

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

Application No. 07-05

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**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 of Finance and Planning

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

April 17, 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.**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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OFFICE OF THE VICE PRESIDENT

100.001 President's Authorization for Purchases

Dates: 1997-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numeric within fiscal year

 This record series consists of presidential authorization for purchases under \$500,000 but more than \$25,000 and for capital improvements.

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
4/17/07**

100.002 Land Acquisition Files (Agency Record Copies)

Dates: 1960-
Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

 This record series consists of real estate records for property acquired by the University and contains, but not limited to, abstracts, deeds, correspondence, and other documents related to the purchase of said property.

Recommendation: Retain in office permanently.

**Disposition
Approved
4/17/07**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
100.003	Illinois Board of Higher Education (IBHE) Studies and Reports (Duplicates)	
	Dates: 1979- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year	
	This record series consists of studies and administrative reports compiled by the Illinois Board of Higher Education. Originals are maintained by the Illinois Board of Higher Education.	
	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 4/17/07

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BUDGET OFFICE

200.001 Legislative Appropriation Bills (Agency Record Copies)

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

 This record series consists of drafted and working copies of legislative appropriation bills.

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
4/17/07**

200.002 Governor's Office (BR) and Illinois State Legislature (ISL) Forms (Agency Record Copy)

Dates: 1986-
Volume: 8 Cu. Ft.
Annual Accumulation: .75
Arrangement: Chronological

 The BR record series consists of forms completed by the Budget Office for the purpose of reporting employee position information by job class and average salary. The ISL record series consists of appropriation and detailed budget information.

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
4/17/07**

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
200.003	Personal Services Budget Report Forms and Related Working Papers (Computer printouts and 901 forms)	
	Dates: 2002- Volume: 32 Cu. Ft. Annual Accumulation: 5 Cu. Ft. Arrangement: Chronological	
	This record series consists of forms with supporting working papers completed by the Budget Office for the purpose of reporting budget administration data by individual position for review by campus departments.	
	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 4/17/07
200.004	Resource Allocation Management Program (RAMP) (Agency Record Copy)	
	Dates: 1974- Volume: 18 Cu. Ft. Annual Accumulation: .75 Cu. Ft. Arrangement: Chronological	
	This record series is an original budget administration form used under the Resource Allocation Management Planning system to request and justify appropriation allotments.	
	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.	Disposition Approved 4/17/07
200.005	Salary Increase Files	
	Dates: 2002- Volume: 7.5 Cu. Ft. Annual Accumulation: 1.5 Cu. Ft. Arrangement: Chronological	
	This record series consists of annual salary increase summaries and supporting working papers reflecting merit increases for non-union University employees.	

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Recommendation:

Retain 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.

**Disposition
Approved
4/17/07**

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OFFICE OF THE COMPTROLLER

300.001 Property Tax Records (Agency Record Copy)

Dates: 2000-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of Applications for Property Tax Exemptions, Annual Certificates of Status of Exempt Property, and Notices to Taxpayer of Assessment Change.

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.

**Disposition
Approved
4/17/07**

300.002 Property Tax Exemption Certificates (Agency Record Copy)

Dates: 1969-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical by Parcel Number

This record series consists of Certificates of Property Tax Exemption.

Recommendation: Retain in office for six (6) years after the date the property no longer qualifies for tax exemption, 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
4/17/07**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
300.003	<p>AFS Bond Documents</p> <p>Dates: 1985 - Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of bond documents including but not limited to transcripts, Official Statements, Board of Trustees' resolutions, legal opinions, specimen bonds, credit rating letters, Tax Exemption Certificates, escrow agreements, Notice of Sale, Continuing Disclosures, verification reports and accountant's consent letters.</p> <p>Recommendation: Retain in office for ten (10) years after retirement of bond issue 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 4/17/07</p>
300.004	<p>External Audit Reports</p> <p>Dates: 1986 - Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of financial and compliance audit reports performed by external agencies.</p> <p>Recommendation: Retain in office for twenty (20) years then forward to ISU Archives for permanent retention.</p>	<p>Disposition Approved 4/17/07</p>

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300.005 Financial Statements

Dates: 1996-
Volume: 1 Cu. Ft.
Annual Accumulation: .5 Cu. Ft.
Arrangement: Chronological

This record series consists of the Report of the Illinois State University Comptroller that accompanies the annual Compliance Audit.

Recommendation: Retain in office for twenty (20) years then forward to Illinois State University Archives for permanent retention.

**Disposition
Approved
4/17/07**

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COMPTROLLER'S OFFICE
ADMINISTRATION

310.001 Administrative Files

Dates: 2000-
Volume: 7 Cu. Ft.
Annual Accumulation: 1.0 Cu. Ft.
Arrangement: Alphabetical

This record series contains the Comptroller's administrative files concerning financial, insurance, internal audit and policy matters.

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.

**Disposition
Approved
4/17/07**

310.002 Audit Work Papers

Dates: 2000-
Volume: 3 Cu. Ft.
Annual Accumulation: .5 Cu. Ft.
Arrangement: Chronological

This record series consists of supporting documentation and correspondence related to the annual financial and compliance audits.

Recommendation: Retain in office for six (6) 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
4/17/07**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
310.003	Banking Documents (Agency Record Copies)	
	Dates: 1998- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical	
	This record series consists of signature cards, resolutions and agreements for banking and investment services.	
	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.	Disposition Approved as Amended 4/17/07

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**COMPTROLLER'S OFFICE
GENERAL ACCOUNTING**

320.001 Accounting Journal Entries

Dates: 2001 -
Volume: 10.5 Cu. Ft.
Annual Accumulation: 1.5 Cu. Ft.
Arrangement: Chronological

This record series consists of original journal entries that have been entered into the accounting system (all fund sources). The files also include related supporting documentation (i.e. requests for journal entries).

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.

**Disposition
Approved
4/17/07**

320.002 Bank Statements

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

This record series consists of original bank statements received from University banking sources.

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.

**Disposition
Approved
4/17/07**

320.003 Bond Destruction Certificates (Originals)

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

This record series consists of original bond destruction certificates showing bond number, amount, and due date.

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	<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 4/17/07</p>
320.004	<p>Bond Interest and Redemption Schedules (C-05) (Agency Record Copies)</p> <p>Dates: 1997 - Volume: .5 Cu. Ft. Annual Accumulation: .1 Arrangement: Chronological</p> <p>This record series consists of bond interest and redemption schedules showing the name of the bond series, the issuance date, the purpose of the issue, and the total of the original bond issue. Additionally it contains principal and interest payment dates, coupon rate and the amount of principal and interest.</p> <p>Recommendation: Retain in office for ten (10) years after redemption of the bonds 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 4/17/07</p>
320.005	<p>Auxiliary Facility Systems Construction Project Files</p> <p>Dates: 1997 - Volume: .5 Cu. Ft. Annual Accumulation: .10 Arrangement: Chronological</p> <p>This record series consists of files that contain all fiscal documentation retained on construction projects including: invoices, change orders, and related schedules.</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 4/17/07</p>

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Item No.	Record Series Title, Description and Recommendation	Action Taken
320.006	<p>Food, Supply, Merchandise Inventory Listing (Duplicates)</p> <p>Dates: 2001 - Volume: 1 Cu. Ft. Annual Accumulation: .2 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of inventory listings which indicate the quantity of products, supply unit cost and the dollar value. The originals are maintained in the University Food Service.</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 4/17/07</p>
320.007	<p>Invoice Vouchers (Original)</p> <p>Dates: 2001 - Volume: 100 Cu. Ft. Annual Accumulation: 20 Cu. Ft. Arrangement: Chronological within department</p> <p>This record consists of original invoice vouchers for all university departments.</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 4/17/07</p>
320.008	<p>Monthly Financial Reports and Related Accounting Documentation</p> <p>Dates: 2001 - Volume: 10.5 Cu. Ft. Annual Accumulation: 1.5 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of original monthly financial reports and related accounting documentation.</p>	

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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 4/17/07</p>
320.009	Notice of Payment of Bond Interest/Principal (C-08) (Originals)	
	<p>Dates: 1997 - Volume: .5 Cu. Ft. Annual Accumulation: .05 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of notices of payment of bond interest and/or principal (C-08)'s that are sent to the State Comptroller's Office within 15 days of the agency's receipt of the trustee's monthly statement. The record contains the paying agent, amount of principal, amount of interest, amount of premium, due dates, paid dates, title of bond issue, along with the signature, title, and phone number of the person submitting the form.</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 4/17/07</p>
320.010	Cash Receipts (duplicates)	
	<p>Dates: 2004 - Volume: 6 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of cash receipts that contain the account numbers, amounts, and date of deposit. The original is maintained in the Cashier's Office.</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 4/17/07</p>

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320.011 Fixed Asset Records and Depreciation Schedules

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

This record series consists of fixed asset records and depreciation schedules. This is a constantly changing report since depreciation changes with the passage of time.

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.

**Disposition
Approved
4/17/07**

320.012 Work Orders (Duplicates)

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

This record series consists of duplicate work orders. Original work orders are maintained and scheduled for disposition by the University's Facilities Management Office.

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

**Disposition
Approved
4/17/07**

320.013 Cancelled Checks (Originals)

Dates: 2001 -
Volume: 20 Cu. Ft.
Annual Accumulation: .1 Cu. Ft.
Arrangement: Chronological

This record consists of the cancelled checks which were issued for salaries and payments to vendors.

