

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

Application No. 07-01
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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

Office of the President, Board of Trustees, Academic Senate, and
University-Wide Documents

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

February 21, 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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UNIVERSITY-WIDE RECORDS

100.001 Administrative Correspondence

Dates: 1972 -
Volume: 425 Cu. Ft.
Annual Accumulation: 83 Cu. Ft.
Arrangement: Chronological by year, alphabetical by topic

This record series consists of incoming and outgoing correspondence exchanged by any office, unit, department, school, or sub-unit with any other person, firm or entity, either external or internal. This record series also contains memoranda, working papers, miscellaneous notes, and copies of university reports and memoranda received in the course of business from other units.

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

Recommendation: 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. All confidential material should be disposed of by shredding or destroyed in a confidential and secure manner.

**Disposition
Approved
2/21/07**

100.002 Budget and Fiscal Administration Files (Duplicates)

Dates: 1975 -
Volume: 382 Cu. Ft.
Annual Accumulation: 83 Cu. Ft.
Arrangement: Chronological

This record series consists of copies of invoices, vouchers, reports of expenditures, budget printouts, work papers, ledgers, property control listings, and other budget and fiscal related material maintained in any office except the Comptroller's Office, the Budget Office or the Purchasing Office.

Central or official files containing this documentation are maintained and scheduled for disposition by the Comptroller's Office, the Budget Office and the Purchasing Office, and is maintained there for a retention period of six (6) fiscal years.

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	<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.</p>	<p>Disposition Approved 2/21/07</p>
100.003	<p>Personnel Files (Duplicates)</p> <p>Dates: 1978 - Volume: 1068 Cu. Ft. Annual Accumulation: 166 Cu. Ft. Arrangement: Alphabetical, and chronological within files</p> <p>This record series consists of files for all levels of personnel excluding student employees maintained in unit offices other than the Office of Human Resources. File contents consist primarily of copies of appointment forms, vitae and resumes, time and attendance records, copies of external employment authorization forms and external employment annual reports, letters of recommendation, correspondence regarding personnel, performance evaluations, and copies of contracts. The original copies of these files are maintained and scheduled for disposition by the Office of Human Resources.</p> <p>Recommendation: Retain in office for five (5) years following separation from employment, 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 2/21/07</p>
100.004	<p>Student Worker Employment Records (Duplicates)</p> <p>Dates: 1986 - Volume: 108 Cu. Ft. Annual Accumulation: 7 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of employment applications, time and attendance reports, memoranda, notes, evaluation reports and records and other material related to student employees of units for records maintained in the units.</p> <p>Recommendation: Retain in office for three (3) years following separation from employment of student employee; 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 2/21/07</p>

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Item No.	Record Series Title, Description and Recommendation	Action Taken
100.005	<p>Search Files (Agency Record Copies)</p> <p>Dates: 1986 - Volume: 514 Cu. Ft. Annual Accumulation: 83 Cu. Ft. Arrangement: Chronological by year, alphabetical by applicant</p> <p>This record series consists of search files for administrative, faculty, administrative-professional, or civil service positions. Included are application letters, vitae or resumes, copies of publications, recommendation letters, notes, memoranda, minutes of search committee meetings, and all other related material.</p> <p>Recommendation: Retain in office for five (5) years following the end of the search, then destroy 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>	<p>Disposition Approved 2/21/07</p>
100.006	<p>Unit and Committee Meeting Minutes and Agendas</p> <p>Dates: 1986 - Volume: 332 Cu. Ft. Annual Accumulation: 83 Cu. Ft. Arrangement: Alphabetical and chronological</p> <p>This record series consists of files for all unit and unit committee meetings, including agendas, minutes, notes, memoranda, reports and correspondence associated with unit meetings or meetings of committees associated with any unit.</p> <p>Recommendation: Retain in office for five (5) years providing all audits have been completed and no litigation is pending or anticipated then forward to ISU Archives for permanent retention.</p>	<p>Disposition Approved 2/21/07</p>

