

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. UIC02-05 Page 1 of 2 Pages
COLLEGE OR ADMINISTRATIVE UNIT Office of Admissions and Records		APPROVALS
DEPARTMENT Registration and Records		ARCHIVIST DATE <i>Norma Beckley 16 Dec 02</i>
OFFICE		UNIVERSITY DATE <i>Michelle M. Thompson Jan 2, 2003</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>Jesse White</i> <i>1/15/2003</i>
<i>Robert L. J...</i> HEAD OF COLLEGE, DEPARTMENT OR OFFICE		DATE <i>12-16-02</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. **Medical Immunization Records, 1989 -**

Medical Immunization Records are used as a prerequisite to enrollment and to fulfill public health reporting requirements. The Office of Admissions and Records does not conduct the immunization or retain the student's medical records. Contents of the forms include name of student, type of immunization, physician's signature, and exemption of immunization. The local high school, physician, college, or foreign country that conducted the actual immunization retains original copy of the immunization record. 77 Illinois Administrative Code ch 1, subchapter k, part 694 "College Immunization Code" requires that "The designated record keeping office shall maintain records containing the required elements of the immunization status of each student. The required elements shall be in accordance with the Certificate of Immunity Form provided by the Department." However, the Code does not provide a specific retention period.

- Volume: 50 Cubic Feet
- Annual Accumulation: 4.5 Cubic Feet
- Arrangement: Chronological by year, then numerical by file number
- Recommendation: Retain for three years after date of degree or last contact and destroy provided that all audits pending during the last year have been completed and no litigation is pending or anticipated.