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Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>Recommendation: Retain in office for six (6) 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 as Amended 4/17/07</p>
320.014	Cash Control Sheets	
	<p>Dates: 2005 - Volume: 1 Cu. Ft. Annual Accumulation: .2 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of documents used for reconciling daily check writes.</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 4/17/07</p>
320.015	Monthly Bank Reconciliations	
	<p>Dates: 2005 - Volume: 1 Cu. Ft. Annual Accumulation: .1 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of spreadsheets which are used to reconcile university cash balances with account balances provided by financial institutions of deposit. Data in the series include amounts of credits, debits, error adjustments, and reconciliation totals.</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 4/17/07</p>

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Item No.	Record Series Title, Description and Recommendation	Action Taken
320.016	Requests for New Accounts (Originals)	
	Dates: 2001 - Volume: 1 Cu. Ft. Annual Accumulation: .1 Cu. Ft. Arrangement: Chronological	
	<p>This record series consists of documents which are used by the "Agency Fund Unit" to create new accounts. The forms show the name of the person requesting the account, budget officer, title of the account, purpose, and types of expenditures.</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.	Disposition Approved 4/17/07
320.017	Equipment Reports (C-15) (Agency Record Copy)	
	Dates: 2001 - Volume: 1 Cu. Ft. Annual Accumulation: .15 Arrangement: Chronological	
	<p>This record consists of fixed asset reports that are filed with the State Comptroller's Office on a quarterly basis. The series includes the Asset Class, beginning balance, additions, deductions, transfers, and fixed asset balance for GAAP.</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.	Disposition Approved 4/17/07
320.018	Local Funds Reports (Agency Record Copy)	
	Dates: 2001 - Volume: 8 Cu. Ft. Annual Accumulation: 1.5 Arrangement: Chronological	
	<p>This record series consists of Local Funds Reports which are filed quarterly with the State Comptroller's Office.</p>	

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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.	Disposition Approved 4/17/07
320.019	Payroll Listings (Duplicates)	
Dates:	2005 -	
Volume:	2 Cu. Ft.	
Annual Accumulation:	1	
Arrangement:	Chronological	
	<p>This record series consists of listings that show the employee's name, university id number, job classification, pay date, earnings type, number of hours worked, the gross pay and the general ledger account number charged. Originals are retained by the University's Payroll Office.</p>	
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 4/17/07
320.020	Audit Work Papers	
Dates:	1997 -	
Volume:	10 Cu. Ft.	
Annual Accumulation:	1.00 Cu. Ft.	
Arrangement:	Chronological	
	<p>This record series consists of worksheets and spreadsheets which support and document financial statement data.</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.	Disposition Approved as Amended 4/17/07

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Item No.	Record Series Title, Description and Recommendation	Action Taken
320.021	<p>Travel Exception Reports (Agency Record Copy)</p> <p>Dates: 2004 - Volume: 2.5 Cu. Ft. Annual Accumulation: .5 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of quarterly travel exception reports submitted to the Illinois Higher Education Travel Control Board. The series includes the traveler's name, exception amount, fund type, destination, duration of trip, and explanation for exception.</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 4/17/07</p>
320.022	<p>Travel Headquarter Reports (Agency Record Copy)</p> <p>Dates: 2004 - Volume: 1 Cu. Ft. Annual Accumulation: .15 Cu Ft Arrangement: Alphabetical</p> <p>This record series consists of quarterly travel headquarter reports submitted to the Legislative Audit Committee. The series includes employee's name, the employee's identification number, the place where the majority of their work time is spent, official headquarters, and reason for headquarters designation.</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 4/17/07</p>
320.023	<p>Unclaimed Property Reports (Agency Record Copy)</p> <p>Dates: 1997 - Volume: 1 Cu. Ft. Annual Accumulation: .1 Cu. Ft. Arrangement: Chronological</p> <p>This series consists of reports that show the vendor/employee name, address, check date, check number, and check amount of outstanding checks that are greater than or equal to \$25.00. This is sent to the State of Illinois on an annual basis.</p>	

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	<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 4/17/07</p>
320.024	<p>ACH Authorization Forms</p> <p>Dates: 2004 - Volume: 1 Cu. Ft. Annual Accumulation: .25 Cu. Ft. Arrangement: Alphabetical</p> <p>This series consists of documents authorizing electronic funds transfers for payments and reimbursements from the accounts payable system. Data includes vendor name, vendor address, vendor tax id number or employee id number, bank name, bank routing number, checking or savings account number, e-mail address, vendor/employee signature and date.</p> <p>Recommendation: Retain in office for six (6) 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 4/17/07</p>
320.025	<p>Request for Datatel Accounting System Access</p> <p>Dates: 1998 - Volume: 2 Cu. Ft. Annual Accumulation: .4 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of request forms that show the date, name, department, phone number, office location, e-mail address, LAN Administrator, supervisor and security of the employee requesting access to the Datatel accounting system.</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 4/17/07</p>

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Item No.	Record Series Title, Description and Recommendation	Action Taken
320.026	Requests for Void and Reissue of Checks (Duplicate)	
	Dates: 2005 - Volume: 1 Cu. Ft. Annual Accumulation: .2 Cu. Ft. Arrangement: Chronological	
	<p>This series consists of requests for reissuing lost or destroyed checks. The record contains reason for the request, the payee, check number, amount, date issued, and the signature of the person requesting the reissue. The original is maintained in the Cashiers Office.</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.	Disposition Approved 4/17/07
320.027	W-9 or Equivalent	
	Dates: 1998 - Volume: 47 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological	
	<p>This series consists of signed forms received from vendors showing name, address, signature, type of business, tax payer identification number, and certification of withholding status.</p>	
	Recommendation: Retain in office for six (6) years after final payment 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 4/17/07

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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**COMPTROLLER'S OFFICE
GRANTS AND CONTRACTS**

321.001 Federal, State, Local and Non-governmental Grant Files (Originals and Duplicates)

Dates: FY2000-
Volume: 75 Cu. Ft.
Annual Accumulation: 10 Cu. Ft.
Arrangement: Numeric by Account Unit Number

This record series consists of files which summarize the administration of federal, state, local, and non-governmental grant monies for the following agencies: National Science Foundation, Department of Justice, Department of Health and Humans Services, National Endowment for the Humanities, Department of Education, Illinois Department of Transportation, Illinois Board of Higher Education, Illinois State Board of Education, American Chemical Society, and many other state, private and non-governmental agencies.

Contents in the record series include:

- Award letter from Research & Sponsored Programs (Duplicate);
- Award Contracts (Duplicates);
- Record of accounts and budgets that were built (Duplicate);
- Budget Transfer Request forms (Originals);
- Correspondence between Grants Accounting, Principal Investigator, and departmental staff (Originals);
- Personnel Action Forms, for salary, buyouts, additional increments, etc. and other Human Resources and Payroll correspondence (Duplicates);
- Cash receipt copies and copies of checks (Duplicates);
- Subcontracts awarded to other agencies (Duplicates);
- Invoices generated in Grants Accounting to bill awarding agencies (Originals);
- Financial Reports per agency requirements, including Federal Financial Status Report SF-269 (Originals);
- Cost-sharing confirmation (Originals);
- Audit Reports, such as IBHE (Duplicates).

Recommendation: Retain in office for six (6) years following the completion or expiration of the respective grant project or grant award and the submission of the final financial report to the funding organization, 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
4/17/07**

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321.002 Quarterly Federal Cash Transaction Reports, SF-272 (Agency Record Copy)

Dates: FY2000-
Volume: 1.5 Cu. Ft.
Annual Accumulation: .25 Cu. Ft.
Arrangement: Chronological

This record series consists of the federal cash transaction reports to National Science Foundation, Department of Health and Human Services, and United States Department of Agriculture. These reports list the cash on hand, payments received, award numbers, net awards, cumulative net disbursements, etc.

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.

**Disposition
Approved
4/17/07**

321.003 Time and Effort Statements

Dates: FY1998-
Volume: 10 Cu. Ft.
Annual Accumulation: 1.5 Cu. Ft.
Arrangement: Numeric by Department Number

This record series consists of documents verifying staff time and program activities related to federal grants. These documents include name, social security number or University ID number, designated time periods, payroll history, description of activities (i.e. research, instruction), account number of grant, designation of cost sharing, percentage of activity per purchase, and appropriate signatures.

Recommendation: Retain 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.

**Disposition
Approved
4/17/07**

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**COMPTROLLER'S OFFICE
STUDENT ACCOUNTS**

330.001 Check Reissue Request Forms

Dates: FY2000 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological by day

 This record series consists of forms for each ISU issued check that has been stopped and/or voided.

Recommendation: Retain in office for six (6) 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
4/17/07**

330.002 Receipts and Cashier Work Papers

Dates: FY2002 -
Volume: 54 Cu. Ft.
Annual Accumulation: 9 Cu. Ft.
Arrangement: Chronological by day

 This record series consists of receipts for money received from various university departments and cashier work papers generated daily.

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.

**Disposition
Approved
4/17/07**

330.003 Receipts from the Centralized Accounts Receivable System Billings

Dates: FY2002 -
Volume: 48 Cu. Ft.
Annual Accumulation: 8 Cu. Ft.
Arrangement: Chronological by day

 This record series consists of receipts for payments received on Student Accounts billings.

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	<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 4/17/07</p>
330.004	<p>Short Term Loan Promissory Notes</p> <p>Dates: FY2004 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetic by debtor last name</p> <p>This record series consists of promissory notes received from students for short term loans.</p>	
	<p>Recommendation: Retain in office for three (3) years after paid in full, 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 4/17/07</p>
330.005	<p>Cash Travel Advance Forms</p> <p>Dates: FY2002 - Volume: 3 Cu. Ft. Annual Accumulation: .50 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of forms for each Cash Travel Advance issued to university personnel.</p>	
	<p>Recommendation: Retain in office for six (6) years after paid in full, 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 4/17/07</p>

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Item No.	Record Series Title, Description and Recommendation	Action Taken
330.006	ACH Authorization Forms - Centralized Accounts Receivable System (CARS) & Perkins Accounts	
	Dates: FY2003 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetic by debtor last name	
	This record consists of forms signed by debtors for payment agreements on CARS or Perkins accounts.	
	Recommendation: Retain in office for six (6) years after paid in full, 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 4/17/07
330.007	Touchnet Credit Requests	
	Dates: FY2004 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of requests from various university departments for credits to transactions that were processed through the Touchnet Payment Gateway.	
	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.	Disposition Approved 4/17/07
330.008	Alternative Loan Signatures	
	Dates: FY2002 - Volume: .5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of original signatures from students acknowledging the endorsement of their Alternative Loan checks.	

