

RECORDS DISPOSITION AUTHORIZATION

UNIVERSITY OF ILLINOIS ARCHIVES
STATE OF ILLINOIS RECORDS COMMISSION

UNIVERSITY OFFICES X CHICAGO SPRINGFIELD URBANA-CHAMPAIGN	APPROVALS CAMPUS ARCHIVIST APPROVAL DATE: <i>Joseph Ball</i> 6 Jan 2006
COLLEGE OR ADMINISTRATIVE UNIT Architecture and the Arts	UNIVERSITY APPROVAL DATE: <i>B. Joseph White</i> Jan 10, 2006
DEPARTMENT Jane Addams Hull-House Museum	STATE RECORDS COMMISSION APPROVAL CHAIR: <i>Don A. J. M.</i> DATE: 3/15/06
OFFICE	STATE RECORDS COMMISSION APPROVAL SECRETARY: <i>Cherise F. Roberts</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> <p><i>Margaret Stadel</i> 12/22/05 HEAD OF COLLEGE, DEPARTMENT OR OFFICE DATE</p>	

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.

*This Application was deferred on 2/15/06 to rewrite the description to include the types of extraneous materials and to clarify or reword the use of extraneous in the recommendation. Item #3

1. **Administrative Correspondence and Historical Files**

Dates: 1967-
Volume: 1 cubic feet
Annual Accumulation: Negligible
Arrangement: Alphabetical by subject

This record series consists of interoffice correspondence as well as incoming and outgoing correspondence between the Museum Director and the community, donors, prospective donors, various museum and art associations, and other university colleges, departments, and offices.

Recommendation: Retain ten (10) years and transfer to University Archives for permanent retention.

Deferred
2/15/06

Disposition
Approved
3/15/06

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

Dates: 1965-
Volume: 1 cubic feet
Annual Accumulation: Negligible
Arrangement: Alphabetical by subject

This record series consists of routine administrative files accumulated by the Museum and includes routine matters nonessential to either the administration or policy of the Museum. It may include material such as thank-you notes; invitations; 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 Museum that have no direct impact on the Museum.

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
2/15/06

Disposition
Approved
3/15/06

3. Program Files

Dates: 1965-
Volume: 20 cubic feet
Annual Accumulation: .50 cubic feet
Arrangement: Chronological

This series includes records describing exhibits (physical and online), outreach packets, and special events hosted by the museum. The series consists of listings, guidebooks, and other publications; fliers; tour orientation scripts and materials; and photographs and videotapes related to museum programming.

Recommendation: Retain for ten (10) years and transfer to University Archives for permanent retention.

***Deferred
2/15/06**

**Disposition
Approved
3/15/06**

4. Reproduction Permissions

Dates: 1967-
Volume: 2 cubic feet
Annual Accumulation: Negligible
Arrangement: Alphabetical by Project

This series contains permissions from outside of the Museum to reproduce text and images used in museum programs, or requests from outside organizations to use images of the museum for published works.

Recommendation: Retain for ten (10) years and dispose of, provided that all required audits have been completed and no litigation is pending or anticipated.

**Deferred
2/15/06**

**Disposition
Approved
3/15/06**

5. Tour Records

Dates: 1965 -
Volume: 10 cubic feet
Annual Accumulation: .50 cubic feet
Arrangement: Chronological

This series contains records used to plan and carry out tours, and includes requests for tours, correspondence, sign in sheets, and guestbooks.

Recommendation: Retain for three (3) years and dispose of provided that summary information is included in tour summary records (item 6 of this schedule)..

Deferred
2/15/06

Disposition
Approved
3/15/06

6. Tour Summary Records

Dates: 1965-
Volume: .50 cubic feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of a summary record of patron attendance figures for all museum facilities.

Recommendation: Retain for ten (10) years and transfer to University Archives. University Archives staff is to review and 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
2/15/06

Disposition
Approved
3/15/06

7. Visitor Records

Dates: 1965-
Volume: 1 cubic feet
Annual Accumulation: Negligible
Arrangement: Chronological

This series contains forms filled out by visitors to the museum who have a prior relationship with Hull-House or the neighborhood.

Recommendation: Retain for ten (10) years and transfer to University Archives for permanent retention.

Deferred
2/15/06

Disposition
Approved
3/15/06

8. Historical Reference File

Dates: 1965-
Volume: 24 cubic feet
Annual Accumulation: 2 cubic feet
Arrangement: Alphabetical by category, then subject thereunder

This series contains notes, clippings, interviews, correspondence, and published material on the history of Hull-House Association and the Near West Side of Chicago. These files are maintained to assist the staff with background research on exhibits and programs.

Recommendation: a) Biographical information collected on people associated with Hull-House and the Near West Side will be sent to the University Archives when no longer administratively useful for possible addition to the Hull House and Jane Addams ready reference files.

