

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

Application No. 07-04
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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 for Student Affairs

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

June 20, 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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VICE PRESIDENT FOR STUDENT AFFAIRS

100.001 Student Absence Notifications

Dates: 2005 -
Volume: 2 Cu. Ft.
Annual Accumulation: .5 Cu. Ft.
Arrangement: Alphabetical

This record series consists of notification sheets regarding student absences reported to office. These notification sheets include contact information, reason for absence, and length of absence.

Recommendation: Retain in office for one (1) year 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
6/20/07**

100.002 Persona Non Grata and Interim Suspension Files

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

This record series consists of supporting documentation for individuals issued a Persona Non Grata or interim suspension notification. These supporting documents may include copy of official letter, mailing confirmation and other supporting documentation.

Recommendation: Retain in office for fifty (50) years then destroy.

**Disposition
Approved as
Amended
6/20/07**

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| Item No. | Record Series Title, Description and Recommendation | Action Taken |
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| 100.003 | Student Code Enforcement and Review Board (SCERB) Files | |
| | Dates: 2000 - Volume: 5 Cu. Ft. Annual Accumulation: .5 Cu. Ft. Arrangement: Alphabetical | |
| | This record series consists of supporting documentation created during and for Student Code Enforcement and Review Board (SCERB) hearings. SCERB hearings include disciplinary appeals and student grievances. | |
| | 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 6/20/07 |

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**VICE PRESIDENT FOR STUDENT AFFAIRS
DIVISION-WIDE DOCUMENTS**

110.001 Equipment Inventory

Dates: 2000 -
Volume: 10 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of documentation and reconciliation of equipment residing in offices, facilities and housing within division.

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
6/20/07**

110.002 Speeches and Presentations

Dates: 2000 -
Volume: 4 Cu. Ft.
Annual Accumulation: .5
Arrangement: Chronological

This record series consists of copies of speeches and presentations given by Student Affairs employees. These documents may include presentations, pictures, notes and other supporting documents.

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
6/20/07**

110.003 Organizational Charts

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

This record series consists of charts documenting the organizational structure of division, departments, or units.

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| Item No. | Record Series Title, Description and Recommendation | Action Taken |
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| | <p>Recommendation: Retain in office for four (4) years after modified and then transfer to the Illinois State University archives for permanent retention.</p> | <p>Disposition Approved as Amended 6/20/07</p> |
| 110.004 | <p>Consultant Reports and Proposals</p> <p>Dates: 1997 - Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of reports and proposals from third parties that provide recommendations and/or assistance regarding procedures and processes performed within division.</p> <p>Recommendation: Retain in office for ten (10) years or five (5) years after related procedures are superseded 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 6/20/07</p> |
| 110.005 | <p>Assessment Reports</p> <p>Dates: 2000 - Volume: 10 Cu. Ft. Annual Accumulation: .5 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of reports of processes analyzed that are performed in Student Affairs. These reports may include benchmarking, demographic analysis, needs assessments, program evaluations, outcomes and other reports.</p> <p>Recommendation: Retain in office for seven (7) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> | <p>Disposition Approved 6/20/07</p> |

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| 110.006 | Incident Reports | |
| | Dates: 1996 - Volume: 15 Cu. Ft. Annual Accumulation: .5 Cu. Ft. Arrangement: Chronological | |
| | This record series consists of documentation of incidents occurring on campus involving departments within division. These incidents include residence hall reports, Critical Incidence Response Team and others. | |
| | 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 6/20/07 |

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**VICE PRESIDENT FOR STUDENT AFFAIRS
COMPUTING & TECHNOLOGY SERVICES**

120.001 Help Desk Incident Tickets

Dates: 2005 -
Volume: 2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of trouble-tickets/Help Desk incidents received by Computer Help Desk staff for assistance.

Recommendation: Retain in office for four (4) years after ticket closed 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
6/20/07**

120.002 Computer Equipment Checkout

Dates: 2004 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of logs notating laptop, data projector, and other computer equipment checked out and returned by staff.

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
6/20/07**

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CAMPUS DINING SERVICES

200.001 Charge Vouchers

Dates: 2001 -
Volume: 10 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological

This record series consists of forms used to create bills for purchases at registers.

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

**Disposition
Approved as
Amended
6/20/07**

200.002 Leave Requests

Dates: 2001 -
Volume: 7 Cu. Ft.
Annual Accumulation: 1.5 Cu. Ft.
Arrangement: Chronological

This record series consists of requests for vacation and sick usage by current employees.

Recommendation: Retain in office for two (2) years from request 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
6/20/07**

200.003 Adjustment Sheets

Dates: 2005 -
Volume: 4 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological

This record series consists of record of manual entries into Kronos Timekeeper System for employee time reporting.