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	<p>Recommendation: Retain in office for six (6) 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 4/17/07</p>
330.009	<p>Federal Perkins Loans - Paid in Full Files</p> <p>Dates: FY2004 - Volume: 24 Cu. Ft. Annual Accumulation: 8 Cu. Ft. Arrangement: Numeric by SSN</p> <p>This record series consists of paid-in-full Federal Perkins loans.</p>	
	<p>Recommendation: Retain in office for three (3) years after paid in full, 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 4/17/07</p>
330.010	<p>U.S. Bankruptcy Court Discharge Orders (Agency Record Copy)</p> <p>Dates: FY1993 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of discharge orders from various U.S. Bankruptcy Courts that have ruled on cases involving charges contained in ISU CARS and Perkins Loan accounts.</p> <p>Recommendation: Retain permanently.</p>	
330.011	<p>Collection Agency and Attorney Payment Reports</p> <p>Dates: FY2004 - Volume: 3 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by month</p> <p>This record series consists of payment reports on accounts listed with collection agencies and attorneys.</p>	

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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.</p>	<p>Disposition Approved 4/17/07</p>
330.012	<p>1098-T Forms (Agency Record Copy)</p> <p>Dates: 1998 - Volume: 2.5 Cu. Ft. Annual Accumulation: .25 Cu. Ft. Arrangement: Numeric by SSN</p> <p>This record series consists of IRS 1098-T Forms issued to students to report tuition and related fees billed during the previous calendar year.</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 4/17/07</p>
330.013	<p>Perkins Reconciliations</p> <p>Dates: FY2000 - Volume: 6 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by month</p> <p>This record series consists of reconciliation work papers for Perkins Loan activity.</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 4/17/07</p>
330.014	<p>Returned Checks</p> <p>Dates: FY2000 - Volume: 6 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by month</p> <p>This record series consists of checks returned for insufficient funds, the supporting details, and corresponding journal entries.</p>	

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Recommendation:	Retain in office for six (6) 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 4/17/07
330.015	Long Term Loan Promissory Notes	
Dates:	FY2003 -	
Volume:	1 Cu. Ft.	
Annual Accumulation:	Negligible	
Arrangement:	Chronological	
	This record series consists of promissory notes received from students for long term loans.	
Recommendation:	Retain in office for three (3) years after paid in full, 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 4/17/07
330.016	Illinois E-Pay Activity Reports (Agency Record Copy)	
Dates:	FY2001 -	
Volume:	1.5 Cu. Ft.	
Annual Accumulation:	.25 Cu. Ft.	
Arrangement:	Chronological	
	This record series consists of transaction records of activity within the Illinois E-Pay system.	
Recommendation:	Retain in office for six (6) 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 4/17/07

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330.017 Quarterly Accounts Receivable Reports (Agency Record Copy)

Dates: FY2003 -
Volume: 1.5 Cu. Ft.
Annual Accumulation: .50 Cu. Ft.
Arrangement: Chronological

This record series consists of quarterly filings of Accounts Receivable reports to the State of Illinois Comptroller's Office.

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
4/17/07**

330.018 Agency Fee Imposition Reports (Agency Record Copy)

Dates: FY2003 -
Volume: 1 Cu. Ft.
Annual Accumulation: .25 Cu. Ft.
Arrangement: Chronological

This record series consists of annual reports of Agency Fee Imposition information prepared for the State of Illinois.

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
4/17/07**

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**COMPTROLLER'S OFFICE
PURCHASING**

340.001 Purchase Orders

Dates: 1993-
Volume: 74 Cu. Ft.
Annual Accumulation: 7 Cu. Ft.
Arrangement: Numeric

This record series consists of requisitions, vendor quotes, bid documents, legal status forms, concurrence approval, insurance certifications and associated correspondence.

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.

**Disposition
Approved
4/17/07**

340.002 Bid Files

Dates: 1998-
Volume: 58 Cu. Ft.
Annual Accumulation: 6 Cu. Ft.
Arrangement: Chronological

This record series consists of the competitive process documents such as bids and requests for proposals, vendor responses, evaluation of responses and award information.

Recommendation: Retain in office for ten (10) years following expiration of the contract that came from the bid 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
as Amended
4/17/07**

340.003 Office Supply Invoices

Dates: 1999-
Volume: 13 Cu. Ft.
Annual Accumulation: 1.5 Cu. Ft.
Arrangement: Chronological

This record series consists of vendor's detailed invoice per shipment.

**APPLICATION FOR AUTHORITY
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(Continued)**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
340.004	<p data-bbox="282 359 1336 499">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 data-bbox="282 575 605 604">Procurement Contracts</p> <p data-bbox="282 653 922 789">Dates: 1996- Volume: 10.5 Cu. Ft. Annual Accumulation: 1.5 Cu. Ft. Arrangement: Alphabetical by vendor</p> <p data-bbox="380 835 1260 865">This record series consists of agreements and contracts with vendors.</p>	<p data-bbox="1430 359 1568 443">Disposition Approved 4/17/07</p>
340.005	<p data-bbox="282 909 1336 1083">Recommendation: Retain in office for ten (10) years after expiration of the agreement 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="282 1163 797 1192">Departmental Credit Card Statement</p> <p data-bbox="282 1241 805 1377">Dates: 2001- Volume: 10 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="282 1423 1336 1486">This record series consists of account statements for individual departmental credit card holders.</p>	<p data-bbox="1430 909 1568 1020">Disposition Approved as Amended 4/17/07</p>
	<p data-bbox="282 1528 1336 1667">Recommendation: Retain in office for six (6) 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 data-bbox="1430 1528 1568 1612">Disposition Approved 4/17/07</p>

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340.006 Departmental Credit Card Applications

Dates: 2001-
Volume: 21 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Alphabetical by department

This record series consists of departmental credit card authorization agreement signed by the card holder.

Recommendation: Retain in office for six (6) years after termination of the agreement 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
as Amended
4/17/07**

340.007 Bidder Application Forms

Dates: 1998-
Volume: 4 Cu. Ft.
Annual Accumulation: .5 Cu. Ft.
Arrangement: Alphabetical

This record series consists of the bidder applications submitted by a vendor.

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.

**Disposition
Approved
4/17/07**

340.008 Certificate of Insurance

Dates: 2005-
Volume: 1 Cu. Ft.
Annual Accumulation: .2 Cu. Ft.
Arrangement: Alphabetical by Vendor name

This record series consists of certification statements providing proof that Illinois State University is named as an additional insured for any liability incurred by the University arising from the activities of the Vendor/Contractor and/or subcontractor as they perform work on behalf of the vendor/contractor. This certification form names the insurance agency, insured entity, type of insurance, policy expiration, and coverage dollar limits.

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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.	Disposition Approved 4/17/07
340.009	Alcohol Applications & Permits (Agency Record Copy)	
Dates:	1996-	
Volume:	1 Cu. Ft.	
Annual Accumulation:	.1 Cu. Ft.	
Arrangement:	Chronological	
	This record series consists of the University's application and receipt of alcohol permits for use in classroom and research projects.	
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.	Disposition Approved 4/17/07
340.010	University Vehicle Titles	
Dates:	1960-	
Volume:	10 Cu. Ft.	
Annual Accumulation:	.1 Cu. Ft.	
Arrangement:	Chronological	
	This record series consists of the original titles for vehicles purchased by the University. It includes copies of previously owned vehicles that are no longer with the University due to scrapping or trade-ins.	
Recommendation:	Retain in office for five (5) years after disposal of vehicle 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 4/17/07

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Item No.	Record Series Title, Description and Recommendation	Action Taken
340.011	Business Enterprise Program (BEP) (Agency Record Copy)	
	Dates: 2003- Volume: .5 Cu. Ft. Annual Accumulation: .1 Cu. Ft. Arrangement: Chronological	
	This record series consists of goals and achievements associated with the University's qualified vendor contracts with Minorities, Females, and Persons with Disabilities. This is a required report sent to the State of Illinois.	
	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 4/17/07

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**COMPTROLLER'S OFFICE
REDBIRD CARD OFFICE**

350.001 Deposit Receipts

Dates: 2000 -
Volume: 21 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Chronological

This record series consists of receipts given to customers for deposits to their Redbird Debit Account and the deposit ticket sent to the Cashier's Office summarizing the daily deposit totals.

Recommendation: Retain 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.

**Disposition
Approved
4/17/07**

350.002 Purchase Refund Forms

Dates: 1999 -
Volume: 4 Cu. Ft.
Annual Accumulation: .5 Cu. Ft.
Arrangement: Year, Vendor Location, and University Identification Number

This record series consists of forms completed by ISU vendors when they are requesting the Card Office to refund money back into an individual's debit account. This form details the amount to be refunded, reason for refund, and cardholder's information.

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
4/17/07**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
350.003	<p>Redbird ID Card Replacement Form</p> <p>Dates: 1999 - Volume: 24 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the form completed whenever a replacement ID is issued. It contains the amount charged, how cardholder paid, lost card code, type of ID, why ID was replaced, and signature of the cardholder.</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 4/17/07</p>
350.004	<p>Debit Account Cash Withdrawal Form (Duplicate)</p> <p>Dates: 1997 - Volume: .1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the form completed when a student receives an emergency cash withdrawal from their Redbird Debit Account. The original is sent to Cashier's Office authorizing the cash refund to the cardholder.</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 4/17/07</p>
350.005	<p>Debit Account Refund Form</p> <p>Dates: 1995 - Volume: 6 Cu. Ft. Annual Accumulation: .5 Cu. Ft. Arrangement: Numerical Within Fiscal Year</p> <p>This record series consists of the form completed when a student requests a refund of their cash balance at the end of the semester or when they leave the University. The form contains reason for the refund, the mailing address, amount, date processed, and the individual who processed the refund.</p>	

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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 4/17/07
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350.006 Debit Account Reconciliation

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

This record series consists of the monthly reconciliation of the Redbird Debit Account. It contains a reconciliation of deposits, expenditures, withdrawals, payments to vendors, and transaction fees and a reconciliation of the Department Copy Card account.

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 4/17/07
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350.007 Vendor Reports

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

This record series consists of the vendor sales data and transaction fees.

