

RECORDS DISPOSITION AUTHORIZATION

UNIVERSITY OF ILLINOIS ARCHIVES
STATE OF ILLINOIS RECORDS COMMISSION

UNIVERSITY OFFICES	X CHICAGO	APPROVALS
SPRINGFIELD	URBANA-CHAMPAIGN	CAMPUS ARCHIVIST APPROVAL DATE <i>Kenneth Buller</i> 11/23/2003
COLLEGE OR ADMINISTRATIVE UNIT		UNIVERSITY APPROVAL DATE 11/29/05 <i>B. Joseph White</i>
Academic Affairs-Executive Associate Provost		STATE RECORDS COMMISSION APPROVAL CHAIR DATE
DEPARTMENT		<i>Dana A. J. Jr.</i> 11/16/06
OFFICE		STATE RECORDS COMMISSION APPROVAL SECRETARY DATE
Disability Resource Center		<i>Robert F. [unclear]</i> 1-18-06
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.		
<i>Maureen Goldberg</i> 11/21/05		
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: 1995 -
Volume: 2 cubic feet
Annual Accumulation: .25 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, 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. 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.

**Disposition
Approved
1/18/2006**

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
1/18/2006**

3. Official Reports

Dates: 1995 -
Volume: 1 cubic foot
Annual Accumulation: Negligible
Arrangement: Alphabetical by subject

This record series consists of reports submitted by the Office of Disability Services / Disability Resource Center to the Illinois Board of Higher Education containing information on the number of students with disabilities registered and served at UIC broken down by type of student (undergraduate students, graduate students, and students in professional programs) and disability types (disability categories include: Learning, ADHD, Psychological, Developmental, Mobility, Blind/Low Vision, Deaf/Hard of Hearing, and Systemic/Chronic Health Problems). This record series also contains any similar reports submitted to the Office of the Chancellor, other offices within the University of Illinois, and external oversight agencies, as well as any internal reports related to the office's operation such as long range plans, annual reports of the office, etc.

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

**Disposition
Approved
1/18/2006**

4. Disability Surveys

Dates: 1995 -
Volume: 1 cubic foot
Annual Accumulation: Negligible
Arrangement: Alphabetical by subject

This record series consists of surveys conducted by the Office of Disability Services / Disability Resource Center to assess the campus atmosphere regarding disabled students. It may include final reports as well as individual survey forms in paper and electronic format.

Recommendation: Retain final reports for ten (10) years and transfer to University Archives for permanent retention, provided that individual survey forms and working files may be destroyed after six (6) years.

**Disposition
Approved
1/18/2006**

5. Registered Disabled Student Records

Dates: 1999-
 Volume: 24 cubic feet
 Annual Accumulation: 3 cubic feet
 Arrangement: By Status (active/inactive), then alphabetical thereunder. Records for students who have not contacted the office after twelve months are considered inactive.

This record series consists of records documenting that students are registered with the University of Illinois at Chicago as being disabled and documentation of accommodations made by the University of Illinois at Chicago to assist those students in their education in areas such as sign language interpreters, testing accommodations, note taking assistance, document conversion, closed captioning, access to campus transportation, housing accommodations, adapted computer and software training, room relocation, etc. Records may include copies of medical records submitted by students to the Office of Disabled Services to register their disability, correspondence between the office and campus unit describing accommodations the student is eligible for and received, analysis by the Office of Disabled Services of accommodations provided to individual students, updates sent to campus units, and other supporting documents.

Summary information for each student is contained in an access database maintained by the office.

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 six (6) years after being transferred to inactive status and destroy, provided that all required audits have been completed and no litigation is pending or anticipated. Summary information for students who have been inactive for over six (6) years can be deleted when its administrative use has expired.

**Disposition
 Approved
 1/18/2006**

6. Financial Records (Duplicates)

Dates: 1995-
 Volume: 3 cubic feet
 Annual Accumulation: .25 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
1/18/2006**

7. Budget Planning Files

Dates: 1995-
Volume: 1 cubic foot
Annual Accumulation: negligible
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.

**Disposition
Approved
1/18/2006**

8. Payroll Records (Duplicates)

Dates: 1995 -
Volume: 1 cubic foot
Annual Accumulation: Negligible
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. **Disposition Approved 1/18/2006**

9. Non-Academic Personnel File (Duplicates)

Dates: 1995 -
Volume: 1 cubic foot
Annual Accumulation: Negligible
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. **Disposition Approved 1/18/2006**