

APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS

Application No. 00-08  
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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

Administrative Information Systems

SUBDIVISION

Information Technology Services

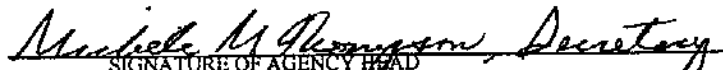

ACTION TAKEN BY  
THE  
STATE RECORDS  
COMMISSION

  
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.

APPLICATION FOR AUTHORITY  
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(continued)

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Item No.	Record Series Title, Description and Recommendation	CR00041721
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1. Request for Technicon Training (Originals) (Discontinued)

Dates: 1990-Oct. 1999  
Volume: 1 ½ Cu. Ft.  
Annual Accumulation: N/A  
Arrangement: Chronological by year, Alphabetical by name

This record series consists of documents which are used by physicians of the University Medical Center to request training on the Technicon and Gemini electronic systems. (The systems are utilized by doctors to place "physician orders" for patients. After the training, the doctors are certified to use the electronic systems.)

Contents include name of physician, department name, date, state license code, name of supervisor, and authorized signatures. The record series data are not incorporated in the university's central Personnel Files. Due to office procedure, the record series was discontinued in October 1999. The Illinois Department of State Police maintains "Training Records" for five (5) years following termination of employment per item 320.09 of application 95-32.

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.

Dispositio  
Approvet  
9/20/00

2. Hospital Physician File Update Form (Originals)

Dates: 1993-  
Volume: 1 ½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological by year, Alphabetical by name

This record series consists of documents, submitted by the Medical Services Unit, which requests the Information Technology Services Department to provide "identifier codes." The latter codes allow the Medical Services Department and/or doctor to accomplish research and billing projects on electronic areas under the domain of the Information Technology Services Department. A separate identifier code exists for each doctor.

Contents include name of physician, effective date, specialty area of physician, identifier code, and state license number. The Department of Information Systems Services of the Secretary of State's Office maintains "Project Initialization Requests and System Checklists" for three (3) years following final disposition of project per item 1 of application 94-73

**APPLICATION FOR AUTHORITY  
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(continued)**

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

Retain in office for three (3) years following final disposition of project, 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  
9/20/00**