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Item No.	Record Series Title, Description and Recommendation	Action Taken
100.007	<p>Travel Records (Duplicates)</p> <p>Dates: 1986 - Volume: 548 Cu. Ft. Annual Accumulation: 41.5 Cu. Ft. Arrangement: Chronological by year, alphabetical by traveler</p> <p>This record series consists of travel request forms, notices of absence from duties, supervisor approvals, requests for reimbursement and/or payment, copies of bills and invoices, notes and memoranda associated with travel, and related materials.</p> <p>Recommendation: Retain in office for three (3) fiscal years, then destroy by shredding or other secure manner, providing all audits have been completed and no litigation is pending or anticipated.</p>	<p>Disposition Approved 2/21/07</p>
100.008	<p>Contracts</p> <p>Dates: 1986 - Volume: 166 Cu. Ft. Annual Accumulation: 21 Cu. Ft. Arrangement: Alphabetical or Chronological</p> <p>This record series consists of all contracts involving a unit, including all memoranda of agreement, leases, purchase orders, software licensing agreements, or other agreements of any kind.</p> <p>Recommendation: Retain in office for ten (10) years following the completion of the agreement, then destroy by shredding or other secure manner, providing all audits have been completed and no litigation is pending or anticipated.</p>	<p>Disposition Approved 2/21/07</p>
100.009	<p>Key Request Forms</p> <p>Dates: 1986 - Volume: 119 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological, then alphabetical</p> <p>This record series consists of all requests for the issuance of keys to individuals in a unit. Original copies of the key request forms are maintained and scheduled for disposition by the Office of Facilities Management.</p>	

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Recommendation:	Retain in office for one (1) year following the key holder's termination of employment at the unit, then dispose of providing all audits have been completed and no litigation is pending or anticipated.	Disposition Approved 2/21/07
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100.010 Policy and Procedures Documents, Manuals, and Files (Duplicates and Originals)

Dates:	1986 -
Volume:	204 Cu. Ft.
Annual Accumulation:	41.5 Cu. Ft.
Arrangement:	Alphabetical

This record series consists of Board of Trustees procedures manuals, University policy and procedure manuals, employee and staff handbooks, unit or sub-unit policies and procedures, and memoranda and notes related to the creation or application of policies and procedures.

Recommendation:	Retain in office for three (3) years after the date the policies or procedures are no longer in effect, then forward to ISU Archives for permanent retention, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 2/21/07
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BOARD OF TRUSTEES OF ILLINOIS STATE UNIVERSITY

**110.001 Illinois State University and Academic Senate Governing Documents
(Duplicate Originals)**

Dates: 1998 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of current and past basic organizational documents for Illinois State University and the Academic Senate. Such records include the Illinois State University Constitution, the Memorandum of Understanding on Board of Trustees and Academic Senate Procedures on Academic Senate Actions, the Bylaws of the Academic Senate of Illinois State University, and the Committee Structure of the Academic Senate at Illinois State University (Supplement to the Bylaws of the Academic Senate – Blue Book). The Academic Senate also retains duplicate originals of these documents for an identical retention period (see 180.03, below).

Recommendation: Retain in Office of the President for ten (10) years after the date of generation, then transfer to ISU Archives for permanent retention.

**Disposition
Approved
2/21/07**

110.002 Board of Trustees Minutes and Agendas

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

This record series consists of minutes and agendas of the Board of Trustees.

Recommendation: Retain in Office of the President for ten (10) years then transfer to ISU Archives for permanent retention.

**Disposition
Approved
2/21/07**

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110.004 Board of Trustees Committee Agendas, Minutes and Correspondence

Dates: 1998 -
Volume: 2 Cu. Ft.
Annual Accumulation: .5 Cu. Ft.
Arrangement: Chronological

This record series consists of agendas, minutes, miscellaneous documents, reports, memoranda, communications, publications, and correspondence of committees of the Board of Trustees.

