



**1. Director's Subject Files**

Dates: 1983 -  
 Volume: 25 cubic feet  
 Annual Accumulation: 1.0 cubic feet  
 Arrangement: Alphabetical by subject

This series contains correspondence, reports, memoranda and publications relating to the administration of the unit and concerning policy; office, campus, and university committees; affirmative action; space; equipment; graduate and undergraduate programs; professional organizations; honors; lectures; relations with the Provost, academic and administrative departments, colleges, schools, centers, and institutes; Graduate College; unit history; awards, departmental governance, and visitors.

Recommendation: Retain for ten (10) years and transfer to University Archives for disposition. University Archives staff will review and accession particular records of historical significance for permanent retention. All records remaining after review by archives staff will be disposed of.

**Deferred**  
**7/20/05**

**Approved as**  
**Rewritten**  
**9/21/05**

**2. Routine Administrative Correspondence and Reference Files**

Dates: 1983-  
 Volume: 15 cubic feet  
 Annual Accumulation: 2.0 cubic feet  
 Arrangement: Alphabetical by subject

This record series consists of routine administrative files accumulated by the Office of Community Relations and includes routine matters nonessential to either the administration or policy of the department, and may include material such as thank-you notes, invitations, inquiries and requests from the general public, letters of transmittal, internal facilitative memos, birthday announcements, drafts of subsequently published material, and "for your information" reports and studies created outside the department that have no direct impact on the department.

Recommendation: Retain for one (1) year then dispose of provided that all required audits have been completed and no litigation is pending or anticipated.

**Deferred**  
**7/20/05**

**Approved as**  
**Rewritten**  
**9/21/05**

### 3. Program and Luncheon Files

Dates: 1988 -  
Volume: 10 cubic feet  
Annual Accumulation: .5 cubic feet  
Arrangement: Chronological

This record series consists of material related to special programs (lectures, speeches, panels, etc) and luncheons sponsored by the Office of Community Affairs and includes programs, speeches, photographs, vouchers, correspondence, and videotapes.

All financial records found in this series should be handled in accordance with the guidelines for financial records found in item 5 of this disposal schedule.

Recommendation: Retain for ten (10) years and transfer to University Archives for disposition. University Archives staff will review and accession particular records of historical significance for permanent retention. All records remaining after review by archives staff will be disposed of.

**Deferred**  
**7/20/05**

**Approved as**  
**Rewritten**  
**9/21/05**

### 4. Class Files

Dates: 1988 -  
Volume: 5 cubic feet  
Annual Accumulation: .25 cubic feet  
Arrangement: Chronological

This series consists of material related to the Turner Construction Management Class taught through the Office of Community Relations and includes correspondence, course plans, syllabi, and related material. This is a noncredit class that is taught by instructors from outside of the University of Illinois at Chicago and is not part of the curriculum.

Recommendation: Retain for ten (10) years and transfer to University Archives for disposition. University Archives staff will review and accession particular records of historical significance for permanent retention. All records remaining after review by archives staff will be disposed of. subsequently dispose of any extraneous materials under authority of this records disposition application (if approved). All documents which remain following such Archives staff reviews and disposals are to be maintained permanently in University Archives custody.

**Deferred**  
**7/20/05**

**Approved as**  
**Rewritten**  
**9/21/05**

## 5. Financial Records

Dates: 1990 -  
Volume: 8 cubic feet  
Annual Accumulation: .5 cubic feet  
Arrangement: Chronological and by account number there under.

This series contains records covering activities supported by university, foundation, state and federal funds and includes 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 records, miscellaneous service requisitions, delivery receipts, correspondence and bills from vendors relating to purchase orders, and departmental work papers and supporting documentation. The Office of Business and Financial Services maintains the agency record copy at the system level according to the following University of Illinois at Urbana Champaign RDAs: 80-7, 82-3, 88-8.

Recommendation: Retain three (3) years and dispose of, provided that all audits pending during the last year of the retention period have been completed, no litigation is pending or anticipated, and any additional retention requirements imposed by external funding sources (granting agencies, endowments, etc) have expired.

**Deferred**  
**7/20/05**

**Approved as**  
**Rewritten**  
**9/21/05**

## 6. Inventory and Key Records

Dates: 1980 -  
Volume: 1 cubic feet  
Annual Accumulation: Negligible  
Arrangement: By inventory number and chronological thereunder.

