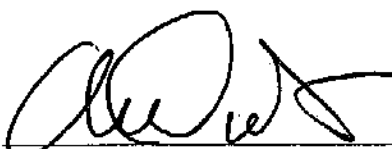


## RECORDS DISPOSITION AUTHORIZATION

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>Julia H. [unclear]</i> <i>Oct 16/06</i>	
COLLEGE OR ADMINISTRATIVE UNIT		UNIVERSITY APPROVAL DATE <i>10/23/06</i> <i>B. Joseph White</i>	
College of Medicine – All Sites		STATE RECORDS COMMISSION APPROVAL CHAIR <i>David A. [unclear]</i> DATE <i>11/15/06</i>	
DEPARTMENT		STATE RECORDS COMMISSION APPROVAL SECRETARY <i>[unclear]</i> DATE <i>11/15/06</i>	
Registrar			
OFFICE			
<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>			
 A. Dawtes HEAD OF COLLEGE, DEPARTMENT OR OFFICE		7-14-06 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. **Medical Student File, College Registrar Copy**

Dates: 1930 -  
Volume: 180 cubic feet  
Annual Accumulation: 10 cubic feet  
Arrangement: By status (active and inactive). In Chicago, paper records of students who graduated from 1930 through 1991 are maintained in alpha order by the student's last name. The records for students who have graduated since 1992 are stored by graduation year. At the Peoria, Rockford, and Urbana sites, paper records for all graduates are maintained in alphabetical order by graduation year.

This record series consists of individual files for each student pursuing a medical degree at all of the University of Illinois at Chicago College of Medicine sites (Chicago, Rockford, Peoria, and Urbana). Types of documents found in a student file include application, financial aid, and student career data. Student career data includes Medical Student Performance Evaluations (MSPEs, previously known as Dean's Letters), Promotions Committee Letters, USMLE results, and student grades, evaluations, and performance ratings.

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. However, the College of Medicine retains additional information required for reporting requirements, advising, monitoring student progress, and eligibility verification for licensing requests.

The paper records of medical students who attend at Chicago, Urbana, Peoria, and Rockford sites are maintained at those sites. The Chicago site also maintains electronic student career records that span all four campuses. Paper records for students who are dismissed or withdraw from the Rockford, Peoria, and Urbana sites are transferred to the College Registrar at the Chicago site.

Records from prior to 1930, including the student records from the College of Physicians and Surgeons of Chicago, are maintained in the University Archives in paper and microfilm format.

This item supercedes application 05-38.item 5, to provide for the microfilming of documents ten years after graduation or date of last enrollment, which were previously approved for transfer to the University Archives for permanent retention after being held by the Registrar's Office for eighty years. This revision to the previously approved schedule will also reduce the in-house storage time of the documents to be retained permanently, provide for deposit of a security copy in the Illinois State Archives, and allow for the destruction of the originals after microfilming.

**Recommendation:**

Retain files for ten (10) years after graduation or date of last enrollment, then weed out the facilitative documents (such as address change requests; schedule change requests; miscellaneous change of status forms and letters; letters of recommendation; copies of immunizations records; routine communications not concerning promotions, retention, or disciplinary issues, then dispose of provided no litigation is pending or anticipated and provided all audits have been completed under the authority of the Auditor General if required. Microfilm the remainder of the file and dispose of the originals and transfer a security copy (reel film only) to the State Archives for permanent retention. Retain the positive copy of the microfilm in the College for eighty (80) years, then transfer to the University Archives for permanent retention.

**Disposition**  
**Approve**  
**11/15/06**