

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. Page 1 of 2 Pages
COLLEGE OR ADMINISTRATIVE UNIT Office of Admissions and Records		APPROVALS
DEPARTMENT Registrar		ARCHIVIST DATE <i>Naomi Anderson 28 Apr 2003</i>
OFFICE		UNIVERSITY DATE <i>Michael M. Thompson May 1, 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>May 21, 2003</i>
<i>Robert H. Dief</i> HEAD OF COLLEGE, DEPARTMENT OR OFFICE		<i>Jesse White</i>
<i>April 23, 2003</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. **Final Grade Rosters, Fall Quarter 1981 -**

Final Grade Rosters are specially printed optical mark scanning forms on which faculty enter grades at the end of an academic term. The forms are scanned under the direction of the Office of Admissions and Records and the information uploaded into the student records database.

- Volume: 104 Cubic Feet
- Annual Accumulation: 10 cubic feet
- Arrangement: By academic term, in ascending order by administrative department code and page numbered
- Recommendation: Microfilm and retain film copy for 60 years following graduation or last contact and then destroy. Retain original paper rosters until completion of reformatting and destroy. Retain local copies at the college, department, and instructor level for one semester and then destroy.