

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. 05-15 Page 1 of 9 Pages
COLLEGE OR ADMINISTRATIVE UNIT Office of Admissions and Records		APPROVALS
DEPARTMENT		ARCHIVIST DATE <i>Handwritten Signature</i> 13 Apr 2005
OFFICE Registration and Records		UNIVERSITY DATE <i>B. Joseph White</i> 4/20/05
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 also certify that any microfilm copies will be made in accordance with the standards of the State Records Commission and will be adequate substitutes for the original records. I request that authority for their disposal be granted according to the schedule which follows.		STATE RECORDS COMMISSION DATE <i>Besse White</i> 4/20/05
<i>Robert R. Dixon</i>		DATE April 13, 2005
HEAD OF COLLEGE, DEPARTMENT OR OFFICE		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. Academic Ledgers and Supplemental Grade Reports

**ITEM WITHDRAWN
BY REQUEST OF AGENCY**

Dates: 1882-Present
Volume: 500 Cubic Feet
Annual Accumulation: 3 cubic feet
Arrangement: By status (active/inactive), then alphabetical by last name

Description: This record series consists of the official grade records for students who attended the University of Illinois at Chicago and its predecessors, the University of Illinois at Chicago Circle and the University of Illinois at the Medical Center. The ledgers and grade reports contain the student's name; identification number; college; major; degrees awarded; institutional credits including courses taken and grades; transfer credits accepted; grade point average; and any departmental and institutional honors. This series also contains the agency record copy of supplemental grade reports containing all official changes to student grades that took place during the academic term and includes change of grade forms and supporting memorandum.

The academic ledgers were maintained in paper format from 1882 to 1986. Copies of records from prior to 1930 are maintained in paper and microfilm format in the University Archives. The Office of Registration and Records maintains records from 1930 to 1986 in both paper and microfilm format. Beginning in 1986, student records were created and maintained electronically using the ISIS 2 database (1986-1991), ISIS 3 database (1991-2004), and beginning in 2004 with the Enterprise-wide Banner system. The Banner system is part of the UI Integrate project that created an integrated business and student services system that is shared by all of the University of Illinois campuses. Records from prior to 1986 will continue to be maintained in paper and microfilm format. Records from 1986 forward have been migrated to the UI Integrate / Banner system and are maintained in electronic format. As of 2004, Supplemental Grade Reports are still maintained in paper format.

Recommendation: Retain for eighty (80) years and coordinate with the University Archives for permanent preservation (transfer of paper records to the University Archives or ongoing consultation for electronic

4. Registration Revision and Cancellation Forms

Date: 1996 -
Volume: 12 cubic feet
Annual Accumulation: 4 cubic feet
Arrangement: By term, then alphabetical

Description: This record series contains forms used to revise, update, or cancel student class registration and includes requests to take classes in pass/fail status, visiting/audit status, and late registration requests. These forms show the name of the student, the student's ID number, classes added or dropped, changes of hours, and the signature from the college authorizing the change.

Recommendation: Retain for one (1) year after end of semester, then dispose of.

5. Withdrawal Authorizations

Dates: 2001 -
Volume: 3 cubic feet
Annual Accumulation: negligible
Arrangement: By term, then alphabetical

Description: This record series contains requests and authorizations to withdraw from classes after registration has been completed. Beginning in 2004, this form is now done online using Banner / UI-Integrate unless initiated after the 10th day of classes. Banner / UI Integrate is an integrated business and student services system that is shared by all of the University of Illinois campuses. Withdrawals submitted after the 10th day are still filled out manually.

Recommendation: Retain for two (2) years after final decision then dispose of provided that all required audits have been completed and no litigation is pending or anticipated.

6. Change of College Requests

Dates: 2001 -
Volume: 3 cubic feet
Annual Accumulation: .25 cubic feet
Arrangement: By term, then alphabetical

Description: This record series contains requests and college approvals for students to change their college. This series is now done online through Banner/ UI-Integrate except for cases where registration exists. Banner / UI Integrate is an integrated business and student services system that is shared by all of the University of Illinois

campuses. The Office of Admissions and Records must process paper requests for current term transactions.

Recommendation: Retain for two (2) years after final decision then dispose of provided that all required audits have been completed and no litigation is pending or anticipated.

7. Student Files

Dates: 1998 -
Volume: 215 cubic feet
Annual Accumulation: 45 cubic feet
Arrangement: By term, then alphabetical

Description: This record series contains facilitative student records that are used to help manage the student's academic records between their enrollment and graduation or departure from the university, but which are not filed separately or transferred to the final academic transcript. These files may include grade petitions for transfer credit, notice of college level credit forms, intent to graduation authorizations, advanced placement records, applications for admission/reentry, general correspondence, entrance examination reports and test scores, letters of recommendation, military records, transcripts from high schools or other colleges and universities, correspondence with the University Counsel regarding subpoenas of student records, residency changes, rebates and assessment records documenting corrections to the student's financial accounts

Recommendation: Retain for five (5) years after graduation or date of last enrollment then dispose of provided that all required audits have been completed and no litigation is pending or anticipated.