“Miscellaneous documents” consist of:

- Extra copies of documents, blank forms, or reports preserved only or ease of reference or for supply purposes, where one copy has been retained for record purposes;
- Letters of transmittal and acknowledgment;
- Non-personally addressed, unsolicited correspondence and communications that originate outside of the College, such as "Deans and Directors" memoranda;
- Requests for publications or information after the requests have been filled;
- Replies to questionnaires, where the summary results have been retained for record purposes,
- Material not filed as evidence of administrative activity or for the informational content thereof, including—
 - * Working notes, where a final report has been issued
 - * Documents regarding regular office functions, such as correspondence requesting supplies, scheduling meetings, or informing others of an employee absence, where a record copy of financial or personnel actions is retained in another record series.

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
Recommendation:	<p>Miscellaneous Documents: Retain in the Office of the Board of Trustees for three (3) years providing all audits have been completed and no litigation is pending or anticipated, then dispose of.</p> <p>All Other Documents in Series: Retain in Office of the Board of Trustees for five (5) years, providing all audits have been completed and no litigation is pending or anticipated, then transfer to ISU Archives permanently.</p>	<p>Disposition Approved 2/21/07</p> <p>Disposition approved as Amended 3/21/07</p>

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OFFICE OF THE PRESIDENT

120.001 Presidential Correspondence (Agency Record Copies)

Dates: 1998 -
Volume: 10 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological, then Alphabetical

This record series consists of miscellaneous documents, correspondence, communications, publications, reports, or other materials sent by or received by the Office of the President of Illinois State University in the course of business. This record series may include confidential material.

“Miscellaneous documents” consist of:

- Extra copies of documents, blank forms, or reports preserved only or ease of reference or for supply purposes, where one copy has been retained for record purposes;
- Letters of transmittal and acknowledgment;
- Non-personally addressed, unsolicited correspondence and communications that originate outside of the College, such as "Deans and Directors" memoranda;
- Requests for publications or information after the requests have been filled;
- Replies to questionnaires, where the summary results have been retained for record purposes,
- Material not filed as evidence of administrative activity or for the informational content thereof, including—
 - * Working notes, where a final report has been issued
 - * Documents regarding regular office functions, such as correspondence requesting supplies, scheduling meetings, or informing others of an employee absence, where a record copy of financial or personnel actions is retained in another record series.

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Recommendation:	<p>Miscellaneous Documents: Retain in the Office of the President for three (3) years providing all audits have been completed and no litigation is pending or anticipated, then dispose of.</p> <p>All Other Correspondence: Retain in Office for five (5) years subsequent to the termination of employment of the President in whose administration the material was generated, providing all audits have been completed and no litigation is pending or anticipated and then transfer to ISU Archives permanently.</p>	<p>Deferred 2/21/07</p> <p>Disposition approved as Amended 3/21/07</p>

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OFFICE OF DIVERSITY AND AFFIRMATIVE ACTION

140.001 Administrative Reference Files (Originals)

Dates: 1972 -
Volume: 15 Cu. Ft.
Annual Accumulation: .75 Cu. Ft.
Arrangement: By subject

 This record series consists of conference materials (i.e. speaker lists), copies of IBHE minutes, copies of Diversifying Faculty in Illinois (DFI) Executive Program Board minutes, newspaper articles and clippings, personnel manuals, and copies of enrollment reports.

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

**Disposition
Approved
2/21/07**

140.002 Affirmative Action Plan (Originals)

Dates: 1971 -
Volume: .75 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

 This record series consists of the original affirmative action plans and supporting documentation (i.e. work papers).

Recommendation: Retain in office permanently.