This record series consists of departmental copies of moveable equipment inventories (showing date, description of equipment, tag number, purchase date, cost, purchase order number, and transaction code reflecting type of acquisition and missing status) for all moveable equipment, lists of keys and persons authorized to have keys to department office space, monthly and annual inventory reports, and individual reports for equipment removed from inventory.

Recommendation: Retain for five (5) years and dispose of provided that all audits pending during the last year of the retention period have been completed and no litigation is pending or anticipated.

**Deferred**  
**7/20/05**

**Approved as**  
**Rewritten**  
**9/21/05**

**7. Academic Personnel File (Duplicates)**

Dates: 1990 -  
Volume: 1.5 cubic feet  
Annual Accumulation: .1 cubic feet  
Arrangement: By status (active/inactive) and alphabetical thereunder

This record series consists of departmental copies of personnel records for faculty, clinical faculty, and academic professional positions and includes employment applications, appointment forms, 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. The Office of Human Resources maintains the agency record copy of all human resources records.

Recommendation: Retain six (6) years after the date of retirement, resignation, or termination and dispose of, provided that:

- a) Personnel records for all employees who have asserted a claim against the University shall be retained until such action is finally adjudicated.
- b) All required audits have been completed.
- c) First and last copy of any vitae, biographical summaries, appointment forms, or personal histories for faculty or academic staff present in the file are transferred to the University Archives. The University Archives will review all accumulations transferred accordingly and dispose of all extraneous materials after retaining all record series items having archival value for permanent retention.

**Deferred  
7/20/05**

**Approved as  
Rewritten  
9/21/05**

**8. Non-Academic Personnel File (Duplicates)**

Dates: 1990 -  
Volume: 1.5 cubic feet  
Annual Accumulation: .1 cubic feet  
Arrangement: By status (active/inactive) and alphabetical thereunder

This record series contains departmental copies of personnel records for University Civil Service, students, and other non-academic appointments, including 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. The Office of Human Resources maintains the agency record copy of all human resources records.

Recommendation:	Retain six (6) years after the date of retirement, resignation, or termination and dispose of, 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 all required audits have been completed.	<b>Deferred 7/20/05</b>
		<b>Approved as Rewritten 9/21/05</b>

### 9. Academic Search Files and Job Announcements

Dates:	1988 -
Volume:	.25 cubic feet
Annual Accumulation:	Negligible
Arrangement:	By position being filled and alphabetically by applicant name thereunder.

This record series consists of the search records for faculty and academic professional positions and includes job announcements, position descriptions, affirmative action summaries, and other summary records related to the overall search.

Individual job applications and supporting documents are maintained in the Academic Staff Applicant File and Academic Search Case Files series of this schedule (item 10 of this RDA).

Recommendation:	Retain for five (5) years from the date the search was closed and dispose of provided that:	<b>Deferred 7/20/05</b>
	a) all records for positions about which a grievance or litigation is anticipated or have commenced are retained until resolution of all claims; and	<b>Approved as Rewritten 9/21/05</b>
	b) all required audits have been completed.	

### 10. Academic Staff Applicant File and Academic Search Case Files

Dates:	1988 -
Volume:	.25 cubic feet
Annual Accumulation:	Negligible
Arrangement:	By position being filled and alphabetically by applicant name thereunder.

This record series consists of application and search files for 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. Documentation for applicants who are hired is transferred to the Academic Personnel File.

Recommendation:	Retain 2 years from the effective date of employment and dispose of provided that:	<b>Deferred 7/20/05</b>
	a) all records for positions about which a grievance or litigation is anticipated or have commenced are retained until resolution of all claims; and	<b>Approved as Rewritten 9/21/05</b>
	b) all required audits have been completed.	

#### 11. Reports of Non-University Activities (Originals and Duplicates)

Dates:	1996-
Volume:	4.5 cubic feet
Annual Accumulation:	.25 cubic feet
Arrangement:	Chronological and alphabetical by name thereunder.

This record series consists of departmental copies of records used to track faculty activities outside of the university and includes annual Academic Staff Reports of Non-University Activities and Conflict of Interest Statements. The agency record copy for non-routine cases is maintained at the Office of the Vice Chancellor for Research.

Recommendation:	Retain three (3) years and dispose of.	<b>Deferred 7/20/05</b>
		<b>Approved as Rewritten 9/21/05</b>