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| | <p>Recommendation: Retain in office for two (2) years after reconciliation 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 6/20/07</p> |
| 200.004 | <p>Credit Card Receipts</p> <p>Dates: 2005 - Volume: 3.5 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of McAlisters and Burger King signed merchant copies of credit card receipts of purchases.</p> <p>Recommendation: Retain in office for two (2) years after reconciliation 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 6/20/07</p> |
| 200.005 | <p>Treats Order Forms</p> <p>Dates: 2005 - Volume: 2 Cu. Ft. Annual Accumulation: .5 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of order forms for treats program at Southside.</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 as Amended 6/20/07</p> |
| 200.006 | <p>Cash Counting Sheets</p> <p>Dates: 2001 - Volume: 30 Cu. Ft. Annual Accumulation: 6 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of log sheets used to count and reconcile daily deposits.</p> | |

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| Recommendation: | Retain in office for two (2) years from reconciliation 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 6/20/07 |

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CAMPUS RECREATION SERVICES

300.001 Deposits/Shift Reports

Dates: 2001 -
Volume: 56 Cu. Ft.
Annual Accumulation: 5.25 Cu. Ft.
Arrangement: Chronological

This record series consists of summary reports of revenue collected each shift and breakdown of money taken; cash receipts and register tapes.

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
6/20/07**

300.002 Merchandise Inventories

Dates: 2002 -
Volume: 1.97 Cu. Ft.
Annual Accumulation: .47 Cu. Ft.
Arrangement: Chronological

This record series consists of weekly and monthly merchandise inventory for Recreation Building and Golf Course, outdoor rental equipment.

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
6/20/07**

300.003 Membership Applications

Dates: 2005 -
Volume: 11 Cu. Ft.
Annual Accumulation: 4.125 Cu. Ft.
Arrangement: Chronological

This record series consists of applications for membership to recreation program and facility including contact information, membership type and payment information.

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| 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 6/20/07 |
| 300.004 | Gift Certificates | |
| Dates: | 2001 - | |
| Volume: | .32 Cu. Ft. | |
| Annual Accumulation: | .06 Cu. Ft. | |
| Arrangement: | Numerical | |
| | This record series consists of log of gift certificates issued including recipient, amount and expiration date. | |
| 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 6/20/07 |

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CAREER CENTER

400.001 Fair Registrations

Dates: 1995 -
Volume: 16 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Chronological

This record series consists of registration forms for varying Career Fairs; including contact information, booth size requested and payment information.

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

**Disposition
Approved as
Amended
6/20/07**

400.002 Credential Materials

Dates: 1972 -
Volume: 194 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of educator credentials, copies of educator credentials, including names, qualifications and graduation information.

Recommendation: Retain in office for one (1) year 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
6/20/07**

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DEAN OF STUDENTS

500.001 Registered Student Organizations

Dates: 1995 -
Volume: 8 Cu. Ft.
Annual Accumulation: .1 Cu. Ft.
Arrangement: Alphabetical

This record series consists of registered student organization registration forms. Registration information includes contact information, organization name and purpose of organization.

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

**Disposition
Approved
6/20/07**

500.002 Election Results

Dates: 1978-
Volume: .5 Cu. Ft.
Annual Accumulation: .1 Cu. Ft.
Arrangement: Chronological

This record series consists of official results of student elections for each appointment and tallies associated with each election.

Recommendation: Retain in office five (5) years providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated, then forward material to Illinois State University Archives for permanent retention.

**Disposition
Approved
6/20/07**

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| 500.003 | <p>Candidate Forms and Petitions</p> <p>Dates: 2003- Volume: .5 Cu. Ft. Annual Accumulation: .1 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of forms, requests and petitions relating to student candidates running for an appointment in student government.</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 6/20/07</p> |
| 500.004 | <p>Greek Life Grade Reports</p> <p>Dates: 2005 - Volume: 5 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical by Greek Chapter</p> <p>This record series consists of grade rosters from each semester for members of each Greek Life chapter.</p> <p>Recommendation: Retain in office for five (5) 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.</p> | <p>Disposition Approved 6/20/07</p> |
| 500.005 | <p>Minority Academic Scholarship Achievement Initiative (MASAI) Grade Reports</p> <p>Dates: 2005 - Volume: 4 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of grade listing for each semester to assure program requirements for the Minority Academic Scholarship Achievement Initiative (MASAI).</p> | |

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| Item No. | Record Series Title, Description and Recommendation | Action Taken |
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| | <p>Recommendation: Retain in office for five (5) years after graduation 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 6/20/07</p> |
| 500.006 | <p>Diversity Retreat Applications</p> <p>Dates: 2006 - Volume: .5 Cu. Ft. Annual Accumulation: .5 Cu. ft. Arrangement: Chronological</p> <p>This record series consists of applications for individuals interested in diversity retreats including contact information and qualifying information.</p> | |
| | <p>Recommendation: Retain in office for five (5) years then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> | <p>Disposition Approved 6/20/07</p> |
| 500.007 | <p>Student Disciplinary Records</p> <p>Dates: 2002 - Volume: 4 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of student information and documentation including discussion notes and evidence pertaining to Code of Student Conduct offense(s).</p> | |
| | <p>Recommendation: Retain in office for five (5) years then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> | <p>Disposition Approved 6/20/07</p> |

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| 500.008 | Student Suspension and Dismissal Disciplinary Records | |
| | Dates: 2002 - Volume: 8 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical | |
| | This record series consists of student information and documentation including discussion notes and evidence pertaining to Code of Student Conduct offense(s) that result in suspensions or dismissals from the university. | |
| | Recommendation: Retain in office for twenty (20) years, then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. | Disposition Approved 6/20/07 |
| 500.009 | Mediation Files | |
| | Dates: 2002 - Volume: 2 Cu. Ft. Annual Accumulation: .5 Cu. Ft. Arrangement: Case Number | |
| | This record series consists of mediation in-take forms including contact information and documentation of incident(s) as well as the mediated agreement. | |
| | 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 6/20/07 |
| 500.010 | Student Grievance Files | |
| | Dates: 2002 - Volume: 2 Cu. Ft. Annual Accumulation: .5 Cu. Ft. Arrangement: Case Number | |
| | This record series consists of documentation pertaining to a student grievance case against a faculty or staff member of the university including contact information, evidence and correspondence. | |