**Disposition
Approved
2/21/07**

140.003 ODAA Complaint Files (Originals)

Dates: 1985 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

 This record series consists of the office's documentation of student, faculty, and staff grievances brought against the University and/or University students, faculty, or staff on complaints of discrimination on the basis of age, gender, race, national origin, religion, disability, sexual orientation or status as a disabled veteran or veteran of the Vietnam Era. File series contents include: the original complaint, testimonies and related correspondence (i.e. internal memoranda). These records contain confidential material.

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Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>Recommendation: Retain in office for ten (10) years then destroy 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>	<p>Disposition Approved 2/21/07</p>
140.004	<p>IBHE Underrepresented Groups Report (Originals)</p> <p>Dates: 2000 - Volume: .5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>As mandated by the Illinois Board of Higher Education this document contains annual reports detailing campus climate surveys, web accessibility, programs, services, and resource allocation to students from traditionally underrepresented groups.</p> <p>Recommendation: Retain in the office permanently.</p>	<p>Disposition Approved as amended 2/21/07</p>
140.005	<p>Illinois State Officials & Employees Ethics Act Training Materials (Originals)</p> <p>Dates: 2003 - Volume: .25 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record contains lists of University employees who are obligated to successfully complete the mandatory governmental ethics training enforced by the Illinois Executive Inspector General, activity reports by members of the University Board of Trustees, training advertisement and correspondence materials.</p> <p>Recommendation: Retain in office for five (5) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved as amended 2/21/07</p>

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Item No.	Record Series Title, Description and Recommendation	Action Taken
140.006	Search Waiver Requests (Duplicates)	
	Dates: 2000 - Volume: 3 Cu. Ft. Annual Accumulation: .25 Cu. Ft. Arrangement: Chronological	
	<p>This file series contains copies of search waiver requests for tenure track and non-tenure track faculty. Original copies are retained throughout the search process by individual units, then forwarded to the Office of Human Resources for retention upon appointment of employees. Original copies are scheduled for retention by the Office of Human Resources.</p>	
	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 2/21/07

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INTERNAL AUDITING

150.001 Departmental Budget Books (Duplicates)

Dates: 2004 -
Volume: 1.5 Cu. Ft.
Annual Accumulation: less than .5 Cu. Ft.
Arrangement: By fiscal year

This record series consists of copies of invoice vouchers, budget printouts, and other University account runs (printouts). Central files containing this documentation are maintained and scheduled for disposition by the University's Budget, Accounting and Purchasing Offices.

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
2/21/07**

150.002 Audit Reports (Originals)

Dates: 1965 -
Volume: 7.5 Cu. Ft.
Annual Accumulation: 1.5 Cu. Ft.
Arrangement: Alphabetical by title of audit report

This record series consists of original audit reports (i.e. all departments/divisions). Some records may be retained electronically.

Recommendation: Retain in office permanently.

**Disposition
Approved
2/21/07**

150.003 Audit Work Papers (Originals)

Dates: 1995 -
Volume: 27 Cu. Ft.
Annual Accumulation: 2.75 Cu. Ft.
Arrangement: Alphabetical by title of audit report

This record series consists of original work papers which contain documentation (i.e., interview notes, copies of background reports, correspondence) used in the preparation of the final audit reports.

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Item No.	Record Series Title, Description and Recommendation	Action Taken
Recommendation:	Retain in office for ten (10) years then destroy by shredding or other confidential disposal providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 2/21/07

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OFFICE OF GENERAL COUNSEL

160.001 Administrative Files

Dates: 1970 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by subject

 This record series contains the General Counsel's administrative files concerning real estate issues, insurance, legal advice, student issues, departmental issues, personnel matters, and other miscellaneous issues.

 Confidential material may include correspondence with potential donors, recruits, and/or students, material which contains unique personal identifiers such as social security numbers or university identification numbers or other personal information, material pertaining to actual or potential legal issues, or material required to be destroyed or disposed of confidentially by federal or state law.

