

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

___ UNIVERSITY OFFICES ___ SPRINGFIELD	X CHICAGO ___ URBANA-CHAMPAIGN	Application No. Page 1 of 3 Pages
COLLEGE OR ADMINISTRATIVE UNIT UNIVERSITY LIBRARY		<b>APPROVALS</b>
DEPARTMENT ADMINISTRATION		ARCHIVIST DATE <i>Nancy Fisher 26 July 2003</i>
OFFICE PERSONNEL OFFICE		UNIVERSITY DATE <i>Michelle M. Thompson 6/30/03</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 (5 Ilcs 160/1 et Seq.)</i> , 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 <div style="text-align: center; font-size: 1.5em; font-family: cursive;"> <i>Besse White</i> </div> <div style="text-align: right; font-size: 1.2em;">         9/17/03       </div>
<div style="font-family: cursive; font-size: 1.2em;"> <i>Nancy R. John</i> </div> HEAD OF COLLEGE, DEPARTMENT OR OFFICE		<div style="text-align: center; font-size: 1.2em;"> <i>4/26/03</i> </div> 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 Civil Service Time Sheets and Payroll Records, 1980 -**

Civil Service Time Sheets and Payroll Records includes civil service time sheets and office copies of standard time reports, standard time report adjustments, payroll account distribution vouchers and payroll account obligation reports which were returned from the Office of Business and Financial Services for review. Agency copy of record is maintained by the Office of Business and Financial Services.

Annual Accumulation: 1 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.

**2 Student Hire and Termination Records, 1980 -**

Student Hire and Termination Records includes copies of student applications, resumes, notes and evaluations regarding employment, and notifications of appointment and termination.

Annual Accumulation: 1 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.

**3 Appointment Forms, 1980 -**

Appointment Forms includes departmental copies of notification of appointment and change of status forms for academic, non-academic, graduate assistants, and students holding appointments in the University Library.

Annual Accumulation: .5 cubic feet.

Arrangement: By status (active and inactive) and alphabetical thereunder.

Recommendation: Retain 3 years and destroy provided that the first and last appointment forms for academic and non-academic staff are retained with the individual's personnel file.

**4 Academic Attendance Files, 1983 -**

Academic Attendance Files includes monthly absence reports, professional leave requests, vacation reports, and other routine attendance forms submitted by faculty and academic staff.

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Annual Accumulation: .3 cubic feet.

Arrangement: Chronological.

Recommendation: Retain three years and destroy.

**5 Civil Service Personnel File, 1980 -**

Civil Service Personnel File includes departmental copies of applicant referral, notification of appointment, and change of status forms and correspondence, notes and evaluations regarding employment, staff development activities, and grievances. Agency copy of record is maintained by the Office of Human Resources for 65 years.

Annual Accumulation: 1 cubic feet.

Arrangement: Alphabetical by name of employee.

Recommendation: Retain 6 years after the date of termination and destroy, provided that personnel records for all employees who have asserted a claim against the University shall be retained until such action is finally adjudicated and no litigation is pending or anticipated.

Academic Staff Applicant File covers faculty and academic professional positions and includes job announcements, letters of application vitae, samples of candidates' publications and other supporting documents, transcripts, requests for recommendations, letters of recommendations, vitae, correspondence, departmental notes on applicants, and departmental copies of Affirmative Action Summary and Pre-Audit forms submitted to the Associate Chancellor for Affirmative Action.

- Annual Accumulation: 1 cubic feet.  
 Arrangement: By position being filled and alphabetically applicant name thereunder.  
 Recommendation: Retain 2 years from the effective date of employment and destroy, provided that:
- a) Documentation for applicants who are hired is transferred to the Academic Personnel File;
  - b) Affirmative Action Summaries, Pre-Audit forms, and position descriptions/ job announcements are retained for 5 years and destroyed;
  - c) All applicant files for positions about which grievances have commenced are retained until resolution of all claims.

## Academic Personnel File, 1980 -

Academic Personnel File covers faculty and academic professional positions and includes employment applications, 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, and change of status forms. Agency copy of record is maintained by the Office of Human Resources for 65 years

- Annual Accumulation: 1 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 and vitae for tenure track or clinical faculty is sent to the University Archives for permanent retention.

**8 Promotion and Tenure File, 1980 -**

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 University Library for action on cases.

Annual Accumulation: Negligible.  
Arrangement: Chronological and alphabetically by name of faculty thereunder.  
Recommendation: Retain 10 years 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.

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