

**RECORDS DISPOSITION AUTHORIZATION**  
**UNIVERSITY OF ILLINOIS ARCHIVES**  
**STATE OF ILLINOIS RECORDS COMMISSION**

<input type="checkbox"/> UNIVERSITY OFFICES <input type="checkbox"/> SPRINGFIELD	<input checked="" type="checkbox"/> CHICAGO <input type="checkbox"/> URBANA-CHAMPAIGN	Application No. <u>UIC2001-1</u> Page 1 of 2 Pages
<i>COLLEGE OR ADMINISTRATIVE UNIT</i> College of Urban Planning and Public Affairs		<b>APPROVALS</b>
<i>DEPARTMENT</i>		<i>ARCHIVIST</i> DATE <i>Douglas &amp; Richmond 8/22/01</i>
<i>OFFICE</i> Urban Planning and Policy Program		<i>UNIVERSITY</i> DATE <i>Michelle M. Thompson 10/1/01</i>
Pursuant to Article VI, Section 4 of the General Rules Concerning University Organization and Procedure and the provisions of the <i>State Records Act</i> (5 Ilcs 160/1 et Seq.), I find and recommend that the records described in this request have no further administrative value nor will they be of sufficient administrative, legal, or fiscal value to warrant further retention by this college, department, or office. I request that authority for their disposal be granted according to the schedule which follows.		<i>STATE RECORDS COMMISSION</i> DATE
<i>Charles Ford</i> <i>8/22/01</i>		<i>Jesse White</i> <i>10/17/01</i>
<i>HEAD OF COLLEGE, DEPARTMENT OR OFFICE</i>		

**RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF PROVIDING:**

- THE INDIVIDUAL RETENTION PERIOD IS COMPLETE;
- ALL AUDITS HAVE BEEN COMPLETED 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.**

RECORD SERIES TITLE	DESCRIPTION OF RECORD SERIES: GIVE TITLE, EARLIEST DATE, USE, SUBJECTS COVERED, FORM NUMBERS, STATUTES OR RULES RELATING TO THE FILING OF THE RECORD, FILE ARRANGEMENT, VOLUME OR ANNUAL ACCUMULATION, AND RECOMMENDED RETENTION PERIOD.
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**1. Graduate Student File, 1970 -**

Graduate Student File for individuals enrolled in graduate programs include applications, transcripts, letters of recommendation, Graduate Record Examination scores, permits to enter, notifications of appointment to fellowships and assistantships, grade reports, class schedules, evaluations, preliminary examinations, Ph.D. candidacy papers, dissertation proposals, and correspondence regarding progress of academic work and the awarding of assistantships.

Annual Accumulation: 7.0 cubic feet.  
 Arrangement: By type of record (file and summary index) and statutes (active and inactive) and alphabetical by student name thereunder.  
 Recommendation: Retain for 5 years after the date of degree or last contact and destroy, provided that the summary data is retained permanently for students.

Note: Summary data for admitted students retained at the Office of Admissions and Records, to include dates of enrollment, social security numbers or other unique identifiers, grades, and other transcript information. Copies of Masters thesis and special projects retained at the Art and Architecture Library.

Copies of PhD Dissertations are retained by University Archives.

## **2 Withdrawn Student File, 1970-**

Withdrawn Student File for persons who were admitted to the graduate program but withdrew, canceled, or did not enroll in courses. These files include applications, transcripts, letters of recommendation, notifications of decisions, and correspondence.

Annual Accumulation: 1.0 cubic feet.  
Arrangement: Chronological and alphabetical by student thereunder.  
Recommendation: Retain 3 years from date of decision on admission and destroy.

## **3 Denied Applicant File, 1970-**

Denied Applicant File for individuals who applied for but were denied admission to graduate programs includes correspondence, applications, transcripts, Graduate Record Examination scores, letters of recommendation, departmental admissions checklist, International Student Referral form, OAR Departmental Referral Form, student papers, and notification of decision.

Annual Accumulation: 1.0 cubic feet  
Arrangement: Chronological and alphabetical by student name thereunder.  
Recommendation: Retain 5 years from the date of decision on admission and destroy, provided that records for all applicants who have asserted a claim against the University shall be retained until such action is finally adjudicated.

## **4. Incomplete Applicant Files, 1970-**

Incomplete Applicant Files for individuals who inquired about or began, but did not complete, application procedures for graduate programs include correspondence, applications, transcripts, GRE scores, and letters of recommendation.

Annual Accumulation 1.0 cubic feet  
Arrangement Chronological and alphabetical thereunder.  
Recommendations Retain 1 year from date of last contact and destroy.