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	<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 4/17/07</p>
350.008	<p>ID Photographs</p> <p>Dates: 1995 - Volume: .1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical by University ID Number</p> <p>This record series consists of the database containing all photos taken for ID cards. It includes the University ID Number, name, status, and date photo taken.</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 4/17/07</p>
350.009	<p>Redbird Card Office Income Statements</p> <p>Dates: 1995 - Volume: .1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by Fiscal Year</p> <p>This record series consists of the operational income and expense statements for Redbird Card Office.</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 4/17/07</p>

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350.010 Redbird Card Database

Dates: 1995 -
Volume: .1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical by University ID Number

This record series consists of the Redbird Card Database containing records for all ID cards issued. Includes UID, name, card type, account (Debit, Flex and Dining) information, meal plan information, door access information, and campus access (library, Night Ops, Campus Recreation etc.).

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
4/17/07**

350.011 Equipment Check-out Forms

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

This record series consists of the check-out sheets for departments renting card transaction processing equipment.

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
4/17/07**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
350.012	Card Equipment Inventory	
	Dates: 1995 - Volume: .1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by Fiscal Year	
	This record series consists of the inventory records kept for all transaction processing equipment in each department. It includes whether or not the equipment is covered under a maintenance agreement.	
	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 4/17/07

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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**COMPTROLLER'S OFFICE
PAYROLL**

360.001 Time Reporting Documents

Dates: FY 04 - Present
Volume: 54 Cu. Ft.
Annual Accumulation: 18 Cu. Ft.
Arrangement: Alphabetical for Faculty and Exempt Civil Service;
 Numerical for others

This record series consists of the monthly reporting of vacation and sick leave usage for Faculty, AP & Civil Service Exempt employees, the daily hours worked and benefits used for Civil Service Employees, and the daily hours worked for student employees.

Recommendation: Retain in office for three (3) fiscal 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
4/17/07**

360.002 Individual Payroll Summary and Detail

Dates: 2004-
Volume: 1 Cu. Ft.
Annual Accumulation: .25 Cu. Ft.
Arrangement: Chronological

This record series consists of the detail information for each individual payroll processed. It includes information on how the gross pay was calculated for each employee, a list of all withholding items, the net pay calculation, benefit accrual and usage for the pay-period, and the setting of many meaningful payroll codes at the time the payroll was processed.

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
4/17/07**

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
360.003	Termination & Resignation Benefit Pay Outs	
	Dates: FY 04 to present Volume: 2 Cu. Ft. Annual Accumulation: .5 Cu. Ft. Arrangement: Alphabetical	
	<p>This record series consists of reports detailing the quantity and value of vacation and sick leave paid for employees that left the university within the fiscal year. It also reflects the current balances and valuation for all current employees which is used in preparation of the university's financial statements.</p>	
	Recommendation: Retain in office for three (3) fiscal 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 4/17/07
360.004	Historic Data Microfiche	
	Dates: 1969- Volume: 6 Cu. Ft. Annual Accumulation: .1 Arrangement: Chronological by year then numerical by employee	
	<p>This record series consists of microfiche payroll records for every employee showing a full calendar year's data. It lists each pay period's earnings data, tax deferred salary reductions, adjustments and W-2 information reported to the IRS. This is produced annually after the end of the prior calendar year.</p>	
	Recommendation: Retain in office permanently.	Disposition Approved 4/17/07
360.005	W-2 Forms	
	Dates: 2001- Volume: 1 Cu. Ft. Annual Accumulation: .15 Cu. Ft. Arrangement: Chronological	
	<p>This record series consists of the W-2 Forms sent to employees and the IRS each year.</p>	

**APPLICATION FOR AUTHORITY
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(Continued)**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
Recommendation:	Retain in office for seven (7) calendar 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 4/17/07
360.006	Deduction Registers (ISI 429)	
Dates:	FY 04 -	
Volume:	.75 Cu. Ft.	
Annual Accumulation:	.25 Cu. Ft.	
Arrangement:	Chronological by Payroll Type	
	This record series consists of deduction registers for all payrolls stating the amount of any volunteer deductions.	
Recommendation:	Retain in office for three (3) fiscal 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 4/17/07
360.007	Gross Distribution (ISI 436)	
Dates:	FY 05 -	
Volume:	1 Cu. Ft.	
Annual Accumulation:	.50 Cu. Ft.	
Arrangement:	Chronological by Payroll Type	
	This record series consists of the gross pay expense distribution listings that are used to document fund payments into the payroll account file. They are also used for the accounting distribution of personal services expenditures.	
Recommendation:	Retain in office for two (2) fiscal 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 4/17/07

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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360.008 Withholding Authorizations

Dates: FY 1970 -
Volume: 130 Cu. Ft.
Annual Accumulation: 4 Cu. Ft.
Arrangement: Alphabetical

This record series consists of all employee withholding authorizations such as the federal and state W-4 income tax withholding, 403-b salary reduction agreements, state retirement withholding, garnishments, support orders, tax levies, and all other voluntary deduction withholding.

Recommendation: Retain in office for two (2) years after the employee's employment has been terminated 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
4/17/07**

360.009 Payroll Check Registers (ISI 430)

Dates: 2004-
Volume: 4 Cu. Ft.
Annual Accumulation: 1.25 Cu. Ft.
Arrangement: Chronological

This record series consists of a listing of each employee by university ID number, check number and direct deposit information. This report is run for each payroll processed.

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
4/17/07**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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360.010 Payroll Reports

Dates: 2004
Volume: 4 Cu. Ft.
Annual Accumulation: 1.25 Cu. Ft.
Arrangement: Alphabetical

This record series consists of a variety of reports that are produced by the Payroll Office for internal and external use. They include but are not limited to detailed demographic employee data reported to the US Department of Labor, earnings data reported quarterly to the Illinois Department of Labor, Appropriation Reconciliation Reports, Status Change Report from the State University Retirement System, etc.

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
4/17/07**

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**COMPTROLLER'S OFFICE
INVESTMENTS**

370.001 Investment Purchase Forms

Dates: FY2000 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of forms that contain detailed information regarding investment purchases made by the university along with attached brokerage confirmations of the purchases.

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.

**Disposition
Approved
4/17/07**

370.002 University Investment Agreements

Dates: FY2000 -
Volume: .1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of official university authorizations specifying the investment brokers that are approved to transact investment purchases (and/or sales) on behalf of the university.

Recommendation: Retain in office for five (5) years following termination of agreement, 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
4/17/07**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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370.003 Trading Authorizations

Dates: FY2003
Volume: .1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of forms that identify university personnel authorized to give instructions for the purchase, sale, and settlement of investments on behalf of Illinois State University. A new authorization is created annually to replace the prior authorization.

Recommendation: Retain in office for three (3) years after creation 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
4/17/07**

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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**BUSINESS SERVICES
UNIVERSITY PARKING**

410.001 Cash Deposit Receipts (Duplicate)

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

This record series consists of the deposit slips for fees collected at pay parking lots and at meters.

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
4/17/07**

410.002 Parking Tickets (Originals)

Dates: 2006-
Volume: 1.5 Cu. Ft.
Annual Accumulation: 1.5 Cu. Ft.
Arrangement: Numerical by ticket number

This record series consists of hand written parking violation notices issued to students, staff and visitors of the university. Each ticket shows the ticket number, date, time, permit number, license number, location, officer's number, type of violation and amount of fine.

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

**Disposition
Approved
4/17/07**

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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410.003 Parking Permit Application Files

Dates: 2006-
Volume: 3 Cu. Ft.
Annual Accumulation: 3.0 Cu. Ft.
Arrangement: Numerical by permit type and number

 This record series consists of the annual renewal of parking permit applications submitted by students, faculty, civil service employees, retired staff, lab school students and business vendors. The applications contain the type of permit, purchasers name, address, University ID number, permit number, vehicle makes, models, and license plate numbers.

Recommendation: Retain in office for one (1) year after the expiration date of the parking permit then dispose of by shredding or other secure manner, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
4/17/07**

410.004 Vehicle Tow Reports

Dates: 2006-
Volume: 1 Cu. Ft.
Annual Accumulation: .25 Cu. Ft
Arrangement: Chronological

 This record series consists of a report on each vehicle towed from campus lots. The record shows location, vehicle make and model, license plate number, reason for tow, corresponding citation number, and other information.

Recommendation: Retain in office for two (2) years then dispose of by shredding or other secure manner, 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
4/17/07**

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
410.005	<p data-bbox="282 321 553 348">Dispatch Radio Log</p> <p data-bbox="282 394 805 533">Dates: 2006- Volume: 1 Cu. Ft. Annual Accumulation: .25 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="282 579 1333 751">This record series consists of the dispatch radio communications log between the parking office dispatch and the parking agents. It also includes documentation of calls received by customers requesting special considerations or temporary arrangements. The log contains names, phone numbers, license plate numbers and vehicle descriptions.</p> <p data-bbox="282 798 1333 972">Recommendation: Retain in office for one (1) year then dispose of by shredding or other secure manner, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	Disposition Approved 4/17/07
410.006	<p data-bbox="282 1052 886 1079">Parking Fees Credit Card Payment Receipts</p> <p data-bbox="282 1125 805 1264">Dates: 2006- Volume: 1.5 Cu. Ft. Annual Accumulation: 1.5 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="282 1310 1333 1444">This record series consists of original credit card processing receipts containing the signature of the card holder/user authorizing the transaction. The record contains the amount of the transaction, the date of the transaction and the last 4 digits of the credit card number.</p> <p data-bbox="282 1491 1333 1631">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>	Disposition Approved 4/17/07

**APPLICATION FOR AUTHORITY
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(Continued)**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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**BUSINESS SERVICES
MAIL SERVICES**

420.001 UPS Charge Slips

Dates: 2005 -
Volume: 2 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological

 This record series consists of the charge slips from UPS packages that are processed by Mail 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
4/17/07**

420.002 Bulk Mail Receipts

Dates: 2001 -
Volume: 5 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

 This record series contains the postage receipts from U.S. Postal Service and transactions for each account with the U.S. Postal Service.