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| Recommendation: | Retain in office for seven (7) years the 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 6/20/07 |

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**BONE STUDENT CENTER/BRADEN AUDITORIUM/BBC
BUSINESS OFFICE**

510.001 Performance Files

Dates: 1999 -
Volume: 12 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological

This record series consists of show settlements and supporting documentation including show sales, invoices, specifications and accounting of show.

Recommendation: Retain in office for three (3) years after show date 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
6/20/07**

510.002 Concession and Miscellaneous Payment Details

Dates: 1999 -
Volume: 4 Cu. Ft.
Annual Accumulation: .5 Cu. Ft.
Arrangement: Chronological

This record series consists of documentation and reconciliation of concession sales per event.

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
6/20/07**

510.003 Accounts Receivable Billing Worksheets

Dates: 1992 -
Volume: 65 Cu. Ft.
Annual Accumulation: 5 Cu. Ft.
Arrangement: Chronological

This record series consists of documentation for event billings including contact information specifications and costs associated with event.

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| | <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 6/20/07</p> |
| 510.004 | <p>Accounts Receivable Billing Invoices</p> <p>Dates: 1997 - Volume: 20 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Invoice number</p> <p>This record series consists of original customer invoices of events at Bone Student Center, Braden Auditorium and Bowling and Billiards Center.</p> | |
| | <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.</p> | <p>Disposition Approved 6/20/07</p> |
| 510.005 | <p>Not for Profit Forms</p> <p>Dates: 2007 - Volume: 1 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of clients not-for-profit documentation including contact information and confirmation of non-profit status for purposes of rate determination.</p> | |
| | <p>Recommendation: Retain in office for three (3) years following termination of any contract or agreement 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 6/20/07</p> |

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| 510.006 | Time Reporting | |
| | Dates: 2004 - Volume: 4.5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Payroll date | |
| | This record series consists of logs of employees reporting time in and time out of work. | |
| | 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 6/20/07 |
| 510.007 | Petty Cash and Receipt Books | |
| | Dates: 2000 - Volume: 10 Cu. Ft. Annual Accumulation: .25 Cu. Ft. Arrangement: Chronological | |
| | This record series consists of logs of petty cash issued and receipts including notation of person receiving use of funds, amount and signature. | |
| | 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 6/20/07 |
| 510.008 | Lessee Payment Records | |
| | Dates: 1991 - Volume: 10 Cu. Ft. Annual Accumulation: .25 Cu. Ft. Arrangement: Chronological & by Lessee | |
| | This record series consists of lessee payment records including date, lease period and amount. | |

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| Recommendation: | Retain in office for five (5) years then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. | Disposition Approved 6/20/07 |

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BONE STUDENT CENTER/BRADEN AUDITORIUM/BBC
BRADEN BOX OFFICE

511.001 Performance Folders

Dates: 2000 -
Volume: 32 Cu. Ft.
Annual Accumulation: 4 Cu. Ft.
Arrangement: Chronological

This record series consists of complimentary ticket requests, invoices, Ticketmaster requests, written communication, performance/ on-sale sign up sheets, ticket proof, phone order form, sponsor event request, copy of contract, Ticketmaster audits, box office charges, and method of payment records.

Recommendation: Retain in office for three (3) years after performance 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
6/20/07**

511.002 Daily Receipts

Dates: 2004 -
Volume: 32 Cu. Ft.
Annual Accumulation: 4 Cu. Ft.
Arrangement: Chronological

This record series consists of monthly account details, letters of adjustment, deposits, bond revenue adjustments, cash collection, receipt tender, deposit slips, daily cash reports, Ticketmaster secondary sales report, Ticketmaster income report, credit card settlement, cashier ticket check out, service charge and Ticketmaster cash envelopes, and other venue deposits.

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 as
Amended
6/20/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
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| Item No. | Record Series Title, Description and Recommendation | Action Taken |
|----------------|---|--|
| 511.003 | <p>Daily Vendor Receipts</p> <p>Dates: 2000 - Volume: 4 Cu. Ft. Annual Accumulation: .5 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of Peoria Charter, Burlington Trailways and Ticketmaster outlet and other external sales detail, communications voucher detail.</p> <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.</p> | <p>Disposition Approved 6/20/07</p> |
| 511.004 | <p>Check Cashing Summaries</p> <p>Dates: 2000 - Volume: 2.7 Cu. Ft. Annual Accumulation: .5 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of daily check summary of checks presented for cashing and tellers shift reconciliation.</p> <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.</p> | <p>Disposition Approved 6/20/07</p> |
| 511.005 | <p>Vault Count</p> <p>Dates: 2000 - Volume: 2.7 Cu. Ft. Annual Accumulation: .5 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of worksheets notating the daily count of monies in vault.</p> | |

