

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

Application No. 00-06
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STATE OF ILLINOIS
STATE RECORDS COMMISSION

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

AGENCY

University of Illinois, Chicago

DIVISION

Vice Chancellor of Research

SUBDIVISION

Office of International Criminal Justice


ACTION TAKEN BY
THE
STATE RECORDS
COMMISSION


CHAIRMAN


SECRETARY

9-20-00
DATE

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

8/9/00
DATE

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF PROVIDING:

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

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

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

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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1. **Personnel Files**

Dates: 1990-June 2000
Volume: 10 Cu. Ft.
Annual Accumulation: N/A
Arrangement: Random

This record series consists of files which summarize the work histories of employees of the Office of International Criminal Justice. (The Office of International Criminal Justice was responsible for training law enforcement individuals from other countries and domestic communities in the United States. The program is to be discontinued in June 2000).

Files include appointment papers, personal history statements, time sheets, leave slips, evaluations, and commendations. Original university personnel files are maintained in the Human Resources Office and are to be scheduled for a longer retention period.

Recommendation: Retain in office for five (5) years following termination/separation from employment of the respective employee(s), then dispose of providing no litigation is pending or anticipated.

**Disposition
Approved
9/20/00**

2. **Grant Program Files**

Dates: 1990-June 2000
Volume: 50 Cu. Ft.
Annual Accumulation: N/A
Arrangement: Chronological by year, Alphabetical by topic

This record series consists of files which document the administration of the grant programs and monies associated with the Office of International Criminal Justice. (The program was responsible for training law enforcement individuals from foreign countries and domestic communities in the United States. The program is to be discontinued in June 2000). Economic sources of the grants were the federal Justice Department, the Office of the Illinois Attorney General, the Board of Higher Education, the Department of Children and Family Services, and the private sector (i.e., Unisys Corporation).

Contents of the record series include proposals, acceptances, progress reports, agreements, training lesson plans, and supporting financial data (i.e., bills, receipts). Grant programs were terminated and renewed at varying times. Original Grant Files are maintained centrally by the university by a separate department/office and will be scheduled for disposition per a subsequent Application for Authority to Dispose of State Records. In addition, the agency record copies of financial records are maintained by the university's Business Affairs Office. The latter documents are to be scheduled for disposition at a later period of time.

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Item No.	Record Series Title, Description and Recommendation	Action Taken
Recommendation:	Retain in office for five (5) years following the termination and/or completion of the corresponding grant project(s), then dispose of providing all audits (federal and state) have been completed under the supervision of the Auditor General, if necessary, no litigation is pending or anticipated, and providing all final reports of the grant program results are first offered to the University Archives for its acquisition and permanent retention.	Disposition Approved 9/20/00
3.	Administrative Correspondence and Related Documents and Memoranda	
Dates:	1990-June 2000	
Volume:	2 Cu. Ft.	
Annual Accumulation:	N/A	
Arrangement:	Chronological by year, Alphabetical by name	
	<p>This record series consists of routine incoming and outgoing correspondence exchanged by the Office of International Criminal Justice and federal/state agencies, other offices of the university, and external groups/individuals. Files also include memos, policy statements, procedures, initial drafts, and working papers. (The Office of International Criminal justice was established under a grant program undertaken for the training of law enforcement personnel from foreign countries and communities in the United States. The program is to be discontinued in June 2000.)</p>	
Recommendation:	Retain in office for three (3) years, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all extraneous materials after retaining all record series items having archival value for permanent retention.	Disposition Approved 9/20/00