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
4/17/07**

**APPLICATION FOR AUTHORITY
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(Continued)**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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420.003 Postage Monthly Usage Report

Dates: 2002 -
Volume: 5 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of a monthly report that contains the daily summary of postage expenses, the breakdown of charges by class, and a summary of account totals. These files include a record of all transactions for all accounts. The file contains the meter books which give a monthly breakdown of the meter readings.

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
4/17/07**

**APPLICATION FOR AUTHORITY
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(Continued)**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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**BUSINESS SERVICES
ENVIRONMENTAL HEALTH AND SAFETY**

430.001 Accident Records and Reports

Dates: 1969-
Volume: 12 Cu. Ft.
Annual Accumulation: .5 Cu. Ft.
Arrangement: Chronological

This record series contains the initial reports of injuries and illnesses that occur for staff, students or visitors to the University. It also includes supplementary accident reports and annual reports required by labor regulations.

Recommendation: Retain in office for ten (10) years after the creation of the report 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
4/17/07**

430.002 Hazardous Waste Disposal Files

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

This record series contains disposal contracts, correspondence with vendors and waste generators, hazardous waste material manifests, certificates of disposal, and generator specific pick up requests.

Recommendation: Retain in office for twenty five (25) 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
4/17/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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430.003 Industrial Hygiene and Environmental Quality

Dates: 1996-
Volume: 4 Cu. Ft.
Annual Accumulation: .5 Cu. Ft.
Arrangement: Chronologically

This record series consists of reports on Industrial Hygiene, Indoor Air Quality and Asbestos issues on campus. The reports include descriptions, locations and remediation of identified hazards resulting from regular monitoring and reported problems. Also included are documentation of required employee training held in association with any of these documents.

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
4/17/07**

430.004 Asbestos Abatement Project Records

Dates: 1987-
Volume: 18 Cu. Ft.
Annual Accumulation: .5 Cu. Ft.
Arrangement: Alphabetical by building

This record series contain copies of complaints, dates, designations of locations, contractors job descriptions, material and /or air sample "analysis", cost of materials and labor, general building work authorization forms, asbestos work orders (showing building, room, description of work performed, conditions, types of protection, materials used, and signatures of manager), and copies of any reports filed with the EPA.

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
4/17/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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430.005 Complaint Investigation Files

Dates: 1980-
Volume: 3 Cu. Ft.
Annual Accumulation: .1 Cu. Ft.
Arrangement: Chronological

This record series consists of complaint investigation reports regarding environmental, health, and safety conditions. It contains the date of the complaint, case number, how the complaint was received, location of the condition investigated, nature of the complaint, findings, remedial actions taken, recommendations, and comments surrounding the resolution.

Recommendation: Retain in office for ten (10) years after the complaint is resolved 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
4/17/07**

430.006 Fire, Explosion and Alarm Incident Reports

Dates: 1969-
Volume: 15 Cu. Ft.
Annual Accumulation: .5
Arrangement: Chronological

This record series contains reports that document the location of the incident, agency contacted first (i.e. fire, police), how contacted, type of incident, whether the fire alarm operated satisfactorily, location of alarm and detector, names of any injured, damage estimates, descriptions of incidents, recommendations, and descriptions of problems encountered.

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
4/17/07**

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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430.007	Radiation Manual, Emission Log Records, and Relevant Radiation Source Inspection Reports	
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Dates:	1969-
Volume:	4 Cu. Ft.
Annual Accumulation:	.1
Arrangement:	Chronological

This record series contains the radiation manual, copies of inspection reports of the source of radiation emission, and log book showing the amount and location of radiation.

Recommendation: **Radiation Manual**: Retain in office for fifteen (15) 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. **Emission Log Records**: Retain permanently. **Relevant Radiation Source Inspection Reports**: Retain for 15 years, then dispose of.

**Disposition
Approved
as Amended
4/17/07**

430.008	Workers Compensation Case Files	
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Dates:	2001-
Volume:	100 Cu. Ft.
Annual Accumulation:	10 Cu. Ft.
Arrangement:	Alphabetical

This record series contains the case files for workers compensation cases filed by employees of the university. The files are used for case management and include the original CMS forms submitted along with medical and indemnity records.

Recommendation: Retain in office for five (5) years after the final disposition of the 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. If the Workers Compensation case results in a lifetime benefit the files relating to that case are maintained permanently.

**Disposition
Approved as
Amended
4/17/07**

**APPLICATION FOR AUTHORITY
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(Continued)**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
430.009	Vehicle Accident Records	
	Dates: 2002- Volume: .1 Cu. Ft. Annual Accumulation: .02 Cu. Ft. Arrangement: Chronological	
	<p>This record series contains the auto accident claims involving university vehicles. Within the file is the Auto Liability Uniform Cover Letter, Illinois Traffic Crash Report and any voucher or other documentation that may be associated with the claim.</p>	
	Recommendation: Retain in office for five (5) years after the final disposition of the claim 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 4/17/07

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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**BUSINESS SERVICES
UNIVERSITY POLICE**

440.001 Investigative Case Files (Originals)

Dates: 1956 -
Volume: 200 Cu. Ft.
Annual Accumulation: 4.0 Cu. Ft.
Arrangement: Chronological by File Number Within Type of Incident

This record series consists of the investigation records of alleged criminal activity on campus. The records include incident reports, investigator's supplemental reports, supporting notes, photographs, drawings, evidence receipts, dispositions of physical evidence, video and/or audio interviews of victims, witnesses and suspects, and related correspondence.

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 as
Amended
4/17/07**

440.002 Master Name File (Originals)

Dates: 1956 -
Volume: 5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetically

This record series consists of summary information on identity of principals in investigated incidents, the type of crime and/or relevant particulars of the incident and corresponding case file numbers. These records include names and summary of addresses, phone numbers, vehicles, and types of incidents involved.

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
4/17/07**

APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
440.003	University Violation Citation (Duplicate)	
	Dates: 2004 - Volume: .25 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological	
	<p>The record series consists of citations written for University violations based upon the student judicial office's code of conduct. This record contains name, address, driver's license number, sex, date of birth, height, weight, color of eyes and hair, date of violation, signature of violator, and the officer's name and ID number. The originals are maintained by the Student Judicial Office.</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.	Disposition Approved 4/17/07
440.004	Traffic Violation Citations (Agency Record Copy)	
	Dates: 1985 - Volume: 10 Cu. Ft. Annual Accumulation: .5 Cu. Ft. Arrangement: Chronological and Numerical	
	<p>The record series consists of citations written for Illinois Vehicle Code violations. This record contains the violator's name, address, driver's license number, sex, date of birth, height, weight, color of eyes and hair, date of violation, vehicle information, signature of violator, the officer's name and ID number, and the location and date of court appearance. The originals are sent to the McLean County Court.</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.	Disposition Approved 4/17/07

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
440.005	Traffic Accident Report (Agency Record Copy)	
	Dates: 1985 Volume: 10 Cu. Ft. Annual Accumulation: .25 Cu. Ft. Arrangement: Chronological and Numerical	
	<p>This record series consists of the Illinois Vehicle Accident Report issued by the Illinois State University Police Department. The report contains vehicle information, drivers information, names, drivers license number, addresses, phone numbers, particulars of the accident, description of damage to vehicles and property, date and time of accident, and the officer's name and ID number. The originals are sent to the Illinois Department of Transportation.</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.	Disposition Approved 4/17/07
440.006	Firearms Training and Qualification Record (Original)	
	Dates: 1985 Volume: .5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical	
	<p>This record series consists of records that document the firearms training and subsequent qualification score for each officer. This record contains weapon information (serial number, make and model), officer's name, qualification score, date and time of qualification.</p>	
	Recommendation: Retain in office for five (5) years following termination of employment of the respective employee(s), 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 4/17/07

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Item No.	Record Series Title, Description and Recommendation	Action Taken
440.007	<p>Uniform Crime Reports (Original)</p> <p>Dates: 1975 - Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of statistical compilations by type of offense for crimes occurring within the boundaries of the ISU campus. The crimes are categorized by: Violent Crimes, Property Crimes, and Hate Crimes. Violent Crimes include the offenses of Murder, Forcible Rape, Robbery, and Aggravated Assault. Property crimes include the offenses of Burglary, Larceny-theft, Motor Vehicle Theft, and Arson. This report includes the number of arrest occurrences. These statistics are reported to the Illinois State Police per law on a monthly basis.</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 style="text-align: center;">Disposition Approved 4/17/07</p>
440.008	<p>Intelligence Information Reports</p> <p>Dates: 1986 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of internally generated and referenced investigative documentation providing background data pertinent to an individual (student, staff, or visitor) or descriptions of possible criminal activity. This record can contain names, address, occupation, phone number, driver license, social security numbers, student status, major, height, weight, hair and eye color, descriptions of activity, identity of person criminally associated with the subject and reliability assessments of sources of information. Record is confidential for use by intelligence officer with in the police department.</p> <p>Recommendation: Retain in office for three (3) years after creation 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 style="text-align: center;">Disposition Approved 4/17/07</p>

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
440.009	<p>Campus Crime Report</p> <p>Dates: 1992 Volume: 2.5 Cu. Ft. Annual Accumulation: .25 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the Campus Crime Report generated annually per the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965. This report is distributed to all University staff, given to all parents and students at University Preview, and posted on the Illinois State University website.</p> <p>Recommendation: Retain one copy of each Campus Crime report for fifty (50) 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 4/17/07</p>
440.010	<p>Evidence Inventory and Property Receipts (Originals)</p> <p>Dates: 1980 - Volume: 1.25 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of index cards that contain the inventory listing of property received as evidence in investigative reports, lost property, or recovered stolen property. Each piece of property is documented and designated an internally assigned property control number and case number. Reports of the disposition of physical evidence are maintained in the investigative case files.</p> <p>Recommendation: Retain in office for five (5) years after the final resolution and disposition of all corresponding case(s), then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 4/17/07</p>

