

1. Department Subject Files

Dates: 1970-
Volume: 30 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. Included is correspondence from university administrators, faculty, and users; strategic plans, long-range plans, master plans, memoranda, 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 permanent retention.

**Deferred
7/19/06**

**Disposition
Approved
10/18/06**

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 on 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, drafts of subsequently published material, internal ballots for electing faculty to serve on committees, and “for your information” reports and studies created outside the department that have no direct impact on the department.

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

**Deferred
7/19/06**

**Disposition
As Amended
Approved
10/18/06**

3. Committee Records

Dates: 1970-
Volume: 6 cubic feet
Annual Accumulation: .25 cubic feet
Arrangement: Alphabetical by committee, then chronological

This record series contains records of committees, tasks forces, and similar decision-making bodies that directly relate to the department and includes agendas, minutes, reports, and correspondence, and membership lists.

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

**Deferred
7/19/06**

**Disposition
Approved
10/18/06**

4. Budget Planning Files

Dates: 1996-
Volume: 2 cubic feet
Annual Accumulation: .25 cubic feet
Arrangement: Chronological

This record series contains records used to plan the department budget and includes 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 University Archives maintains copies of the University of Illinois Budget Summary for Operations (an annual publications describing the budget of campus unit for the upcoming year) and the Report of the Board of Trustees of the University of Illinois Supplement (containing salaries of all faculty and administrators) permanently.

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
7/19/06**

**Disposition
Approved
10/18/06**

5. Financial Records (Duplicates)

Dates: 1996-
Volume: 2 cubic feet
Annual Accumulation: .25 cubic feet
Arrangement: Chronological and by account number thereunder.

This record 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, 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 from the end of the fiscal year 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
7/19/06**

**Disposition
Approved
10/18/06**

6. Research Grant Files (Duplicates)

Dates: 1996-
Volume: 5 cubic feet.
Annual Accumulation: 1 cubic feet.
Arrangement: By Year, Then By Grant Thereunder

This record series consists of grant files for successful applicants for grants and contracts submitted by faculty members to sponsors outside of the department. This series 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.

Original research grant files are maintained in the Office of the Vice Chancellor of Research

Recommendation: Retain for six (6) years following the termination and/or completion of the corresponding grant project(s), then dispose of provided that any additional retention requirements imposed by the funding agency have expired, all required audits have been completed,

**Deferred
7/19/06**

and no litigation is pending or anticipated
Final reports of the grant programs may be offered to
the University Archives for permanent retention if of
historical value.

Disposition
Approved
10/18/06

7. Research Grant Applications (Denied) (Duplicates)

Dates: 2000-
Volume: 5 cubic feet
Annual Accumulation: 1 cubic foot
Arrangement: By Year, Then By Grant Thereunder

This record series contains grant applications submitted by faculty to funding sources external to the department that were denied and may include grant proposals, objectives of the research proposal, cost estimates, and spending allotments.

Original research grant files are maintained in the Office of the Vice Chancellor of Research

Recommendation: Retain in office for one (1) year following date of rejection and approval of the Principal Investigator (P.I.), then dispose of provided all required audits have been completed and no litigation is pending or anticipated.

Deferred
7/19/06

Disposition
Approved
10/18/06

8. Delegation of Signature Cards

Dates: 1996-
Volume: 1 cubic foot
Annual Accumulation: negligible
Arrangement: Alphabetical by name

This record series contains authorization cards showing delegations of signatures and documents that may be signed. Copies of signature authorization cards are also maintained at the campus Office of Business and Financial Services for two years after the expiration of authority.

Recommendation: Retain for two (2) years after expiration of signature and destroy in a secure manner, provided that all required audits have been completed and no litigation is pending or anticipated.

Deferred
7/19/06

Disposition
Approved
10/18/06

9. Inventory and Key Records

Dates: 1996-
Volume: 1 cubic foot
Annual Accumulation: negligible
Arrangement: Alphabetical

This record series contains 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 destroy in a secure manner provided that all required audits have been completed and no litigation is pending or anticipated.