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

**Disposition
Approved
2/21/07**

160.002 Litigation Files

Dates: 2000 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by complainant name

 This record series contains documents relating to litigation/complaints filed by University employees or others against the University. The cases may be general litigation, Court of Claims cases, U.S. Dept. of Labor, EEOC or IL Dept. of Human Rights complaints. The files contain pleadings, witness statements, investigation reports, depositions, legal memoranda, and related correspondence.

 Confidential material may include correspondence with potential donors, recruits, and/or students, material which contains unique personal identifiers such as social security numbers or university identification numbers or other personal information, material pertaining to actual or potential legal issues, or material required to be destroyed or disposed of confidentially by federal or state law.

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Recommendation:	Retain in office for twenty (20) years following the final disposition and closure of the respective case, then destroy by shredding or other confidential disposal method, providing all audits have been completed and no litigation is pending or anticipated.	Disposition Approved 2/21/07

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DIRECTOR OF INTERCOLLEGIATE ATHLETICS

170.001 Facility Administration and Reference Files (Originals)

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

This record series consists of the correspondence and reference files, policy manuals, job descriptions, Phase II building construction data (i.e. copies of blueprints), and all other records dealing with facility use or construction of facilities used by Intercollegiate Athletics.

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

**Disposition
Approved
2/21/07**

170.002 Bond Revenue Billing Files (Duplicates)

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

This record series consists of the bond revenue billing files which contain copies of billings and related work records for cleanup crews, security, etc. for bond revenue facilities.

Originals are retained by the Office of Bond Revenue Accounting.

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.

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Item No.	Record Series Title, Description and Recommendation	Action Taken
170.003	<p>Event Staging Files (Originals/Duplicates)</p> <p>Dates: 1989 - Volume: 1.5 Cu. Ft. Annual Accumulation: 1.5 Cu. Ft. Arrangement: Chronological by event date</p> <p>This record series consists of the event staging files which contain administrative documentation of events (i.e. concerts, trade shows) held at the facilities. The series includes original contracts, invoice vouchers, advertisement bills, copies of checks, copies of deposit slips, telephone messages, daily ticket sale sheets, summary reports, and related correspondence.</p> <p>Recommendation: Retain in office for five (5) years then destroy of providing all administrative value has expired and 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 2/21/07</p>
170.004	<p>Monthly Schedule of Events (Originals)</p> <p>Dates: 1984 - Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the monthly schedule of events showing time and date of concerts, trade shows, etc.</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 2/21/07</p>

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Item No.	Record Series Title, Description and Recommendation	Action Taken
170.005	Scheduling Files (University Activities) (Originals)	
	Dates: 1989 - Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of the scheduling files for Redbird Arena, Horton Field House, Kaufman Football Building, Redbird Baseball Field, Redbird Softball Field, Hancock Stadium Outdoor Track, Redbird Soccer Field and University Tennis Courts.	
	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 2/21/07
170.006	Yearly Schedule of Events (Originals)	
	Dates: 1981 - Volume: 1.5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological	
	This record series consists of the yearly schedule of events showing the time and date of scheduled concerts, trade shows, etc.	
	Recommendation: Retain in office for five (5) years then transfer to ISU Archives for permanent retention.	Disposition Approved 2/21/07

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Item No.	Record Series Title, Description and Recommendation	Action Taken
170.007	<p>NCAA and Internal Audit Reports (Duplicates)</p> <p>Dates: 1976 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the NCAA Audit Report and the internal audit reports maintained by the Director of Athletics. The NCAA audit reports contain correspondence, statements of revenue and expenditures, beginning balances, disbursements, expenditures, ending balances, narrative observations, and recommendations. The internal audit is a complete examination of the financial records and a review of the policies of the Athletics Department to determine if any violations have occurred. The report contains the findings, conclusions and recommendations of the auditor. Copies of the audit reports are maintained by the University President, the Director of Athletics, the NCAA Conference Office and/or the auditor.</p> <p>Recommendation: Retain in office for seven (7) years then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p style="text-align: center;">Disposition Approved 2/21/07</p>
170.008	<p>Donor Files (The Redbird Club)</p> <p>Dates: 1975 - Volume: 30 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical/Chronological</p> <p>The Redbird Educational Scholarship Fund was established to raise monies for athletic scholarships. File series contents include: pledge cards (past/current), gift receipts (copy), and related correspondence. Original receipts are retained by the donors.</p> <p>Recommendation: Retain pledge cards for thirty-five (35) years, then destroy. Retain receipts 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 style="text-align: center;">Disposition Approved 2/21/07</p>