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
440.011	Patrol Shift Schedules and Activities Forms and Logs	
	Dates: 1991 Volume: 20 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological	
	<p>This record series consists of shift monthly schedules, 24 hour activity sheet, daily shift assignment forms (signed by Shift Supervisor designates who were working, area assigned, vehicle and key assignments), overtime assignments, dispatch logs, overtime lists (voluntary and mandatory) and special details including charge backs detail assignments.</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.	Disposition Approved 4/17/07
440.012	Law Enforcement Agency Data System - Cancelled Computerized Hot Files	
	Dates: 2004 Volume: .25 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological	
	<p>This record series consists of the "Cancelled Acknowledgement Messages" of the Computerized Hot files in LEADS (Law Enforcement Agency Data System) and NCIC (National Crime Information Center operated by FBI (Federal Bureau of Investigations). A HOT file is data that ISU can put on the system concerning stolen property, missing persons, etc. and cancel at the appropriate time. The "Cancel Acknowledgement Message" with indication of the reason for cancellation and recovering agency information is received from the system.</p>	
	Recommendation: Retain in office for one (1) year from the date of cancellation, 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 as Amended 4/17/07

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Item No.	Record Series Title, Description and Recommendation	Action Taken
440.013	<p>Law Enforcement Agency Data System - Validation Packets</p> <p>Dates: 2005 Volume: .25 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the monthly LEADS Validation listing sent to the agency by the Illinois State Police LEADS section. It contains the list of records that must be validated by the agency that month to ensure the integrity of the records entered into the Computerized Hot files (CHF).</p> <p>Recommendation: Retain in office for eighteen (18) months per Illinois State Police LEADS regulations on Minimum Retention periods, 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: right;">Disposition Approved 4/17/07</p>
440.014	<p>Law Enforcement Agency Data System - Valid Hit Service Record</p> <p>Dates: 1999 Volume: .25 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of hard copy printouts of all Hot Files hit messages which have been confirmed and processed including the completed Valid Hit Service Form as required by the Illinois State Police - LEADS & NCIC Rules and regulations. This file documents the exchange of Computerized Hot File (CHF) data by radio between police communications personnel and officers in the field to enhance officer safety and protect law enforcement agencies and employees from civil liability as related to the action taken based upon computerized hot file information.</p> <p>Recommendation: Retain in office for seven (7) years per Illinois State Police LEADS & NCIC regulations on Minimum Retention periods, 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: right;">Disposition Approved 4/17/07</p>

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Item No.	Record Series Title, Description and Recommendation	Action Taken
440.015	<p>Law Enforcement Agency Data System - Directed Message File</p> <p>Dates: 2005 Volume: .25 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of hardcopies of Law Enforcement Agency Data System (LEADS - Directed Administrative Messages) sent via our LEADS computer to another law enforcement agency. Since the recipient of an administrative message may take specific action using the message content as justification, the message and supporting documentation is maintained.</p> <p>Recommendation: Retain in office for one (1) year per Illinois State Police LEADS & NCIC regulations on minimum retention periods, 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 4/17/07</p>
440.016	<p>Law Enforcement Agency Data System - CHRI Monthly Logs</p> <p>Dates: 2006 - Volume: .15 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series is a log of criminal history requests via the LEADS & NCIC Systems. This log file contains information on name of person inquired upon, date of birth, sex, race, date and time of inquiry, and the requesting leads certified operator who generated the inquiry.</p> <p>Recommendation: Retain in office for five (5) years, which satisfies Illinois State Police LEADS & NCIC regulations on minimum retention periods, 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 4/17/07</p>

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Item No.	Record Series Title, Description and Recommendation	Action Taken
440.017	Law Enforcement Agency Data System - Secondary Dissemination CHRI Logs	
	Dates: 2004 Volume: .1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological	
	<p>This record series consists of logs of any secondary dissemination of Criminal History information to another law enforcement agency. This log contains the name of the requesting agency authorized to access CHRI information, the name of individual receiving CHRI (person representing the authorized agency), the authority of the requester, the purpose of the request, the identity of the individual to whom the CHRI relates and the date of dissemination. Record is confidential for law enforcement use only</p>	
	Recommendation: Retain in office for three (3) years as required by state and federal law for minimum retention period, 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 4/17/07

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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**HUMAN RESOURCES
EMPLOYMENT**

500.001 Personnel Files

Dates: 1930-
Volume: 200 Cu. Ft.
Annual Accumulation: 50 Cu. Ft.
Arrangement: Alphabetical

This record series consists of official communications directly related to employment and work performance including all summary evaluation documents and letters and all communications regarding discipline for all faculty, staff, and graduate assistants.

Documentation may include, but is not limited to, employment application forms, vitae, letters of recommendation, transcripts, employment contracts, performance evaluations, faculty evaluation summary letters, leave forms (excluding FMLA), promotion, tenure, and probation reports, Additional Pay forms, generating Personnel Action Forms, Selection Forms, Summer Appointment Notification, and other related documents. The personnel records for the asbestos team employees are also maintained by this office. These records contain the same general information found in the above described personnel files and a copy of each team members' physical exam results.

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

**Disposition
Approved
4/17/07**

500.002 Civil Service Register

Dates: 2001-
Volume: 5 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This record series consists of both inactive and active applicant registers and contains administrative information for each person who has applied and completed the appropriate examinations for specific civil service positions under the State Universities Civil Service System. The register includes the applicant's name, e-mail address, mailing address, exam classification, exam number, education level, and exam results.

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Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>Recommendation: Retain in office for five (5) years from the date of removal from the register then destroy in a secure manner 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 4/17/07</p>
500.003	<p>Recruitment History</p> <p>Dates: 1999- Volume: 75 Cu. Ft. Annual Accumulation: 5 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of the recruitment history information for individuals who have applied for staff, extra help, graduate assistant, or student worker positions. This series also includes advertisements, postings, selection forms, applications, resume/CV, references, cover letters, essays, writing samples, work availability, and other related documents. Personal data include the applicant's name, address, position applied for, skills, educational history, military service, job history, and examination results.</p> <p>Recommendation: Retain in office for five (5) years from the date the position is filled, then destroy in a secure manner 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 4/17/07</p>
500.004	<p>Employment Applications</p> <p>Dates: 1999- Volume: 75 Cu. Ft. Annual Accumulation: 5 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of individuals' applications to unadvertised staff, extra help, graduate assistant, or student worker positions. It includes the applicant's name, address, e-mail address, skills, educational history, job history, and military service.</p>	

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
Recommendation:	For non hires retain in office for two (2) years from the date the application was created, then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Applications for hired staff are moved to item 500.001 Personnel Files.	Disposition Approved 4/17/07
500.005	Employment History	
Dates:	1959-	
Volume:	12 Cu. Ft.	
Annual Accumulation:	.5 Cu. Ft.	
Arrangement:	Alphabetical	
	This record series consists of a synopsis of each employee's employment history including name, Social Security Number, date hired, pay grade, and title.	
Recommendation:	Retain in office for sixty-five (65) years after separation from employment or death of employee, whichever comes first, then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 4/17/07
500.006	Form I-9 - Employment Eligibility Verification	
Dates:	1986-	
Volume:	19.5 Cu. Ft.	
Annual Accumulation:	4.900 Cu. Ft.	
Arrangement:	Alphabetical (by current employees); Alphabetical (by inactive employees)	
	This record series consists of the Form I-9 Employment Eligibility Form developed by the U.S. government for verifying that persons are eligible to work in the United States.	

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Item No.	Record Series Title, Description and Recommendation	Action Taken
Recommendation:	Per Federal regulations, retain I-9 forms for terminated employees three (3) years after the date of hire or one (1) year after the date employment ends, whichever is later, then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. (This retention is for terminated employees only. I-9 Forms are retained for all current employees.)	Disposition Approved 4/17/07

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TO DISPOSE OF STATE RECORDS
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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**HUMAN RESOURCES
BENEFITS**

510.001 Group Insurance Enrollment and Documentation

Dates: 1950-
Volume: 18 Cu. Ft.
Annual Accumulation: 320 Cu. Ft.
Arrangement: Alphabetical

This record series consists of insurance eligible faculty and staff enrollment applications, change requests, supporting documentation, and verification forms.

Recommendation: Retain in office for three (3) years after termination of the salary reduction agreement 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
4/17/07**

510.002 Tax Deferred Annuity Records

Dates: 1986-
Volume: 4.5 Cu. Ft.
Annual Accumulation: 1.500 Cu. Ft.
Arrangement: Alphabetical

This record series consists of the original payroll percentage salary reduction change request and miscellaneous notes.

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

**Disposition
Approved
4/17/07**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
510.003	<p data-bbox="284 346 1339 388">Disability, Family Medical Leave Act, Extended Illness Requests</p> <p data-bbox="284 420 755 567">Dates: 1985- Volume: 1.5 Cu. Ft. Annual Accumulation: .5 Cu. Ft. Arrangement: Alpha</p> <p data-bbox="284 609 1339 714">This record series consists of employee leave applications, medical documentation, incoming and outgoing correspondence exchanged between departments and employees, and miscellaneous notes.</p> <p data-bbox="284 745 1339 934">Recommendation: Retain in office for three (3) years after the employee returns to work, then destroy in a secure manner 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="1437 745 1583 850">Disposition Approved 4/17/07</p>
510.004	<p data-bbox="284 1008 1339 1050">Tuition Waiver Records</p> <p data-bbox="284 1081 933 1228">Dates: 2001- Volume: 2.5 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical (by school)</p> <p data-bbox="284 1270 1339 1407">This record series consists of applications, relationship documentation, employment verifications, and credit hours used for the dependents of ISU faculty and staff that are eligible for a tuition waiver. This eligibility expires when the student reaches age 25.</p> <p data-bbox="284 1449 1339 1623">Recommendation: Retain records in office for three (3) years after the student reaches age 25 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 data-bbox="1437 1449 1583 1554">Disposition Approved 4/17/07</p>

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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510.005 Direct Bill Insurance Reports

Dates: 1994-
Volume: 7 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This secondary record series consists of reports, spreadsheets, work papers, check copies, and vouchers of payments to Central Management Services for employee insurance for periods of time that the employees were not in pay status. Also included are reports of employees that are delinquent in money owed.

