards, exhibition catalogues, exhibition posters and flyers, press releases, exhibition reviews, notes, background research, condition reports, loan forms, artist biographies, and exhibition images.

Recommendation: Retain in office for twenty years (20) 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.

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 79 of 80

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

MENNONITE COLLEGE OF NURSING

800.001 Graduate Program Preceptor Personnel Files

Dates: 1999 -
Volume: 7.5 Cu. Ft.
Annual Accumulation: 0.5 Cu. Ft.
Arrangement: Alphabetical

This record series consists of information with regards to credentials, education, years of practice, licensure, and other materials that are required by CCNE for accreditation purposes.

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

800.002 Signed Graduate Program Preceptor Hours

Dates: 1999 -
Volume: 1.5 Cu. Ft.
Annual Accumulation: 0.2 Cu. Ft.
Arrangement: Semester

This record series consists of signed forms acknowledging the hours served by the graduate program preceptor with the graduate program student per semester.

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

**Disposition
Approved
5/16/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)**

Application No. 07-02
Page 80 of 80

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

800.003 Graduate Student Records and Evaluations

Dates: 1999 -
Volume: 15 Cu. Ft.
Annual Accumulation: 0.5 Cu. Ft.
Arrangement: Alphabetical

This record series consists of admission requirements by Mennonite College of Nursing for the Graduate Program, Health information required by Mennonite College of Nursing, and evaluations by graduate program preceptors and faculty.

Recommendation: Retain in office for twenty (20) years then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
5/16/07**