APPLICATION: 03-41

RECORDS DISPOSITION AUTHORIZATION

UNIVERSITY OF ILLINOIS ARCHIVES
STATE OF ILLINOIS RECORDS COMMISSION

__ UNIVERSITY OFFICES X CHICAGO __ SPRINGFIELD __ URBANA-CHAMPAIGN	Application No. Page 1 of 2
COLLEGE OR ADMINISTRATIVE UNIT College of Medicine	**APPROVALS**
DEPARTMENT Department of Physiology and Biophysics	ARCHIVIST DATE 25 Jun 03
OFFICE Human Resources	UNIVERSITY DATE Michele M. Thompson 6/30/0
Pursuant to Article VI, Section 4 of the General Rules Concerning University Organization and Procedure and the provisions of the *State Records Act* (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. K. John Holmes 6-3-03 *HEAD OF COLLEGE, DEPARTMENT OR OFFICE* *DATE*	STATE RECORDS COMMISSION DATE Jesse White 9/17/03

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.

1 Personnel Files, 1970 -

Personnel file for university faculty, academic professional and non-professional employees, civil service employees, and graduate assistants holding appointments in the Department of Physiology and Biophysics. Files include employment applications, departmental copies of applicant referral, notification of appointment, change of status forms, visa documentation, Employment Eligibility Verification Form I-9, vacation and medical leave records, physician credential information to include copies of licenses and conscious sedation authorization, 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, notification of appointments

and departmental copies of contracts with Board of Trustees. The Office of Human Resources maintains the agency copy of record.

Annual Accumulation	1 cubic feet
Arrangement:	By status (active or inactive) and alphabetical 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 and vitae for tenure-track faculty is sent to the University Archives for permanent retention.

2 Promotion and Tenure File, 1970-

Promotion and Tenure File contains documents used in reviewing faculty for promotion and tenure including biographical summary, vitae, lists of publications and professional activity, letters of evaluation from external referees, report of departmental review committee, department chair's evaluation of candidate, recommendation for action, summary of action, correspondence, and copies of papers forwarded to the Department of Medicine.

Annual Accumulation:	1 cubic feet
Arrangement:	Chronological and alphabetical by name of faculty thereunder.
Recommendation:	Retain 10 years from date of final decision and destroy provided that promotion and tenure records for all employees who have asserted a claim against the University shall be retained until such action is finally adjudicated.