**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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| | <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.</p> | <p>Disposition Approved 6/20/07</p> |
| 511.006 | <p>Cancelled Show Refunds</p> <p>Dates: 2000 - Volume: 2.7 Cu. Ft. Annual Accumulation: .5 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of documentation for shows cancelled including complimentary ticket requests, refunds, transfers and audit documentation for Ticketmaster.</p> | |
| | <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.</p> | <p>Disposition Approved 6/20/07</p> |

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)

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

BONE STUDENT CENTER/BRADEN AUDITORIUM/BBC
BOWLING BILLIARD CENTER

512.001 Bowling and Billiards Center (BBC) Daily Cash Receipts

Dates: 2004 -
Volume: 30 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological

This record series consists of daily cash reports of cash deposited by cashiers, daily sales detail report of income, report of cash deposit made to ISU cashiers, receipt from cashiers to verify deposit, and Visa and Redbird receipts to back up daily register reports made by Bowling and Billiards Center (BBC) cashiers.

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
6/20/07**

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

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

DISABILITY CONCERNS

600.001 Student Client Files

Dates: 1978 -
Volume: 30 Cu. Ft.
Annual Accumulation: .25 Cu. Ft.
Arrangement: Alphabetical

This record series consists of medical documentation of disability, contact/identification information, requests, intake form, client case notes.

Recommendation: Retain in office for seven (7) years after graduation or separation from University 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
6/20/07**

600.002 Staff Client Files

Dates: 1996 -
Volume: 5 Cu. Ft.
Annual Accumulation: .0625 Cu. Ft.
Arrangement: Alphabetical

This record series consists of medical documentation of disability for University staff and faculty, contact/identification information, requests, intake form, client case notes.

Recommendation: Retain in office for seven (7) years after separation from university 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
6/20/07**

**APPLICATION FOR AUTHORITY
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(Continued)**

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| Item No. | Record Series Title, Description and Recommendation | Action Taken |
|----------------|---|--|
| 600.003 | Medical Absence Student Files | |
| | Dates: 1997 - Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical. | |
| | This record series consists of medical documentation, contact/identification information, requests, intake form regarding absence from class. | |
| | Recommendation: Retain in office for five (5) years after separation from University 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 6/20/07 |
| 600.004 | Future/Potential Staff and Student Client Files | |
| | Dates: 2001 - Volume: 15 Cu. Ft. Annual Accumulation: 2.5 Cu. Ft. Arrangement: Alphabetical. | |
| | This record series consists of medical documentation of disability, medical condition contact/identification information, and contact correspondence for individuals that may become clients of Disability Concerns. File moved to Student and Staff client files after joining University. | |
| | Recommendation: Retain in office for five (5) years after no further contact 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 6/20/07 |

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

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| Item No. | Record Series Title, Description and Recommendation | Action Taken |
|----------------|--|--|
| 600.005 | Student Clients with University Housing Services accommodations | |
| | Dates: 2000 - Volume: 15 Cu. Ft. Annual Accumulation: 2.5 Cu. Ft. Arrangement: Alphabetical within semester of service provision. | |
| | This record series consists of medical documentation of disability, medical condition contact/identification information, contact correspondence necessary to provide appropriate housing accommodation. | |
| | Recommendation: Retain in office for five (5) years after student has left the University 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 6/20/07 |
| 600.006 | Knox Box Emergency Lists | |
| | Dates: 1997 - Volume: 3 Cu. Ft. Annual Accumulation: .125 Cu. Ft. Arrangement: By semester issued | |
| | This record series consists of a list of student names, residence hall assignments, identification information, and disability/medical conditions necessary to provide to emergency personnel. | |
| | Recommendation: Retain in office for five (5) years then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. | Disposition Approved as Amended 6/20/07 |
| 600.007 | Parking Services Request Forms and Documentation | |
| | Dates: 1994 - Volume: 5 Cu. Ft. Annual Accumulation: .125 Cu. Ft. Arrangement: By fiscal year | |
| | This record series consists of medical documentation of disability/medical condition, contact/identification information, contact correspondence necessary to provide staff and faculty parking pass to student. | |

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

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| Item No. | Record Series Title, Description and Recommendation | Action Taken |
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| Recommendation: | Retain in office for five (5) years after separation and graduation from University, 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 6/20/07 |
| 600.008 | Staff Calendars | |
| Dates: | 1996 - | |
| Volume: | 4 Cu. Ft. | |
| Annual Accumulation: | Negligible | |
| Arrangement: | Chronological | |
| | This record series consists calendars containing client names, schedules and confidential client information. | |
| Recommendation: | Retain in office for ten (10) years then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. | Disposition Approved 6/20/07 |

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

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

STUDENT COUNSELING SERVICES

700.001 Agency Accreditation Files

Dates: 1973 -
Volume: 5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of documents generated in the process of obtaining/renewing accreditation from the International Association of Counseling Centers, the American Psychological Association, the Association of Psychology Postdoctoral and Internship Centers and/or other professional organizations to which the Student Counseling Services belongs. Files include original applications and supporting materials, accreditation reports and related correspondence.

Recommendation: Retain in office for fourteen (14) 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
6/20/07**

700.002 Student-Mental Health Client Case Files

Dates: 1995 -
Volume: 200 Cu. Ft.
Annual Accumulation: 1-2 Cu. Ft.
Arrangement: Alphabetical.

