


## RECORDS DISPOSITION AUTHORIZATION

UNIVERSITY OF ILLINOIS ARCHIVES  
STATE OF ILLINOIS RECORDS COMMISSION

<input type="checkbox"/> UNIVERSITY OFFICES	<input checked="" type="checkbox"/> CHICAGO	<b>APPROVALS</b>	
<input type="checkbox"/> SPRINGFIELD	<input type="checkbox"/> URBANA-CHAMPAIGN	CAMPUS ARCHIVIST APPROVAL DATE	<i>Wanda P... 5 May 2005</i>
<i>COLLEGE OR ADMINISTRATIVE UNIT</i>		UNIVERSITY APPROVAL DATE	<i>B. Joseph White May 11, 2005</i>
College of Applied Health Sciences		STATE RECORDS COMMISSION APPROVAL CHAIR	<i>Don A. Jan 9/21/05</i>
<i>DEPARTMENT</i>		DATE	
Disability and Human Development		STATE RECORDS COMMISSION APPROVAL SECRETARY	<i>9/21/05 Jesse White</i>
<i>OFFICE</i>		DATE	
<p>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.</p>			
 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.

**1. Director's Subject Files**

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

This record series consists of incoming and outgoing correspondence exchanged between the department and other units of college; university; local, state, and federal government; professional and scholarly organizations; and individuals and groups external to the Department of Disability & Human Development. Included is correspondence from university administrators, faculty, and users; strategic plans, long-range plans, master plans, memoranda, initial drafts, reports, white papers, and working papers by or about the department; accreditation material; news clips; press releases; notices of intent; and related material relating to policy, procedure, planning and to the overall administration of the department.

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 Department of Disability & Human Development 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. Budget Planning Files**

Dates: 1990 -  
 Volume: 5 cubic feet  
 Annual Accumulation: .25 cubic feet  
 Arrangement: Chronological, then by subject thereunder

This record series consists of facilitative correspondence, memoranda, Business Affairs Office internal budget statement printouts and other budget working papers concerning recommendations and allocations of funds showing objects and amounts of proposed expenditures for salaries, equipment, supplies and other purposes. The Board of Trustees publishes the final budget for all departments annually.

Recommendation: Retain for eight (8) years after end of the fiscal year and 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**

**4. Financial Records (Duplicates)**

Dates: 1983 -  
 Volume: 180 cubic feet  
 Annual Accumulation: 9 cubic feet  
 Arrangement: Chronological and by account number thereunder

This record series consists of 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, departmental work papers, supporting documentation, and reference copies of computer system reports. 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  
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9/21/05**

**5. Research Grant Files (Duplicates)**

Dates: 1995 -  
Volume: 30 Cubic feet  
Annual Accumulation: 3 Cubic feet  
Arrangement: By Year, Then By Grant Thereunder

This record series consists of records of successful applicants for research grants and contracts submitted by faculty members to external organizations and includes project narratives; budget information; proposals on university resources to be utilized; departmental copies of grants and contracts; correspondence w/ granting agencies and related university offices which may include or reference financial reports, intellectual property, and other regulatory issues.

Financial records related to the expenditure of grant funds are maintained as part of the Financial Records (Item 4 on this Records Disposal Authorization).

Recommendation: Retain project proposals, contracts, narrative reports, and correspondence concerning project design and results ten (10) years after end of award period and transfer 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  
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**Approved as  
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**6. Research Grant Applications (Denied) (Duplicates)**

Dates: 1995-  
Volume: 10 Cubic feet  
Annual Accumulation: 1 Cubic feet  
Arrangement: Chronological by Year

This record series consists of grant applications to external organizations that were denied and includes applications, objectives of the research proposal, cost estimates, and spending allotments.

Recommendation: Retain in office for one (1) year following date of rejection and dispose of provided all required audits have been completed, the Principle Investigator (P.I.) has approved the disposal or is no longer with the department, and no litigation is pending or anticipated.

**Deferred  
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**7. Inventory and Key Records**

Dates: 1983 -  
 Volume: .50 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**

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**8. Appointment Forms**

Dates: 1980 -  
 Volume: 2 cubic feet  
 Annual Accumulation: .10 cubic feet  
 Arrangement: By status (active and inactive) and alphabetical thereunder.

This record series consists of departmental copies of notification of appointment and change of status forms for academic, non-academic, and graduate assistants holding appointments in the Department of Disability & Human Development.

Recommendation: Retain 3 years and dispose of provided that the first and last appointment forms for academic and non-academic staff are retained with the individual's personnel file (item 10 of this schedule).