Deferred
2/15/06

Disposition
Approved
3/15/06

b) Dispose of all other material when no longer needed after consulting with the University Archives and Library Special Collections Department.

9. Requests for Information

Dates: 1965-
Volume: 5 linear feet
Annual Accumulation: .10 linear feet
Arrangement: Chronological

This series contains written requests for information on the museum or the history of Hull House and the surrounding community.

Recommendation: Retain for one (1) year from the end of the fiscal year and destroy.

Deferred
2/15/06

Disposition
Approved
3/15/06

10. Fundraising Records

Dates: 1965-
Volume: .25 cubic feet
Annual Accumulation: Negligible
Arrangement: Organized by success or nonsuccess, then chronological thereunder

This series contains correspondence, reports, notes, minutes, and other

records concerning non-grant fundraising for Jane Addams Hull-House Museum.

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
2/15/06

Disposition
Approved
3/15/06

Financial records related to fundraising events are maintained with the Financial Records series (Item 12 of this records schedule).

11. Building History Files (Duplicates)

Dates: 1965 -
Volume: .75 cubic feet
Annual Accumulation: Negligible
Arrangement: By building

This series contains duplicate architectural drawings and records describing the architectural history of the Hull Home, the Hull-House Residents' Dining Hall, and other buildings from the original Hull-House complex that were planned but not rebuilt. The records are kept by the museum to help facilitate preservation, exhibits, and tours.

The UIC Office of Capital Programs maintains the "as-built" records for all campus buildings as long as they are in use by the University of Illinois, including records of all renovations and records needed for building upkeep and maintenance. The University Archives maintains records of buildings once they are sold or demolished.

Recommendation: Retain until no longer needed for local preservation and planning purposes, then 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
2/15/06

Disposition
Approved
3/15/06

12. Financial Records

Dates: 1967-
Volume: 10 cubic feet
Annual Accumulation: 2.50 cubic feet
Arrangement: Chronological and by account number thereunder

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; 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 from the end of the fiscal year and dispose of, provided that: a) Copies of receipts for artifacts added to the museum's artifact collection will be kept with the Accession Records series (Item 15 of this records schedule). b) All required audits have been completed and no litigation is pending or anticipated. c) Any additional retention requirements imposed by external funding sources (granting agencies, endowments, etc.) have expired.	Deferred 2/15/06 Disposition Approved 3/15/06
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13. Grant Files

Dates:	1982-
Volume:	1 cubic feet
Annual Accumulation:	.25 cubic feet
Arrangement:	Chronological, then by account number thereunder

This series includes records of successful applications for grants and contracts submitted by museum staff to internal and external sponsors. This series includes project narratives; budget information; proposals on university resources to be utilized; departmental copies of grants and contracts; correspondence with granting agencies and related university offices which may include or reference financial reports, intellectual property, and other regulatory issues. The Office of Business and Financial Services Grants and Contracts Division retains the agency copy of record for successful grants for three years after receipt of final payment and closing. Financial records related to the expenditure of grant funds are maintained with the Financial Records series (Item 12 of this records schedule).

Recommendation:	Retain three (3) years and dispose of, provided that: a) Project proposals, copies of grant and contract agreements, and final project reports are transferred 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. b) Any additional retention requirements specified in the grant have expired. c) All required audits have been completed and no litigation is pending or anticipated.	Deferred 2/15/06 Disposition Approved 3/15/06
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14. Grant Applications (Denied)

Dates: 1982-
 Volume: .25 cubic feet
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of grant applications submitted by faculty and staff members to external funding organizations that were denied; the series 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 provided all required audits have been completed, the Principal Investigator (P. I.) has approved the disposal or is no longer with the department, and no litigation is pending or anticipated.

Deferred
2/15/06

Disposition
Approved
3/15/06

15. Accession Records

Dates: 1967-
 Volume: 4.50 cubic feet
 Annual Accumulation: Negligible
 Arrangement: By inventory number

This series documents the addition of artifacts into the museum, and includes receipts; agreements; logs; and other records documenting custody or ownership. Records of items owned by the museum but not added to the museum's artifact collection are covered in the Inventory and Key Records series (Item 17 of this records schedule).

Recommendation: Retain permanently provided that administrative records documenting the location of individual items within the museum can be disposed of when no longer administratively useful.

Deferred
2/15/06

Disposition
Approved
3/15/06

16. Museum Loan Records

Dates: 1967-
 Volume: .25 cubic feet
 Annual Accumulation: .10 cubic feet
 Arrangement: By inventory number and chronological thereunder

This series documents the terms and conditions of loan agreements, and includes any records documenting the chain of custody of material loan to or by the museum.

Recommendation: Retain five (5) years after return of item, then dispose of, provided that a summary loan history containing the institution loaned to and dates loaned is maintained permanently for each item loaned out of the collection.