This record series consists of the mental health case records of those provided services by the unit. Contents includes items such as: demographic data, case treatment data, professional correspondence, information provided by the client in the course of treatment, assessment information, etc.

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 as
Amended
6/20/07**

**APPLICATION FOR AUTHORITY
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(Continued)**

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

**STUDENT HEALTH SERVICES
ADMINISTRATION (INCLUDE NURSING/DIRECTOR/MEDICAL STAFF)**

800.001 Patient Satisfaction Surveys

Dates: 1998 -
Volume: .27 Cu. Ft.
Annual Accumulation: .03 Cu. Ft.
Arrangement: Alphabetical.

This record series consists of surveys taken by students regarding their satisfaction of student health services.

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
6/20/07**

800.002 Accreditation Files

Dates: 1986 -
Volume: .65 Cu. Ft.
Annual Accumulation: .11 Cu. Ft.
Arrangement: Chronological

This record series consists of documents generated in the process of obtaining/renewing accreditation and certification from State and Federal regulatory agencies. Files include original applications and supporting materials, accreditation reports and related correspondence.

Recommendation: Retain in office for thirty (30) 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
6/20/07**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
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| Item No. | Record Series Title, Description and Recommendation | Action Taken |
|----------------|---|--|
| 800.003 | Medication Sample Logs | |
| | Dates: 1997 - Volume: .05 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological | |
| | This record series consists of log sheets of sample medications dispensed to patients in clinic. | |
| | 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 6/20/07 |
| 800.004 | Infection Control Materials | |
| | Dates: 1997 - Volume: 208 Cu. Ft. Annual Accumulation: .06 Cu. Ft. Arrangement: Chronological | |
| | This record series consists of Illinois Department of Public Health and McLean County Health Department reports. | |
| | 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 6/20/07 |
| 800.005 | Immunization Files | |
| | Dates: 1997 - Volume: 28 Cu. Ft. Annual Accumulation: .06 Cu. Ft. Arrangement: Chronological | |
| | This record series consists of vaccine records for Children Plus, immunization updates and contact information. | |

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

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| Item No. | Record Series Title, Description and Recommendation | Action Taken |
|----------------|---|---|
| 800.006 | <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>Walk-In Clinic Files</p> <p>Dates: 2001 - Volume: 1.8 Cu. Ft. Annual Accumulation: .14 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of walk-in clinic files including flu immunizations, meningitis, and TB.</p> | <p>Disposition Approved as Amended 6/20/07</p> |
| 800.007 | <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>Student Services Building Project (Duplicates)</p> <p>Dates: 1990 - Volume: .4 Cu. Ft. Annual Accumulation: Negligible Arrangement: by project</p> <p>This record series consists of copies of documents used in planning and constructing Student Services Building including planning and project documents. Originals are maintained in the office of facilities management.</p> | <p>Disposition Approved as Amended 6/20/07</p> |

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

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| Item No. | Record Series Title, Description and Recommendation | Action Taken |
|----------------|--|---|
| 800.008 | Student Insurance Planning Documents | |
| | Dates: 1987 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological | |
| | This record series consists of planning documents for student insurance benefits and program administration including third party agreement decision, planned benefits and program administration and development. | |
| | Recommendation: Retain in office for twenty (20) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. | Disposition Approved 6/20/07 |
| 800.009 | Inspection Reports | |
| | Dates: 1968 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological | |
| | This record series consists of inspection reports of third parties on equipment in health services regarding certification standards. | |
| | Recommendation: Retain in office for five (5) years then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. | Disposition Approved 6/20/07 |

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

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

**STUDENT HEALTH SERVICES
BUSINESS OFFICE**

810.001 Cash Register Logs/Credit Card Daily Reports

Dates: 2001 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of daily cash register log of credit card receipts and the daily reconciliation of daily report for cashier.

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
6/20/07**

810.002 Credit Card Monthly Reconciliations

Dates: 2000 -
Volume: 2.6 Cu. Ft.
Annual Accumulation: .03
Arrangement: Chronological

This record series consists of credit card reconciliation reports matching to comptrollers monthly credit card reconciliation reports.

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

**Disposition
Approved as
Amended
6/20/07**

810.003 Third Party Client Billings

Dates: 2000 -
Volume: 2.8 Cu. Ft.
Annual Accumulation: .4 Cu. Ft.
Arrangement: Alphabetical

This record series consists of copies of bills sent to third parties for services provided at health clinic.

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

| Item No. | Record Series Title, Description and Recommendation | Action Taken |
|----------------|---|---|
| | <p>Recommendation: Retain in office for seven (7) years then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> | <p>Disposition Approved 6/20/07</p> |
| 810.004 | <p>LabCharges</p> <p>Dates: 2000 - Volume: 2 Cu. Ft. Annual Accumulation: .4 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of daily lab charges for services provided. Records are used to supports CARS campus billing system and PyraMED charges for health insurance system.</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>Disposition Approved as Amended 6/20/07</p> |
| 810.005 | <p>Daily Billing Export Lists</p> <p>Dates: 2003 - Volume: .8 Cu. Ft. Annual Accumulation: .2 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of printouts of daily billing charges to confirm daily services provided. The data is exported to University Financial system. These lists include information on billed patients including name, university identification number, type of service provided, procedure code and amount billed. Types of services include labs, immunizations, etc.</p> <p>Recommendation: Retain in office for one (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.</p> | <p>Deferred 6/20/07</p> <p><u>Disposition Approved as Amended 7/18/07</u></p> |