**Deferred  
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Approved as  
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**9. Payroll Records (Duplicates)**

Dates: 1980 -  
 Volume: 12 cubic feet  
 Annual Accumulation: .50 cubic feet  
 Arrangement: Chronological and by type of document thereunder.

This record series consists of departmental copies of payroll records for faculty, academic professionals, civil service and student hourly staff and includes monthly absence reports, daily time reports, student biweekly or daily time cards, and office copies of standard time reports, standard time report adjustments, payroll account distribution vouchers and payroll account obligation reports. The Office of Business and Financial Services maintains the agency record copy.

Recommendation: Retain three (3) years and 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

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

Dates: 1980 -  
 Volume: 25 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:

**Deferred**  
7/20/05

a) Personnel 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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9/21/05

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.

#### 11. Non-Academic Personnel File (Duplicates)

Dates: 1980 -  
 Volume: 25 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.

**Deferred**  
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**Approved as  
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9/21/05

#### 12 Academic Search Files and Job Announcements

Dates: 1980 -  
 Volume: 1.25 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 13 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.	

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

Dates:	1980 -
Volume:	12 cubic feet
Annual Accumulation:	.50 cubic feet
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.	

### 14. Promotion and Tenure File (Duplicates)

Dates:	1997 -
Volume:	5 cubic feet
Annual Accumulation:	.25 cubic feet
Arrangement:	Chronological and alphabetically by name thereunder.

This record series contains the departmental promotion and tenure files used in reviewing faculty for promotion and tenure including biographical summaries, 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 Disability & Human Development. The agency record copy for Promotion and Tenure decisions is maintained with the faculty member's personnel file in the campus office of Human Resources.

Recommendation: Retain ten (10) years and dispose of 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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**15. 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.

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9/21/05

**16. Time Table and Course Descriptions File**

Dates: 1996-  
Volume: 1 cubic foot  
Annual Accumulation: negligible  
Arrangement: Chronological and by course number thereunder.

This record series consists of departmental working papers and correspondence regarding time table information submitted prior to publication in course catalogs and official timetables, including drafts of time table and course description entries, lists of courses and sections and enrollment limits. The University Archives maintains copies of all published timetables and university catalogs.

Recommendation: Retain for two (2) years after end of the semester and dispose of.

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

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

**17. Class Roster File and Course Lists (Duplicates)**

Dates: 1996 -  
Volume: 7 cubic feet  
Annual Accumulation: .25 cubic feet  
Arrangement: Chronological and by course number thereunder.

This record series consists of departmental copies of records used to follow student enrollment in specific classes and includes advance enrollment roster and tallies, and final class rosters listing name, social security number, college, curriculum and level of students enrolled in courses. The agency record copy is maintained at the Office of Admissions and Records in accordance with records disposition authorization 05-15.

Recommendation: Retain two (2) years and dispose of, provided that superseded Class Rosters may be disposed of as updated ones are received.

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

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

**18. Change of Section Forms (Duplicates)**

Dates: 1996 -  
Volume: 1 cubic feet  
Annual Accumulation: .10 cubic feet  
Arrangement: Chronological and alphabetical by name thereunder.

This record series consists of change of section forms submitted to the Office of Admissions and Records recording student's name, social security number, college, curriculum, major, course number, and changes in section number. The agency record copy is maintained at the Office of Admissions and Records in accordance with records disposition authorization 05-15.

Recommendation: Retain until end of current semester and dispose of.

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

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

**19. Grade Rosters (Duplicates)**

Dates: 1996-  
Volume: 1 cubic foot  
Annual Accumulation: .10 cubic feet  
Arrangement: Chronological and by course number thereunder.

This record series consists of Grade Rosters listing name, social security number, college, curriculum, level, and grades for students enrolled in courses. This series also includes departmental copies of Turnaround Grade Rosters from the Office of Admissions and Records listing grades as recorded in students' academic record and tenth day reports. The agency record copy is maintained at the Office of Admissions and Records in accordance with records disposition authorization 05-15.

Recommendation: Retain two (2) years and dispose of.

**Deferred  
7/20/05**

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

**20. Book Order Forms**

Dates: 1996 -  
Volume: 1 cubic foot  
Annual Accumulation: .10 cubic feet  
Arrangement: Chronological and by course number thereunder.

This record series consists of departmental copies of Book Order forms listing course title and number, instructor, date, expected enrollment and books, supplies, and equipment required for Department of Disability & Human Development courses.

Recommendation: Retain one (1) year and dispose of.