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

**Disposition
Approved
4/17/07**

510.006 Life Insurance and Long Term Disability Carrier Reports

Dates: 1996-
Volume: 2.5 Cu. Ft.
Annual Accumulation: .75 Cu. Ft.
Arrangement: Chronological

This record series consists of invoices, payroll comparison reports, spreadsheets, and direct pay information for all eligible employees participating in the life insurance and long term disability plans.

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

**Disposition
Approved
4/17/07**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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510.007 Sick Leave Bank Benefit

Dates: 1996-
Volume: 5 Cu. Ft.
Annual Accumulation: .5 Cu. Ft.
Arrangement: Chronological

This record series consists of copies of enrollment forms, request for sick leave hours, and copies of spreadsheet and update reports showing remaining sick leave hours.

Recommendation: Retain in office for three (3) years after termination from the program 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
4/17/07**

510.008 Employee Unemployment Insurance Case Files

Dates: 2001-
Volume: 4 Cu. Ft.
Annual Accumulation: .5 Cu. Ft.
Arrangement: Chronological

This record series consists of original Notice of Claim to Chargeable Employer forms and supporting documents of unemployment compensation claims filed by terminated employees.

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

**Disposition
Approved
4/17/07**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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510.009 State Group Monthly Billing Records

Dates: 2006-
Volume: 3 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological

 This record series consists of original monthly billing insurance payment reports, receipts and vouchers.

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
4/17/07**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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**HUMAN RESOURCES
LABOR/EMPLOYEE RELATIONS**

520.001 Collective Bargaining Files

Dates: 1974-
Volume: 30 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological (by union)

This record series consists of all proposals, counter proposals, correspondence, planning documents, cost analysis, ground rules, tentative agreements, and final contracts resulting from the collective bargaining process.

Recommendation: Retain for 7 years after the expiration of the contract then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
4/17/07**

520.002 Grievance/Arbitration Files for Civil Service Employees

Dates: 1990-
Volume: 5 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological (by grievance date)

This record series consists of all civil service Step 3 grievance forms, grievance responses, meeting notes, documentation provided by the parties, investigation results, final reports/decisions, correspondence, settlement offers, and any settlements documentation.

Recommendation: Retain in office 10 years after settlement of the grievance then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
4/17/07**

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**HUMAN RESOURCES
WELLNESS**

530.001 Monthly Account Summary

Dates: 1998 - current
Volume: .5 Cu. Ft.
Annual Accumulation: .15 Cu. Ft.
Arrangement: Chronological

 This record series consists of a summary of dollars deposited on a monthly basis for program registration fees and other miscellaneous income.

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

**Disposition
Approved
4/17/07**

530.002 Physical Fitness Readiness Questionnaire

Dates: 2004-
Volume: 1 Cu. Ft.
Annual Accumulation: .25 Cu. Ft.
Arrangement: Alphabetical

 This record series consists of questionnaires completed by faculty and staff to self-assess their health prior to entry into the Faculty/Staff Fitness Program. All participants are required to complete the questionnaire.

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

**Disposition
Approved
4/17/07**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
530.003	Informed Consent Waivers	
	Dates: 2004- Volume: 1 Cu. Ft. Annual Accumulation: .25 Cu. Ft. Arrangement: Alphabetical	
	<p>This record series consists of waiver forms created by General Counsel and signed by participants in the Faculty/Staff fitness program to reduce ISU's liability in the event that an individual is injured while participating in this program.</p>	
	Recommendation: Retain in office for three (3) years after termination from the fitness program then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 4/17/07
530.004	Monthly Payroll Deduction Summary	
	Dates: 2003- Volume: .5 Cu. Ft. Annual Accumulation: .15 Cu. Ft. Arrangement: Chronological	
	<p>This record series consists of a summary of dollars deposited via payroll deduction as payment for participation in the Faculty/Staff fitness program.</p>	
	Recommendation: Retain in office for five (5) years then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 4/17/07

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Item No.	Record Series Title, Description and Recommendation	Action Taken
530.005	Faculty/Staff Fitness Program Registration forms	
	Dates: 2006- Volume: .5 Cu. Ft. Annual Accumulation: .25 Cu. Ft. Arrangement: Alphabetical	
	This record series consists of registration forms for employees participating in the Faculty/Staff Fitness Program.	
	Recommendation: Retain in office for one (1) year after the completion of the program then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 4/17/07

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INSTITUTIONAL RESEARCH

600.001 Mandated reports

Dates: 1966-
Volume: 8 Cu. Ft.
Annual Accumulation: .5 Cu. Ft.
Arrangement: Alphabetical, then by date

This record series consists of reports and surveys that the unit has completed that are required by federal or state law/policy, and/or University policy, e.g., IPEDS survey submissions, NCAA surveys, P-Q-P, Results, Performance reports.

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
4/17/07**

600.002 Faculty/Staff Characteristics Data

Dates: 1990-
Volume: 3 Cu. Ft.
Annual Accumulation: .3 Cu. Ft.
Arrangement: Alphabetical then by date

This record series consists of detailed faculty, staff and graduate assistant information by various criteria including: rank, years of service, age, ethnic origin, gender and salary.

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
4/17/07**

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600.003 Student Enrollment and Degree Characteristics Data

Dates: 1970-
Volume: 8 Cu. Ft.
Annual Accumulation: .5 Cu. Ft.
Arrangement: Alphabetical, then by date

 This record series consists of student enrollment and degrees conferred by various criteria including: ethnic origin, gender, major and college.

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
4/17/07**

**APPLICATION FOR AUTHORITY
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ADMINISTRATIVE INFORMATION SYSTEMS

700.001 Project Work Orders and Acceptance Forms (Duplicates)

Dates: 2003-
Volume: 1.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of summary reports for internal as well as external requests for development and maintenance of new and existing systems and programs. The reports show the form number and initialization date of the request, brief description of the process, design and/or analysis acceptance of the description, user department, user contact, return date, final acceptance of the user, name of the developer, comments, date, and user comments.

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
4/17/07**

700.002 Maintenance and Repair (Duplicates)

Dates: 2001-
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical and Chronological

This record series consists of preventive maintenance records and emergency/corrective maintenance records for technical equipment in the possession of Administrative Information Systems. Service records may be based upon and/or include parts needed, condition of the equipment, warranty on equipment, and the condition of the battery.

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
4/17/07**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
700.003	<p>Project Planning Documents (Duplicates)</p> <p>Dates: 2004- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical and Chronological</p> <p>This record series consists of initial work requisitions submitted by the department as well as university departments inclusive of system development, and remodeling/reallocation of space (including port activation). Projects are managed through correspondence, multiple systems, and purchasing documents.</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 4/17/07</p>

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FACILITIES MANAGEMENT
ADMINISTRATION

800.001 Work Order Requests

Dates: 2006
Volume: 3 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Numeric

This record series contains the request form for repair and maintenance services. Recorded data include the requestor, date requested, building location, description of work, work order number, completion date, source of funding.

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

**Disposition
Approved
4/17/07**

800.002 Daily Time Sheets

Dates: 2006
Volume: 8 Cu. Ft.
Annual Accumulation: 8 Cu. Ft.
Arrangement: Chronological Within Each Professional Trade

This record series contains the time sheets needed to summarize the labor hours to be charged to various university accounts referenced by work order numbers.

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

**Disposition
Approved
4/17/07**

800.003 Material Charge Slips

Dates: 2006
Volume: 4 Cu. Ft.
Annual Accumulation: 4 Cu. Ft.
Arrangement: Chronological

This record series consists of charge slips that document the materials needed to complete the repair and maintenance work and support the amount billed to various accounts.

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	<p>Recommendation: Retain in office for one (1) year then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 4/17/07</p>
800.004	<p>Key Requests</p> <p>Dates: 1960 - Volume: 8 Cu. Ft. Annual Accumulation: .5 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of key request forms for employees and outside contractors asking for key access to various locations across campus. Record includes date of request, requestor, approval for issuance, key/access code reference, and if applicable, the anticipated date of return and amount of key deposit.</p>	
	<p>Recommendation: Retain in office one (1) year after the key has been returned or has become obsolete 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 4/17/07</p>
800.005	<p>Facilities Management Billing</p> <p>Dates: 2006 Volume: 4 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the twice monthly billing to campus accounts for all work completed.</p>	
	<p>Recommendation: Retain in office for one (1) year then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 4/17/07</p>

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**FACILITIES MANAGEMENT
BUILDING SERVICES**

810.001 Illinois State University Waste Reduction Plan (Duplicate)

Dates: 2005
Volume: .5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of files documenting the history, educational programs and the number of buildings serviced. The files document the operational expenses and the amount of waste generation and waste composition. The original is held by Illinois Dept. of Commerce and is updated every 5 years.

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
4/17/07**

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**FACILITIES MANAGEMENT
GROUNDS**

820.001 Pesticide Application Report

Dates: 2003 -
Volume: 1.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronologically

This record series consists of the department's original copy of pesticide applications made on the campus of Illinois State University. This information is mandated under the Food, Agriculture, Conservation, and Trade Act of 1990 and has been required in Illinois since 1998 under the Illinois Pesticide Act. These records reflect the date the pesticide was applied, the name of the product used, the date of application, the sites applied to, weather conditions and the applicator's name.

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
4/17/07**

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**FACILITIES MANAGEMENT
PROPERTY CONTROL**

840.001 Property Control Annual Inventory

Dates: 1998-
Volume: 15 Cu. Ft.
Annual Accumulation: 2.5 Cu. Ft.
Arrangement: Numerical by Department

This record series consists of the annual departmental listings of all equipment items in the University's official property files. Each department verifies the location of every item on the list and Property Control reconciles any discrepancies.

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
4/17/07**

840.002 Equipment Vouchers (Duplicates)

Dates: 1997-
Volume: 24 Cu. Ft.
Annual Accumulation: 2.5 Cu. Ft.
Arrangement: Numerical By Voucher Number

This record series consists of the original voucher and invoice copy of all newly purchased equipment items. This includes additional information needed for proper documentation such as shipping, installation costs, trade-in allowances, etc.

