

UIC 0204

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

<u> </u> UNIVERSITY OFFICES <u> </u> SPRINGFIELD	X CHICAGO <u> </u> URBANA-CHAMPAIGN	Application No. UIC02-04 Page 1 of 3 Pages
COLLEGE OR ADMINISTRATIVE UNIT College of Urban Planning and Public Affairs		APPROVALS
DEPARTMENT Center for Urban Economic Development and Nathalie P. Voorhees Center		ARCHIVIST DATE <i>Hoops [Signature] 6 Dec 2002</i>
OFFICE		UNIVERSITY DATE <i>Nathalie M. Thompson 12/10/02</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.		STATE RECORDS COMMISSION DATE <i>Dessie White</i> <i>1/15/03</i>
<i>Ann Schuler</i> <i>vic copper</i> HEAD OF COLLEGE, DEPARTMENT OR OFFICE		<i>12/2/02</i> DATE

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 Director's Subject File, 1995 -

Subject or General Correspondence file includes correspondence, reports, memoranda and publications relating to the administration of the unit and concerning curriculum; academic policy; departmental, college, campus, and university committees; affirmative action; space; equipment; graduate and undergraduate programs; professional organizations; honors; lectures; grant proposals; relations with academic and administrative departments, colleges, schools, centers, and institutes; Graduate College; departmental history; faculty sabbaticals; departmental governance and visitors.

Volume: 6 cubic feet
Annual Accumulation: negligible
Arrangement: Alphabetical by subject
Recommendation: Retain 20 years and transfer to University Archives for permanent retention, provided that routine documents may be destroyed after 3 years. 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.

2. Project Files, 1981 -

Project Files series contains memorandums of understanding and project reports for grant and non-grant projects undertaken by the Center for Urban Economic Development and the Nathalie P. Voorhees Center.

Volume:	25 cubic feet
Annual Accumulation:	1.0 cubic feet
Arrangement:	Chronological
Recommendation:	Retain 20 years and transfer to University Archives for permanent retention, provided that routine documents may be destroyed after 3 years. 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.

3. Grant Files, 1985 -

Grants File Series contains successful and unsuccessful applications for grants and contracts submitted by faculty members to federal agencies, foundations, and university offices including the Research Board. This series includes project proposals, departmental copies of grant[s] and contracts, correspondence with granting agencies and university offices, and project narrative and financial reports.

Volume:	12.5 cubic feet
Annual Accumulation:	.3 cubic feet
Arrangement:	Chronological
Recommendation:	Retain 6 years and destroy provided that project proposals, copies of grant and contract agreements, and final project reports not duplicated in series 2 (Project Files) are sent 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.

4. Financial Records, 1990 -

Financial Records Series contains records covering activities supported by university, foundation, state and federal funds and containing departmental copies of financial documents submitted to and received from the central business office including monthly statements of account, requisitions, purchase orders, miscellaneous vouchers and vouchers for travel, stores, postage, printing and photographic jobs, office machine repair and physical plant costs, telecommunications journals, miscellaneous service requisitions, delivery receipts, AMO90 and AMO91 forms, correspondence and bills from vendors relating to purchase orders, and departmental work papers and supporting documentation.

Volume	9 cubic feet
Annual Accumulation:	1.5 cubic feet
Arrangement:	Chronological and by account number thereunder
Recommendation:	Retain 3 years plus the current fiscal year and destroy, provided that:

- a) Financial records for grant supported activity are retained 6 years following the completion of the award period and destroyed
- b) All audits pending during the last year of the retention period have been completed and no litigation is pending or anticipated
- c) Any records not maintained by the Office of Business and Financial Services are retained for 6 years and destroyed

5 Payroll Records, 1990 -

Payroll Records for faculty, academic professionals, civil service, and student hourly staff contain daily time reports, student biweekly or daily time cards, and office copies of standard time reports, standard time report adjustments, payroll account distribution vouchers and payroll account obligation reports. The Office of Business and Financial Services maintains the copy of record.

Volume: 15 cubic feet
 Annual Accumulation: 2 cubic feet
 Arrangement: Chronological and by type of document thereunder.
 Recommendation: Retain 3 years and destroy provided that all audits pending during the last year of the retention period have been completed and no litigation is pending or anticipated.

7 Personnel File, 1995 - (Local Copy)

Personnel file for university civil service employees, faculty and academic professional positions, and non-academic and graduate assistants holding appointments in the Center for Urban Economic Development and Nathalie P. Voorhees Center. Files include employment applications, departmental copies of applicant referral, notification of appointment, change of status forms, correspondence, notes and evaluations regarding employment, staff development activities, grievances, personal histories, vitae, letters of recommendation, sabbatical leave requests and recommendations, course evaluation forms, and correspondence relating to teaching of courses, research projects, departmental committees, and other professional activities, and departmental copies of contracts with Board of Trustees, notification of appointment. The Office of Human Resources maintains the copy of record.

Volume: 4.5 cubic feet
 Annual Accumulation: 0.5 cubic feet
 Arrangement: By status (current and inactive) and alphabetical by name thereunder.
 Recommendation: Retain 6 years after date of resignation, retirement, or termination and destroy provided that:

- a) All audits pending during the last year of the retention period have been completed and no litigation or grievance is pending or anticipated.
- b) First and last copy of personal histories, vitae, and appointment forms for faculty and academic staff is sent to the University Archives for permanent retention.