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170.009 Recruitment Files (Originals)

Dates: 1978 -
Volume: 25 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological

This record series consists of athletic team member recruitment files maintained by the individual coaches within the Athletics Department. These files include the recruitment lists, demographic data, scouting reports, and individual data sheets for potential students. Also included in this record series are the video tapes of various games and practices.

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

**Disposition
Approved
2/21/07**

170.010 Student Athlete Files (Originals and Duplicates)

Dates: 1940 -
Volume: 36 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by name

This record series consists of files documenting personal and academic backgrounds of student athletes. Contents in the record series include scholarship forms, National Collegiate Athletic Association (NCAA) Eligibility Forms, copies of grade transcripts, personal and demographic data, selective service information, and any award documentation. The files are duplicates with the exception of the demographic and award information.

Original documents of scholarships, NCAA Eligibility Forms, grades, and selective service status are respectively maintained by the university's Office of Financial Aid, the NCAA, Office of Admissions and Records, and the Selective Service System. The NCAA requires the retention of eligibility documents for one (1) year after the last date of acceptability.

Confidential material may include correspondence with potential donors, recruits, and/or students, material which contains unique personal identifiers such as social security numbers or university identification numbers or other personal information, material pertaining to actual or potential legal issues, or material required to be destroyed or disposed of confidentially by federal or state law.

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation	Action Taken
Recommendation:	Retain in office for five (5) years from the date of generation then destroy by shredding or other confidential disposal manner providing all audits have been completed and no litigation is pending or anticipated.	Disposition Approved 2/21/07

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ACADEMIC SENATE

180.001 Senate Minutes and Agendas (Originals)

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

This record series consists of minutes and agendas of the Academic Senate, including caucus minutes and agendas and minutes and agendas from all internal or external committees of the Academic Senate.

Recommendation: Retain committee agendas and minutes in Office of the Academic Senate for ten (10) years, then transfer to ISU Archives for permanent retention. Retain minutes and agendas of the Academic Senate in the Office of the Academic Senate permanently.

**Disposition
Approved
2/21/07**

180.002 Senate Policy Recommendations and Supporting Materials

Dates: 1969 -
Volume: 15 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of recommendations regarding policy by the Academic Senate to the President of the University, and supporting materials and documentation for such policy recommendations. This record series also includes commentary and supporting materials on the performance of the President provided to the Board of Trustees.

Recommendation: Retain in Office of the Academic Senate for ten (10) years, then transfer to ISU Archives for permanent retention.

**Disposition
Approved
2/21/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
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Item No.	Record Series Title, Description and Recommendation	Action Taken
180.003	<p>Illinois State University and Academic Senate Governing Documents (Duplicate Originals)</p> <p>Dates: 1969 - Volume: .5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of current and past basic organizational documents for Illinois State University and the Academic Senate. Such records include the Illinois State University Constitution, the Memorandum of Understanding on Board of Trustees and Academic Senate Procedures on Academic Senate Actions, the Bylaws of the Academic Senate of Illinois State University, and the Committee Structure of the Academic Senate at Illinois State University (Supplement to the Bylaws of the Academic Senate – Blue Book). The Board of Trustees also retains duplicate originals of these documents for an identical retention period (see 110.01, above).</p> <p>Recommendation: Retain in Office of the Academic Senate for ten (10) years after the document is no longer in effect, then transfer to ISU Archives for permanent retention.</p>	<p>Disposition Approved 2/21/07</p>