8. Subpocna Related Correspondence

Dates: 1996 -
Volume: Less than 1 cubic foot
Annual Accumulation: Negligible
Arrangement: Alphabetical

Descriptions: This record series contains of correspondence with the University Counsel notifying the Office of Registration and Records of possible subpoenas of student records.

Recommendation: Retain for five (5) years after date of last enrollment then dispose of provided that all required audits have been completed and no litigation is pending or anticipated.

9. Disciplinary Action Documentation

Annual Accumulation: 1990 -
Volume: 1 cubic foot
Annual Accumulation: Less than .25 cubic feet
Arrangement: Alphabetical by last name

Description: This record series contains memos from the Senate Committee on Student Discipline dictating disciplinary actions imposed on a student. This series does not include the actual case file for the disciplinary action. The Senate Committee on Student Discipline maintains the actual case record.

Recommendation: Retain as long as the action is in force then dispose of provided that all required audits have been completed and no litigation is pending or anticipated.

10. Official Publications and Reports

Date: 1946 -
Volume: 8 cubic feet
Annual Accumulation: Less than 1 cubic foot
Arrangement: By term

Description: This record series contains published material kept by the Office of Admissions and Records and includes course catalogs, timetables, class schedules, and degree lists.

Recommendation: Retain course catalogs, timetables, class schedules, and degree list in office for eighty (80) years and transfer to University Archives. Electronic editions created by the Office of Admissions and Records must be maintained in an authentic and reliable method. Additionally, a copy of all publications will be sent to the University Archives upon publication.

11. Family Educational Rights and Privacy Act Records

Date: 1974 -
Volume: Less than 1 cubic foot
Annual Accumulation: negligible
Arrangement: Alphabetical by last name

Disposition
 Approved as
 Amended 4/20/05

Description: The "Family Education Rights and Privacy Act" (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the

student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." *Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records.* Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

This record series includes requests for formal hearings, request and disclosures of personally identifiable information, student requests for nondisclosure of directory information, student written consent for records disclosure, and waivers for rights of access. The Office of Registration and Records does not receive the records of formal hearings.

Recommendation:

Retain ten (10) years and then dispose of provided that:

- a) All required audits have been completed and no litigation is pending or anticipated.
- b) Requests for nondisclosure, student written consent for disclosure, or waivers for rights of access will be maintained for eighty (80) years or until terminated by student.

12. Transcript Request Forms

Date: 2004 -
Volume: 15 cubic feet
Annual Accumulation: 25 cubic feet
Arrangement: Chronological, then alphabetical by last name

Description: This series includes forms submitted by students and alumni to obtain a copy of their transcript.

Recommendation: Retain six (6) months then dispose of provided that all required audits have been completed and no litigation is pending or anticipated.

13. ISIS reports and printouts

Date: 1981 to 2004
Volume: 125 cubic feet
Annual Accumulation: None
Arrangement: Chronological

Description: This series includes facilitative informational and audit reports printed from the ISIS student records database. Includes grade process control reports, monitor lists, degree extract reports, grade change reports, extract error reports, assessment reports, and enrollment number reports. After 2004, this database will no longer be used and will be migrated to Banner system. Banner will not produce these printed reports on a regular basis, although the information can be printed as needed.

Recommendation: Retain for one (1) year, then dispose of provided that all essential data from ISIS database has been successfully migrated to UI Integrate/Banner or an electronic data warehouse. Verification of the data migration and review of the data will be overseen by the Administrative Information and Technology Services with cooperation by all involved offices following the discontinuation of the ISIS system.

14. Financial Records

Date: 1998 -
Volume: 10 cubic feet
Annual Accumulation: 1 cubic foot
Arrangement: Chronological and by account number thereunder.

Description: This record 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 then dispose of provided that all required audits have been completed and no litigation is pending or anticipated.

15. Cash Fees Records

Date: 2000 -
Volume: 5 cubic feet
Annual Accumulation: 1 cubic feet
Arrangement: Chronological and by account number thereunder.

Description: This record series contains cash fee receipts and reports of fees paid, reports of cash received, sales invoices, cash register tapes, and student charges for transcript requests and requests for certification of attendance. This series also contains departmental copies of financial documents received from the Office of Business and Financial Services, including daily and monthly reports, all work papers used for accounting of sales money, and internal records of purchase orders.

Recommendation: Retain two (2) years then dispose of provided that all required audits have been completed and no litigation is pending or anticipated.