

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

Application No. 07-03
Page 1 of 9

**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 University Advancement

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

March 16, 2007

DATE

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF PROVIDING:

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

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

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

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

Application No. 07-03
Page 2 of 9

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

OFFICE OF THE VICE PRESIDENT

100.001 Division Leadership Team Meeting Minutes and Agendas

Dates: 1999-
Volume: 3 Cu. Ft.
Annual Accumulation: .5 Cu. Ft.
Arrangement: Chronological

This record series consists of files for all division leadership team meetings, including agendas, minutes, notes, reports and correspondence. Leadership Team consists of vice president and executive directors of Development, Donor & Information Services, Alumni Relations, Internal Campaigns, and University Marketing and Communications.

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. All material should be shredded in a confidential or secure manner.

**Disposition
Approved
5/16/07**

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

Application No. 07-03
Page 3 of 9

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

**ALUMNI RELATIONS
ADMINISTRATION**

200.001 Policy and Procedures Documents, Manuals, and Files (including Alumni Assoc.)

Dates: 1990 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of Alumni Association 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 policy or procedure is no longer in effect, then forward to Illinois State University Archives for permanent retention.

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

200.002 Alumni Association Correspondence, Agendas, and Minutes

Dates: 1990 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological, then alphabetical

This record series consists of miscellaneous correspondence, records, communications or other materials sent by or received by the Alumni Association in the course of business.

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

**Disposition
Approved
5/16/07**

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

Application No. 07-03
Page 4 of 9

Item No.	Record Series Title, Description and Recommendation	Action Taken
200.003	Alumni Events Staging Files	
	Dates: 1995 - Volume: 14 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: By subject/event	
	This record series consists of attendance lists, contracts, event plans, proposed budgets, summary, schedules, invitations, misc. event details and correspondence.	
	Recommendation: Retain in office for five (5) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.	Disposition Approved 5/16/07
200.004	Award Files (Originals)	
	Dates: 1971 - Volume: 8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical	
	This record series contains applications, nominations, correspondence and related materials on Alumni Association Award program nominees and recipients.	
	Recommendation: Retain in office for five (5) years then forward to the Illinois State University Archives for permanent retention.	Disposition Approved as Amended 5/16/07

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

Application No. 07-03
Page 5 of 9

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

**DEVELOPMENT/DONOR & INFORMATION SERVICES
ADMINISTRATION**

400.001 Event Files

Dates: 1997-
Volume: 10 Cu. Ft.
Annual Accumulation: 2.0 Cu. Ft.
Arrangement: Chronological then Alphabetical

This record series consists of planning documents, invitations, guest lists, scripts, and other information used to plan, implement and evaluate various campus events.

Recommendation: Retain in office for three (3) years, then forward to the Illinois State University Archives for permanent retention.

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

400.002 Administrative Reference Files

Dates: 1997-
Volume: 2 Cu. Ft.
Annual Accumulation: .5
Arrangement: Alpha

This record series consists of support documentation on alumni demographics, planning documents, campus reports, policies, unit/department reports, meeting agendas and notes, program samples from other universities/colleges, catalogs and general information from potential educational partners (vendors), and other information.

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

**Disposition
Approved
5/16/07**

400.003 Data Base Conversion Files

Dates: 2005-
Volume: 2.5 Cu. Ft.
Annual Accumulation: .5 Cu. Ft.
Arrangement: Chronological, then Alphabetical

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

Application No. 07-03
Page 6 of 9

Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>This record series consists of documentation, RFP, invoices, planning documents, campus reports, policies, unit/department reports, meeting agendas and notes, samples from other universities/colleges, catalogs and general information from potential educational partners (vendors), and other information relative to conversion to the Agilon data management system.</p> <p>Recommendation: Retain in office for ten (10) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved 5/16/07</p>

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

Application No. 07-03
Page 7 of 9

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

**INTERNAL CAMPAIGNS
ADMINISTRATION**

500.001 Event Files

Dates: 2006 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of planning documents, invitations, guest lists, scripts, copies of invoices, and other information used to plan, implement and evaluate various events for current and retired university employees.

Recommendation: Retain in office for three (3) years then transfer to the Illinois State University Archives for disposal of records relating to routine events and accessioning of records relating to events of historical significance to the University, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

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

500.002 Administrative Reference Files

Dates: 2006-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of planning documents, campus reports, policies, unit/department reports, meeting agendas and notes, program samples from other universities/colleges, catalogs and general information from potential educational partners (vendors), and other information.

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

**Disposition
Approved
5/16/07**

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(Continued)

Application No. 07-03
Page 8 of 9

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

UNIVERSITY MARKETING & COMMUNICATIONS
DESIGN

610.001 Publications Job Jackets

Dates: 2001-
Volume: 69 Cu. Ft.
Annual Accumulation: 11.5 Cu. Ft.
Arrangement: By fiscal year, then by job number

This record series consists of job summaries that contain entries showing the job order forms, job number, department or office, date, description and special instructions.

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

Disposition
Approved
5/16/07

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

Application No. 07-03
Page 9 of 9

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

**UNIVERSITY MARKETING & COMMUNICATIONS
PRINTING SERVICES**

620.001 Job Ticket Files

Dates: 2003-
Volume: 80 Cu. Ft.
Annual Accumulation: 20 Cu. Ft.
Arrangement: By fiscal year, then by job number

This record series consists of forms indicating the customer's name, number requested, date, and job description for all orders received.

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

**Disposition
Approved
5/16/07**

620.002 Paper Supply Order and Printing Service Request forms

Dates: 2003-
Volume: 28 Cu. Ft.
Annual Accumulation: 7 Cu. Ft.
Arrangement: Alphabetical by department, then chronological

This record series consists of departmental order forms for various paper supplies (i.e., stationery, envelopes, etc.) along with departmental print request forms consisting of quantity, date needed, job description, special instructions, account number and price. Copies of the forms are provided to the Comptroller's Office and the requesting departments.

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

**Disposition
Approved
5/16/07**