Deferred
2/15/06

Disposition
Approved
3/15/06

17. Inventory and Key Records

Dates: 1980-
Volume: .75 cubic feet
Annual Accumulation: .10 cubic feet
Arrangement: By inventory number and chronological thereunder

This series contains departmental copies of moveable equipment inventories not covered in the Accession Records (Item 15 of this records schedule), and includes records showing date of acquisition; description of equipment; tag number; purchase date; cost; purchase order number; lists of keys and persons authorized to have keys to department office space; annual inventory reports; and individual reports for equipment removed from inventory.

Recommendation: Retain five (5) years and dispose of, provided that all required audits have been completed and no litigation is pending or anticipated.

Deferred
2/15/06

Disposition
Approved
3/15/06

18. Cash Sales Records

Dates: 1995-
Volume: 2 cubic feet
Annual Accumulation: 10 cubic feet
Arrangement: Chronological and by account number thereunder

This series consists of cash sales receipts and reports of cash sales; reports of cash received; gifts received; sales invoices; cash register tapes; and student charges for sales activities of the department. This series also contains departmental copies of financial documents received from the Office of Business and Financial Services, including daily and monthly reports; vendor copies of customers' credit card slips; all work papers used for accounting of sales money; and internal records of purchase orders.

Recommendation: Retain four (4) years from the end of the fiscal year and dispose of, provided that all required audits have been completed and no litigation is pending or anticipated.

Deferred
2/15/06
Disposition
Approved
3/15/06

19. Appointment Forms

Dates: 1982-
 Volume: 3 cubic feet
 Annual Accumulation: None
 Arrangement: By status (active and inactive) and alphabetical
 thereunder

This series contains departmental copies of notification of appointment and change of status forms for academic, non-academic, and graduate assistants holding appointments in the Jane Addams Hull-House Museum.

Recommendation: Retain three (3) years and dispose of provided that the earliest and latest appointment forms for academic and non-academic staff are maintained with the Personnel Files series (Item 22 of this records schedule).

Deferred
2/15/06

Disposition
Approved
3/15/06

20. Payroll Records (Duplicates)

Dates: 1994-
 Volume: 1.50 cubic feet
 Annual Accumulation: .50 cubic feet
 Arrangement: Chronological and by type of document thereunder

This series consists of departmental copies of payroll records for faculty, academic professionals, civil service and student hourly staff; and contains daily time reports; student biweekly or daily time cards; 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
2/15/06

Disposition
Approved
3/15/06

21. Applicant Search Files

Dates: 1982-
 Volume: .50 cubic foot
 Annual Accumulation: .10 cubic feet
 Arrangement: Chronological and by position thereunder.

This series contains job announcements; letters of application; 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 Summaries and Pre-Audit forms. Documentation for applicants who are hired is transferred to the Personnel Files series (Item 22 of this records schedule).

Recommendation:	Retain five (5) years from the date the search was closed, and dispose of, provided that: a) All applicant files for positions about which grievances are anticipated or have commenced are retained until resolution of all claims. b) All required audits have been completed. c) Applicant files for graduate research assistants, undergraduate student positions, and other nonpermanent positions can be disposed of once the position is filled.	Deferred 2/15/06 Disposition Approved 3/15/06
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23. Personnel Files

Dates:	1967-
Volume:	5 cubic feet
Annual Accumulation:	1 cubic feet
Arrangement:	By status (current or inactive) and alphabetical by name thereunder

This series includes personnel related records for university civil service, academic staff, faculty, and student employees. Personnel files for students and university civil service include: 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. Personnel files for faculty and academic professional positions include: employment applications; personal histories; vitae; letters of recommendation; sabbatical leave requests and recommendations; course evaluation forms; 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.

Recommendation:	Retain six (6) years after the date of 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, or personal histories for faculty or academic staff (but not civil service and students) are transferred to the University Archives and transfer to University Archives for disposition. University Archives staff will review and accession particular	Deferred 2/15/06 Disposition Approved 3/15/06
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records of historical significance for permanent retention. All records remaining after review by archives staff will be disposed of.

24. Reports of Non-University Activities (Duplicates)

Dates: 1990-
Volume: 1.50 cubic feet
Annual Accumulation: .50 cubic feet
Arrangement: Chronological and alphabetical by name thereunder

This series contains departmental copies of academic staff reports of non-university activities. This is a web-based form that must be printed and signed. The Office of the Vice Chancellor for Research maintains the agency record copies.

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

**Deferred
2/15/06**

**Disposition
Approved
3/15/06**

25. Activities Analysis Reports (Duplicates)

Dates: 1990-
Volume: 2 cubic feet
Annual Accumulation: .50 cubic feet
Arrangement: Chronological and alphabetical by name thereunder

This series contains departmental copies of UIC faculty Activity Analysis Reports. The Office of Data Resources maintains the agency record copies.

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

**Deferred
2/15/06**

**Disposition
Approved
3/15/06**