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
4/17/07**

**APPLICATION FOR AUTHORITY
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(Continued)**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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840.003 Surplus Equipment Removal Form

Dates: 2004-
Volume: 2 Cu. Ft.
Annual Accumulation: .5 Cu. Ft.
Arrangement: Numerical by Department

This record series consists of a form used to document the identification and removal of equipment that is no longer useful. Property Control then uses the form to remove the surplus equipment from the department's inventory and place it into the surplus inventory until it is either shipped to Springfield or utilized by another department on campus.

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
4/17/07**

840.004 Donated Equipment Form

Dates: 2004-
Volume: .25 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of a form used to document all equipment and software donated to the University. All equipment that meets the tagging criteria are tagged and placed into the inventory system.

Recommendation: Retain in office for three (3) years after the equipment has been removed from the university's 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.

**Disposition
Approved
4/17/07**

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840.005 State Surplus Equipment Sales Form (Duplicate)

Dates: 2000-
Volume: .25 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the document used to record the sale of surplus equipment that is sold directly from ISU to school districts, county agencies, not for profit groups and/or organizations and other various agencies that are eligible under the CMS Guidelines. The original is sent to the State of Illinois.

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
4/17/07**

840.006 Equipment Transaction Form

Dates: 2004-
Volume: .5 Cu. Ft.
Annual Accumulation: .25 Cu. Ft.
Arrangement: Numerical By Department

This record series consists of the transaction form used to document equipment transfers to a different department, disposal of broken equipment, location moves, etc. Property Control then makes the appropriate corrections in the accounting records.

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
4/17/07**

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Item No.	Record Series Title, Description and Recommendation	Action Taken
840.007	Code 40-Central Management Services Form	
	Dates: 2000- Volume: 2 Cu. Ft. Annual Accumulation: .5 Cu. Ft. Arrangement: Chronological	
	<p>This record series consists of the form used to document all equipment items transferred from ISU to Central Management Services in Springfield. The CMS driver verifies and signs this documentation and the equipment is removed from ISU's inventory system based on this official form.</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.	Disposition Approved 4/17/07
840.008	Receipt Manifest	
	Dates: 2001- Volume: 9 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological	
	<p>This record series consists of a log maintained by Central Receiving recording the receipt of all merchandise and other incoming items that are delivered to the University.</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.	Disposition Approved 4/17/07

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
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840.009 Freight Bills

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

 This record series consists of shipment delivery confirmations as used by common carriers. Central Receiving maintains these records as proof of receipt of shipments.

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
4/17/07**

**APPLICATION FOR AUTHORITY
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FACILITIES PLANNING

900.001 Facilities Planning and Construction Project Files (Originals and Duplicates)

Dates: 1960-
Volume: 160 Cu. Ft.
Annual Accumulation: 7 Cu. Ft.
Arrangement: Alphabetical

This record series consists of architectural drawings, floor plans, blue prints, shop drawings, specifications, contracts, tracings, schematic drawings, as-built plans, project bid and award documents, estimates, change orders, project contractor and vendor payment documents, and related correspondence generated from the planning, construction, and/or remodeling of campus facilities.

Recommendation: Retain in office permanently.

**Disposition
Approved
4/17/07**

900.002 Plat Plan Files (Originals)

Dates: 1969-
Volume: 200 Cu. Ft.
Annual Accumulation: 8 Cu. Ft.
Arrangement: Alphabetical by project or building

This record series consists of tracings and related engineering drawings generated from projects of a smaller scale than those projects covered in the Construction Project Files record series. They differ in terms of capital outlay and the expected life of the completed structure or other construction.

Recommendation: Retain in office permanently.

**Disposition
Approved
4/17/07**

**APPLICATION FOR AUTHORITY
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900.003 Project Files by Contractors and Architects (Agency Record Copy)

Dates: 1969-
Volume: 20 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

 This record series consists of files for each of the principal architects and/or contractors awarded ISU facility construction or remodeling projects. The series includes copies of contract award documents, contracts, change orders, vouchers, and related correspondence. Originals of the record series are permanently maintained by the Capitol Development Board.

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
4/17/07**

**APPLICATION FOR AUTHORITY
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ENERGY SERVICES

950.001 Annual Emissions Report

Dates: 2004-
Volume: 1.5 Cu. Ft.
Annual Accumulation: .25 Cu. Ft.
Arrangement: By Year

 This record series consists of the daily reports of emissions from the university's gas fired boilers and the annual accumulation report to the Illinois Environmental Protection Agency. The reports contain emissions of CO, NH₃, NOX, Part, PM₁₀, PM_{2.5}, SO₂, and VOM.

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
4/17/07**

950.002 Natural Gas Commodity Purchase Contracts

Dates: 2001-
Volume: 1.5 Cu. Ft.
Annual Accumulation: .25 Cu. Ft.
Arrangement: Fiscal Year by Date

 This record series consists of the signed agreements for the purchase of natural gas from third-party suppliers. Multiple purchases are made within any given fiscal year.

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.

**Disposition
Approved
4/17/07**

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950.003 Pool Log Report

Dates: 2004-
Volume: 1.5 Cu. Ft.
Annual Accumulation: .25 Cu. Ft.
Arrangement: Year by date

 This record series consists of the daily reports and monthly accumulation reports of the visual inspection and on-site chemical level testing for all campus swimming pools. The compiled monthly report is filed with the Illinois Public Health Department.

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
4/17/07**

950.004 Lead/Copper Domestic Water Sampling

Dates: 2004-
Volume: 1 Cu. Ft.
Annual Accumulation: .25 Cu. Ft.
Arrangement: Date

 This record series consists of annual testing documents for lead and copper content levels in the university's tap water. This testing is done exclusively for copper/lead content. The university sends water samples from the areas designated by the Illinois Environmental Protection Agency and a report is received from the IEPA listing the tested levels.

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
4/17/07**

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950.005 Chlorine Testing Report

Dates: 2004-
Volume: 1 Cu. Ft.
Annual Accumulation: .25 Cu. Ft.
Arrangement: Date

This record series consists of reports that detail the in-house testing of chlorine levels in the campus pools. They are sent to the Illinois State Water Survey on a monthly basis.

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
4/17/07**

950.006 Consumer Confidence Report

Dates: 2002-
Volume: 1.5 Cu. Ft.
Annual Accumulation: .25 Cu. Ft.
Arrangement: By Year

This record series consists of the document published in the local media reporting the annual basic facts regarding drinking water, water quality and plant operations on campus. In addition the completed Consumer Confidence Report documents, reflecting comparable data, are filed with the Illinois Environmental Protection Agency at the same time.

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
4/17/07**

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950.007 Bi-Monthly Domestic Water Testing

Dates: 2004-
Volume: 1 Cu. Ft.
Annual Accumulation: .25 Cu. Ft.
Arrangement: By Date

This record series documents the chemical levels of a variety of chemicals denoted by the IEPA for the campus domestic water. The samples taken from registered areas (designated by the IEPA), twice per month, submitted to the IEPA and a condition/content report is received from IEPA.

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
4/17/07**

950.008 SOC/VOC Testing Reports

Dates: 2004-
Volume: 1 Cu. Ft.
Annual Accumulation: .25 Cu. Ft.
Arrangement: By Date

This record series details the synthetic organic chemical (SOC), volatile organic chemical (VOC) and Inorganic chemical (IOC) levels in the campus tap water. Samples are taken from the designated registered areas on campus and submitted to the Illinois Environmental Protection Agency on an annual basis. A condition/content report is then received from the IEPA.

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
4/17/07**

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950.009 Refrigerant Recovery, Recycling & Reclaim Report

Dates: 2004-
Volume: 1 Cu. Ft.
Annual Accumulation: .25 Cu. Ft.
Arrangement: By Year then by Date

This record series consists of reports that list the date and the specific equipment being maintained and the amount of refrigerant recovered during maintenance. EPA regulations requires that this report be maintained on site.

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
4/17/07**

950.010 Refrigerant Leak Report

Dates: 2004-
Volume: 1 Cu. Ft.
Annual Accumulation: .25 Cu. Ft.
Arrangement: By Year then by Date

This record series consists of reports that detail all refrigerant leaks in campus equipment. This record contains the physical location of the equipment, the type of leak, the repair outcome, date repaired and the service technician making the repair. The Illinois Environmental Protection Agency requires that this report be maintained on site.

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
4/17/07**

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
950.011	Refrigerant Equipment Disposal Dates: 2004- Volume: 1.5 Cu. Ft. Annual Accumulation: .25 Cu. Ft. Arrangement: By Date This record series consists of reports that list every piece of refrigeration equipment scrapped by the University. The Illinois Environmental Protection Agency requires that this report be maintained on site. 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 4/17/07
950.012	Refrigerant Usage and Reclamation Report Dates: 2004- Volume: 1.5 Cu. Ft. Annual Accumulation: .25 Cu. Ft. Arrangement: By Refrigerant then by Year and Date This record series consists of reports that detail each incident of refrigerant change. The data recorded are the refrigerant type, amount reclaimed and/or amount of new refrigerant added, and the location of the equipment. The Illinois Environmental Protection Agency requires that this report be maintained on site. 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 4/17/07

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950.013 Annual Water Consumption Report

Dates: 2004-
Volume: 1 Cu. Ft.
Annual Accumulation: .25 Cu. Ft.
Arrangement: Date

This record series is an annual document filed with the Illinois State Water Survey identifying the amount of water purchased in gallons during a calendar year and how much is used by General Campus and Housing.

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
4/17/07**

950.014 Chemical Analysis Report

Dates: 1997-
Volume: 1.5 Cu. Ft.
Annual Accumulation: .25 Cu. Ft.
Arrangement: By Year

This record series consists of documents showing the chemical levels of approximately 104 chemicals identified by the Illinois Environmental Protection Agency. Samples are taken and sent to the IEPA. Results are compiled and a report is sent back to campus from the IEPA for retention. This report is done on an annual basis.

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
4/17/07**