

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

UNIVERSITY OFFICES <b>X CHICAGO</b> SPRINGFIELD                      URBANA-CHAMPAIGN		<b>APPROVALS</b>	
COLLEGE OR ADMINISTRATIVE UNIT Vice-Chancellor for Student Affairs		CAMPUS ARCHIVIST APPROVAL DATE <i>Wynn [Signature]</i> 7/8/05	
DEPARTMENT OFFICE Office of International Services		UNIVERSITY APPROVAL DATE <i>B. Joseph White</i> 7/18/05	
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 APPROVAL, CHAIR DATE <i>Dart A. Jay</i> 7/25/05	
HEAD OF COLLEGE, DEPARTMENT OR OFFICE <i>James E. [Signature]</i>		STATE RECORDS COMMISSION APPROVAL, SECRETARY DATE <i>Jesse White</i> July 20, 2005	
DATE <i>7/8/05</i>			

**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: 1995 -  
 Volume: 12 cubic feet  
 Annual Accumulation: 1 cubic foot  
 Arrangement: Alphabetical by subject

This record series consists of correspondence (incoming, outgoing, and inner-office) relative to the policies and procedures of the office, the minutes of committees, tasks forces, etc that are related to the office's operation or programs, program statements, reports related to the office's operation such as long range plans, annual reports of the office, history files of the office, and any rules, regulations and guidelines on the operation of the office,

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.

**Defer**  
**7/20/05**

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

**\* This item was deferred to rewrite retention changing the wording "extraaneous".**

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

Dates: 1995-  
 Volume: 10 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 International Services covering matters nonessential to either the administration or policy of the department, and may include material such as inquiries and requests from the general public, letters of transmittal, internal facilitative memos, 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.

**Disposition**  
**Approved**  
**7/20/05**

**3. International Student Records, Non-enrolled**

Dates: 1990 -  
 Volume: 12 cubic feet  
 Annual Accumulation: 1 cubic feet  
 Arrangement: Alphabetical

This record series consists of records for international students who were admitted to the University of Illinois at Chicago, enrolled initially, but did not maintain continuous enrollment. It contains all records required to meet federal requirements for immigration reporting including certificates of eligibility (I-20), release forms, correspondence, petitions for withdrawal forms, leaves of absence, registration and course information, and financial documentation.

Recommendation: Retain for three (3) years after date of last contact and destroy, provided that all required audits have been completed and no litigation is pending or anticipated.

**Disposition  
 Approved  
 7/20/05**

**4. International Student Records, Enrolled**

Dates: 1990-  
 Volume: 38 cubic feet  
 Annual Accumulation: 6 cubic feet  
 Arrangement: By status (active/inactive), then alphabetical thereunder

This record series consists of records required to permit temporary non-immigrant status in the United States, if applicable; records for application for permanent citizenship; and copies of documents verifying Lawful Permanent Residents. This series includes request forms, copies of petitions, summary letters and supporting documentation, employee clearances, Immigration & Naturalization Services approval notices (I-797), and correspondence, data sheets, departure verification forms, copies of passports and visa, curriculum vitae, credentials, and other records.

The Office of Admissions and Records maintains the agency record copy of all records needed to document a student's academic history for the purpose of creating transcripts or verifying enrollment in accordance with Records Disposition Authorization (RDA) 05-15.

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

**Disposition  
 Approved  
 7/20/05**

**5. International Faculty and Staff Records**

Dates: 1990 -  
Volume: 135 cubic feet  
Annual Accumulation: 7 cubic feet  
Arrangement: By status (active/inactive), then alphabetical thereunder

This record series consists of records required to permit temporary residence in the United States; records for application for permanent citizenship; and records to become Lawful Permanent Residents. The series includes request forms, O-1 reports, summary letters and supporting documentation, employee clearances, Immigration and Naturalization Services approval notices (I-797), correspondence, data sheets, departure verification forms, copies of passports and visa, H1-B visa applications, portability waivers, curriculum vitae, credentials, and other records.

Recommendation: Retain for 5 years after being awarded citizenship, permanent residence or termination of employment and destroy, provided that no litigation is pending or anticipated.

**Disposition  
Approved  
7/20/05**

**6. Employment Eligibility (I-9) Files (Duplicates)**

Dates: 1999-  
Volume: 7.5 cubic feet  
Annual Accumulation: 40 cubic feet  
Arrangement: Alphabetical

This record series consists of duplicate copies of employment eligibility forms (I-9) for students, faculty, and staff who are employed by the University of Illinois at Chicago. The Office of Human Resources maintains the original copies.

Recommendation: Retain for one semester after termination of employment and destroy provided that no litigation is pending or anticipated

**Disposition  
Approved  
7/20/05**

**7. Orientation and Activity Historical Files**

Dates: 2000 -  
Volume: 1 cubic foot  
Annual Accumulation: .25 cubic feet  
Arrangement: Chronological by event

This record series consists of records documenting orientation sessions for international students and activities organized by the campus for international students such as tours, dances, mixers, and other special events. Files may include fliers, brochures, and posters; photographs; reports; and event summaries.

Recommendation: Retain for ten (10) years and transfer to University Archives for review. University Archives staff will review and accession particular records of historical significance for permanent retention. subsequently dispose of any extraneous materials under authority of this records disposition application (if approved). All records remaining after review by archives staff will be disposed of.

**\* This item was deferred to rewrite retention changing the wording "extraneous".**

**\*Defer  
7/20/05**

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

**8. Orientation and Activity Planning Files**

Dates: 2000 -  
Volume: 2 cubic feet  
Annual Accumulation: .5 cubic feet  
Arrangement: Chronological by event

This record series consists of facilitative planning records related to orientation sessions for international students and activities organized by the campus for international students such as tours, dances, mixers, and other special events. Files may include registration forms, sign-in sheets; routine correspondence, and room reservations forms.

Recommendation: Retain for one (1) semester after completion of event and destroy, provided that financial records associated with these activities are maintained in accordance with the financial records series (item 9) of this schedule.

**Disposition  
Approved  
7/20/05**

**9. Financial Records (Duplicates)**

Dates: 1988 -  
Volume: 9 cubic feet  
Annual Accumulation: .5 cubic feet  
Arrangement: By binders organized chronologically

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, 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.

**Disposition  
Approved  
7/20/05**