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

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| Item No. | Record Series Title, Description and Recommendation | Action Taken |
|----------------|--|---|
| 810.006 | <p data-bbox="282 321 461 348">Vaccess Logs</p> <p data-bbox="282 394 805 533">Dates: 2001 - Volume: .76 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="282 579 1333 751">This record series consists of forms from meningitis clinic hosted by Vaccess Health. These forms include date of meningitis shot, price, form of payment, personal patient information, patient consent for treatment, route/site of vaccine administration, lot #, and expiration date. It has also been signed and dated by the administering nurse.</p> <p data-bbox="282 798 1333 936">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 data-bbox="1427 798 1568 863">Deferred 6/20/07</p> <p data-bbox="1427 909 1568 1031">Disposition Approved as Amended 7/18/07</p> |
| 810.007 | <p data-bbox="282 1115 704 1142">Immunization Mailing Listings</p> <p data-bbox="282 1188 943 1327">Dates: 1998 - Volume: 2.5 Cu. Ft. Annual Accumulation: Negligible Arrangement: By type of immunization</p> <p data-bbox="282 1373 1333 1438">This record series consists of contact lists by US mail of immunization notifications of university students.</p> <p data-bbox="282 1484 1198 1509">Recommendation: Retain in office for one (1) year then destroy.</p> | <p data-bbox="1427 1484 1568 1604">Disposition Approved as Amended 6/20/07</p> |

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

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

**STUDENT HEALTH SERVICES
HEALTH PROMOTION/SEXUAL ASSAULT SERVICES**

820.001 Police Reports

Dates: 1999 -
Volume: .13 Cu. Ft.
Annual Accumulation: .0625 Cu. Ft.
Arrangement: Chronological

This record series consists of duplicate copies of police reports of incidents involving police on university policy.

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
6/20/07**

820.002 Confidential Report Forms

Dates: 1999 -
Volume: 1.5 Cu. Ft.
Annual Accumulation: .25 Cu. Ft.
Arrangement: Chronological

This record series consists of copies of sexual assault report forms for incidents reported by Illinois State University students. Identification is not documented on these forms.

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
6/20/07**

820.003 Student Release of Information

Dates: 1999 -
Volume: .06 Cu. Ft.
Annual Accumulation: .03125
Arrangement: Chronological

This record series consists of signed copies of student authorization to release information to appropriate individuals.

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

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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 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 6/20/07</p> |
| 820.004 | <p>Alcohol/Other Drug Fact Sheet</p> <p>Dates: 2005 - Volume: .05 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of demographic data including age and gender regarding alcohol and drug use.</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 6/20/07</p> |
| 820.005 | <p>Condom Agreement Forms</p> <p>Dates: 2000 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of forms recording distribution of condoms through the Health Stop Resource Center to confirm utilization of educational program. Distribution is limited to 50 condoms for free and are distributed to programs, events, resident assistants and for class projects promoting health education and awareness. The information includes program, contact information, amount distributed and distribution date.</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>Deferred 6/20/07</p> <p>Approved as Amended 7/18/07</p> |

**APPLICATION FOR AUTHORITY
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| 820.006 | Prize Receipts | |
| | Dates: 2005 - Volume: .03 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological | |
| | This record series consists of copies of signed prize receipts for various programs. | |
| | Recommendation: Retain in office for four (4) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. | Disposition Approved 6/20/07 |
| 820.007 | TB Shots Verification Forms- Interns and Students | |
| | Dates: 2000 - Volume: .03 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological | |
| | This record series consists of signed TB 2-step completion forms completed. | |
| | Recommendation: Retain in office for two (2) years after separation 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 6/20/07 |

**APPLICATION FOR AUTHORITY
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|----------|---|--------------|

**STUDENT HEALTH SERVICES
INFORMATION SYSTEMS**

830.001 HIPPA Security

Dates: 1994 -
Volume: .26 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of downtime/failure reports, incident reports, orientation and training checklists, requests for account privileges/permissions, security configurations and security reminders.

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
6/20/07**

830.002 Operational Records

Dates: 2004 -
Volume: 4 Cu. Ft.
Annual Accumulation: .5 Cu. Ft.
Arrangement: Chronological

This record series consists of documentation of forms and requests regarding computer and technology support in Health Services. These documents include equipment checkout, equipment service records, product selection notes, transfers and other supporting documentation.

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

**Disposition
Approved
6/20/07**

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

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

STUDENT HEALTH SERVICES
LAB

840.001 Statistics and Quality Assurance Files

Dates: 2004 -
Volume: 1 Cu. Ft.
Annual Accumulation: .2 Cu. Ft.
Arrangement: Chronological

This record series consists of documentation and statistics of quality control to assure certification standards of lab.

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
6/20/07**

**APPLICATION FOR AUTHORITY
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| Item No. | Record Series Title, Description and Recommendation | Action Taken |
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**STUDENT HEALTH SERVICES
PATIENT SUPPORT SERVICES**

850.001 Medical Records

Dates: 1999 -
Volume: 40 Cu. Ft.
Annual Accumulation: 5 Cu. Ft.
Arrangement: Alphabetical

This record series consists of medical files for patients seen at the Student Health clinic. These files may include UID change notifications, name change notifications, charts, histories and additional documentation.