**Deferred  
7/20/05**

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

**21. Course Syllabi File**

Dates: 1996-  
Volume: 1.5 cubic feet  
Annual Accumulation: .25 cubic feet  
Arrangement: Numerically by course number and chronological by semester and year thereunder.

This record series contains records documenting the curriculum taught in individual courses and includes syllabi, course outlines, bibliographies, and reading lists. Syllabi for some courses taught within the department only exist in electronic format either on the web pages of individual faculty members or through online course management systems such as Blackboard.

Recommendation: Retain for 10 years and transfer to the University Archives for disposition. University Archives staff is to 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**

Records in this series that only exist in electronic format will be maintained in a format usable by systems currently in use by the department for a period of no less than ten years. At the end of this period, the University Archives will review the electronic records and coordinate with the department to determine the best format, medium, and storage location for records of enduring value in accordance with guidelines issued by the Illinois State Records Commission and Illinois State Archives guidelines.

**22. Instructor Evaluation Reports**

Dates: 1998 -  
Volume: 2 cubic feet  
Annual Accumulation: .25 cubic feet  
Arrangement: Chronological by semester and alphabetical afterwards.

This record series consists of departmental copies of student evaluations of faculty and includes Office of Instructional Resources instructor reports recording results the of course evaluations completed each semester by students in each course.

Recommendation: Retain for six (6) years from the end of the semester and dispose provided that all records for positions about which a grievance or litigation is anticipated or have commenced are retained until resolution of all claims; and all required audits have been completed.

**Deferred**  
7/20/05

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

**23. Incomplete Student Applicant Files**

Dates: 1996-  
Volume: 4 cubic feet  
Annual Accumulation: .50 cubic feet  
Arrangement: Chronological and alphabetical thereunder.

This record series consists of files for individuals who inquired about or began, but did not complete, application procedures for programs in the Department of Disability & Human Development include correspondence, applications, transcripts, ACT, SAT, GRE scores, and letters of recommendation.

Recommendation: Retain one (1) year from date of last contact and dispose of.

**Deferred**  
7/20/05

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

**24. Withdrawn Student Applicant File**

Dates: 1997-  
Volume: 4 cubic feet  
Annual Accumulation: .50 cubic feet  
Arrangement: Chronological and alphabetical by student name thereunder.

This record series consists of files for persons who were admitted to the graduate programs in the Department of Disability & Human Development but withdrew, canceled, or did not enroll in courses. These files include applications, transcripts, letters of recommendation, notifications of decisions, and correspondence.

Recommendation: Retain 3 years from date of decision on admission and dispose of.

**Deferred**  
7/20/05

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

**25. Denied Student Applicant File**

Dates: 1997-  
 Volume: 4 cubic feet  
 Annual Accumulation: .50 cubic feet  
 Arrangement:

This record series consists of records for individuals who applied for, but were denied admission to graduate programs in the Department of Disability & Human Development and includes correspondence, applications, transcripts, SAT, ACT, and GRE scores, letters of recommendation, departmental admissions checklist, International Student Referral form, Office of Admissions and Records Departmental Referral Form, writing samples, and notification of decision.

Recommendation: Retain five (5) years from the date of decision on admission and dispose of, provided that records for all applicants who have asserted a claim against the University shall be retained until such action is finally adjudicated and all required audits have been completed.

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

**Approved and**  
**Rewritten**  
**9/21/05**

**26. Graduate Student File (Duplicates)**

Dates: 1997-  
 Volume: 8 cubic feet  
 Annual Accumulation: 2.0 cubic feet  
 Arrangement: By status (active and inactive) and alphabetical by student name thereunder.

This record series contains records for individuals enrolled in graduate programs for the Department of Disability and Human Development and includes applications, transcripts, letters of recommendation, Graduate Record Examination scores, permits to enter, notifications of appointment to fellowships and assistantships, grade reports, class schedules, evaluations, preliminary examinations, Ph.D. candidacy papers, dissertation proposals, and correspondence regarding progress of academic work and the awarding of assistantships. This series also includes a summary index record of graduate students listing name of student and advisor, social security number, dates of attendance, previous schools attended, GRE scores, areas of specialization, date(s) of degree(s), title(s) of masters thesis and/or doctoral dissertation, and last known address. The campus Office of Admissions and Records maintains all records needed to create transcripts or to verify attendance of students in accordance with records disposition authorization 05-15.

Recommendation:

Retain for ten (10) years after graduation or date of last enrollment and dispose of, provided that records for all students who have asserted a claim against the University shall be retained until such action is finally adjudicated and all required audits have been completed.

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

**Approved and**  
**Rewritten**  
**9/21/05**