Recommendation: Retain in office for ten (10) years after date of last visit 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
6/20/07**

850.002 Aspects of Care Reports

Dates: 2005 -
Volume: 2 Cu. Ft.
Annual Accumulation: 3.5 Cu. Ft.
Arrangement: Chronological

This record series consists of documents pertaining to adverse events, occurrences, patient complaints, governmental regulations and outcomes that affect quality of care. This documents may include general correspondence, planning documents and assessment documents, etc.

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.

**Deferred
6/20/07

Disposition
Approved as
Amended
7/18/07**

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

| Item No. | Record Series Title, Description and Recommendation | Action Taken |
|----------------|---|--|
| 850.003 | HIPAA Privacy Records | |
| | Dates: 2002 - Volume: 7.5 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological | |
| | This record series consists of HIPAA privacy documents, including sign in sheets for Staff HIPAA Privacy Training, policies, procedures and various forms required for compliance and legal guidance information. | |
| | 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. | Deferred 6/20/07 Disposition Approved as Amended 7/18/07 |

**APPLICATION FOR AUTHORITY
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| Item No. | Record Series Title, Description and Recommendation | Action Taken |
|----------|---|--------------|
|----------|---|--------------|

**STUDENT HEALTH SERVICES
PHARMACY**

860.001 Credit Card

Dates: 2005 -
Volume: 12 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Chronological

This record series consists of merchant copy of credit card receipts for services provided at Health Clinic.

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
6/20/07**

860.002 Cash Register Daily Reports

Dates: 2002 -
Volume: 12 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Chronological

This record series consists of daily cash register receipts and reconciliation for monies collected from each cashier.

Recommendation: Retain in office for four (4) 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
6/20/07**

860.003 Prescription Files

Dates: 2001 -
Volume: 50 Cu. Ft.
Annual Accumulation: 9 Cu. Ft.
Arrangement: Chronological

This record series consists of prescription hard copy and refill logs for pharmaceuticals filled at Health Center Pharmacy.

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

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| Item No. | Record Series Title, Description and Recommendation | Action Taken |
|----------------|--|---|
| | <p>Recommendation: Retain in office for five (5) years then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated</p> | <p>Disposition Approved as Amended 6/20/07</p> |
| 860.004 | <p>Daily Deposits (Duplicates)</p> <p>Dates: 2006 - Volume: 1 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of copies of daily deposit of monies to business office for services provided.</p> <p>Recommendation: Retain in office for one (1) year 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 6/20/07</p> |
| 860.005 | <p>ISU Student Account Charges</p> <p>Dates: 2005 - Volume: 12 Cu. Ft. Annual Accumulation: 5 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of student account charges that were issued for services provided.</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>Disposition Approved 6/20/07</p> |

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

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| Item No. | Record Series Title, Description and Recommendation | Action Taken |
|----------------|---|---|
| 860.006 | In shipment Records | |
| | Dates: 2005 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological | |
| | This record series consists of delivery records from suppliers of pharmaceuticals and medical supplies. | |
| | 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 6/20/07 |

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

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

**STUDENT HEALTH SERVICES
RADIOLOGY**

870.001 Student/ Visitor X-Rays/Reports

Dates: 1997 -
Volume: 160 Cu. Ft.
Annual Accumulation: 12 Cu. Ft.
Arrangement: Numerical

This record series consists of student and visitor x-rays and reports produced from review of x-ray.

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

**Disposition
Approved as
Amended
6/20/07**

870.002 Employee X-Rays/Reports

Dates: 1997 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical

This record series consists of employee x-rays and report produced from review of x-ray.

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
6/20/07**

870.003 Employee Asbestos X-Rays

Dates: 1997 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical

This record series consists of employee x-rays and report produced from review of x-ray when employee works with asbestos.

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

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| Item No. | Record Series Title, Description and Recommendation | Action Taken |
|----------------|---|---|
| | Recommendation: Retain in office for sixty (60) 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 6/20/07 |
| 870.004 | Radiation Exposure Records Dates: 1977 - Volume: .4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological This record series consists of employee x-ray exposure monitoring records. | |
| | Recommendation: Retain in office for sixty (60) 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 6/20/07 |

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

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

**STUDENT HEALTH SERVICES
STUDENT INSURANCE**

880.001 Enrollment Records

Dates: 2001 -
Volume: 9.5 Cu. Ft.
Annual Accumulation: 1.5 Cu. Ft.
Arrangement: Alphabetical.

This record series consists of insurance assessment records, insurance direct pay records, insurance cancellation records and other supporting documentation.

Recommendation: Retain in office for five (5) years after separation of client 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
6/20/07**

880.002 Athletic Claims & Miscellaneous Athletic Insurance Information

Dates: 1999 -
Volume: 12 Cu. Ft.
Annual Accumulation: 1.75 Cu. Ft.
Arrangement: Alphabetical.

This record series consists of athletic claims/payment information, athletic enrollment information, miscellaneous athletic policy information and supporting information.

Recommendation: Retain in office for five (5) years after separation and 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
6/20/07**

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

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

UNIVERSITY HOUSING SERVICES

900.001 Persona Non Grata Files

Dates: 1988 -
Volume: 2 Cu. Ft.
Annual Accumulation: .2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of supporting documentation for individuals issued Persona Non Grata notification including contact information, incident reports, official letter of acknowledgement and mailing confirmation and other supporting documentation.

Recommendation: Retain in office for fifty (50) years after letter of acknowledgement then destroy.

**Disposition
Approved as
Amended
6/20/07**

900.002 Residence Hall Handbooks and Catalogs

Dates: 1964 -
Volume: 1.88 Cu. Ft.
Annual Accumulation: .4 Cu. Ft.
Arrangement: Chronological

This record series consists of official handbooks and catalogs distributed by University Housing Services including codes, policies and guidelines for students residing in halls and staff contact information.

Recommendation: Retain in office permanently.

**Disposition
Approved as
Amended
6/20/07**

900.003 Residence Hall apartment condition reports

Dates: 1995 -
Volume: 5 Cu. Ft.
Annual Accumulation: .4 Cu. Ft.
Arrangement: Chronological

This record series consists of documentation of condition of residence hall facility upon check-in and check-out of resident.

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

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| Item No. | Record Series Title, Description and Recommendation | Action Taken |
|----------------|---|--|
| | <p>Recommendation: Retain in office for seven (7) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> | <p>Disposition Approved 6/20/07</p> |
| 900.004 | <p>Student Housing Appeals</p> <p>Dates: 1993 - Volume: 1.25 Cu. Ft. Annual Accumulation: .2 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of written appeals of students and student employees. These appeals include contact information and detail of the appeal, including damage, disciplinary, and reassignment appeals.</p> | |
| | <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.</p> | <p>Disposition Approved 6/20/07</p> |
| 900.005 | <p>Student Housing Billings</p> <p>Dates: 2000 - Volume: 7.25 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of work orders students were billed for, including core changes, improper check-out and other room damages caused by students.</p> | |
| | <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.</p> | <p>Disposition Approved 6/20/07</p> |

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

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| Item No. | Record Series Title, Description and Recommendation | Action Taken |
|----------------|---|---|
| 900.006 | Residence Hall Room Condition Reports | |
| | Dates: 2004 - Volume: 15.75 Cu. Ft. Annual Accumulation: 5 Cu. Ft. Arrangement: Chronological | |
| | This record series consists of forms completed before each student moves into their room or out of their room to report condition of room. | |
| | 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 6/20/07 |
| 900.007 | Night Operations Guest Cards | |
| | Dates: 2002 - Volume: 100 Cu. Ft. Annual Accumulation: 20 Cu. Ft. Arrangement: Chronological | |
| | This record series consists of documentation of guest cards issued at each shift for individuals visiting University residence halls after midnight. | |
| | Recommendation: Retain in office for five (5) years then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. | Disposition Approved 6/20/07 |
| 900.008 | Blueprints | |
| | Dates: 1986 - Volume: 20 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological | |
| | This record series consists of University Housing facilities original and renovated blueprints including specification books. | |

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

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| Item No. | Record Series Title, Description and Recommendation | Action Taken |
|----------------|---|--|
| | Recommendation: Retain in office for twenty (20) years, then forward to Illinois State University Archives for permanent retention. | Disposition Approved as Amended 6/20/07 |
| 900.009 | Summer Conference and Camp Files Dates: 1989 - Volume: 38 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological This record series consists of documentation pertaining to summer conferences and camps that utilized the residence halls including specifications, terms of agreement, rates, billing statements and other supporting information. Recommendation: Retain in office for seven (7) years this 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 6/20/07 |
| 900.010 | Proration Reports Dates: 2004 - Volume: 8 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological This record series consists of documentation of damage occurring in general areas of residence halls in which the damage can not be attributed to a particular student. Report of proration is posted on floor for those individuals to be charged each month. 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 6/20/07 |

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

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| Item No. | Record Series Title, Description and Recommendation | Action Taken |
|----------------|--|---|
| 900.011 | Residence Hall Student Files | |
| | Dates: 1995 - Volume: 112 Cu. Ft. Annual Accumulation: 8 Cu. Ft. Arrangement: Chronological | |
| | This record series consists of documentation for students who reside in a residential hall. These documents may include application, contract, contract cancellation, correspondence and other supporting information. | |
| | Recommendation: Retain in office for seven (7) years after student moves out of residence 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 6/20/07 |
| 900.012 | Apartment Living Resident Files | |
| | Dates: 1973 - Volume: 44.5 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological | |
| | This record series consists of files for students residing in campus apartments. These files may include application, lease, correspondence, damage bills and other supporting documentation. | |
| | Recommendation: Retain in office for seven (7) years after student moves 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 6/20/07 |
| 900.013 | Denied Apartment Living Application Files | |
| | Dates: 1989 - Volume: 4.75 Cu. Ft. Annual Accumulation: .4 Cu. Ft. Arrangement: Chronological | |
| | This record series consists of applications of students who were not placed in a university apartment. | |

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

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| Item No. | Record Series Title, Description and Recommendation | Action Taken |
|-----------------|---|---|
| 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 6/20/07 |

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)

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

UNIVERSITY HOUSING SERVICES
CAMPUS LIFE TECHNOLOGY

910.001 Computer/Technology User and Security Requests

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

This record series consists of documentation of requests for computer and technology use as well as supervisory approval of appropriate access of computer systems.

Recommendation: Retain in office for four (4) years after request resolved 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
6/20/07