**Deferred
7/19/06**

**Disposition
Approved
10/18/06**

10. Payroll Records

Dates: 1996-
Volume: 3 cubic feet
Annual Accumulation: .5 cubic feet
Arrangement: Chronological and by type of document thereunder.

This record series contains local copies of payroll records for faculty, academic professionals, civil service and student hourly staff and may contain 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 at the system level according to the following University of Illinois at Urbana Champaign RDAs: 80-7, 82-3, 88-8. The Office of Business and Financial Services maintains the agency record copy.

Recommendation: Retain three (3) years after the end of the fiscal year and destroy in a secure manner provided that all audits pending during the last year of the retention period have been completed and no litigation is pending or anticipated.

**Deferred
7/19/06**

**Disposition
Approved
10/18/06**

11. Academic Search Files and Job Announcements

Dates: 1996-
Volume: 1 cubic feet
Annual Accumulation: .1 cubic feet
Arrangement: By position being filled and chronological 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 (item 12) of this schedule.

Recommendation: Retain for five (5) years from the date the search was closed and destroy in a secure manner 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
7/19/06**

**Disposition
Approved
10/18/06**

12. Academic Staff Applicant File and Academic Search Case Files

Dates: 1996-
Volume: 1 cubic feet
Annual Accumulation: .25 cubic feet
Arrangement: By position being filled and chronological 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 (item 14) of this schedule.

Recommendation: Retain 2 years from the effective date of employment and destroy in a secure manner 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
7/19/06**

**Disposition
Approved
10/18/06**

13. Appointment Forms

Dates: 1996-
Volume: 1 cubic foot
Annual Accumulation: .10 cubic feet
Arrangement: By status (active and inactive) and alphabetical thereunder.

This record series contains departmental copies of notification of appointment and change of status forms for academic, non-academic, and graduate assistants holding appointments in the Medical Surgical Nursing Department.

Recommendation: Retain three (3) years and destroy in a secure manner if provided that the first and last appointment forms for academic and non-academic staff are retained with the individual's personnel file.

**Deferred
7/19/06**

**Disposition
Approved
10/18/06**

14. Academic Personnel File (Duplicates)

Dates: 1970-
Volume: 15 cubic feet
Annual Accumulation: .5 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. The University Archives also maintains files on selected faculty for purely historical purposes.

Recommendation: Recommendation: Retain six (6) years after the date of retirement, resignation, or termination and destroy in a secure manner, provided that:

**Deferred
7/19/06**

a) Personnel records for all employees who have asserted a claim against the University shall be retained until such action is finally adjudicated.

**Disposition
Approved
10/18/06**

b) All required audits have been completed.

c) First and last copy of any vitae, biographical summaries, appointment forms, or personal histories present in the file are transferred to the University Archives for possible inclusion in local biographical files used to assist researchers. 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.

15. Non-Academic Personnel File (Duplicates)

Dates: 1970-
Volume: 15 cubic feet
Annual Accumulation: .5 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 destroy in a secure manner, 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
7/19/06**

**Disposition
Approved
10/18/06**

16. Promotion and Tenure File (Duplicates)

Dates: 1970-
Volume: 30 cubic feet
Annual Accumulation: 1 cubic foot
Arrangement: Chronological and alphabetical by name of faculty 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. 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 from date of final decision and destroy in a secure manner 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.

**Deferred
7/19/06**

**Disposition
Approved
10/18/06**

17. Reports of Faculty and Staff Activities

Dates: 1990-
Volume: 7 cubic feet
Annual Accumulation: .50 cubic feet
Arrangement: Chronological, then alphabetical by name thereunder.

This series contains completed forms used by the campus to track faculty and staff activities for reporting purposes and includes departmental copies of academic staff reports of non-university activities and faculty activity analysis reports. It also includes printouts of summary activity reports issued to departments by the College of Nursing such as Faculty Productivity Reports.

The agency copy of record for non-routine non-university activities reports and activity analysis reports is maintained at the Office of the Vice Chancellor for Research.

The agency copy of record for Faculty Productivity Reports is maintained by the administration office of the College of Nursing.

Recommendation: Retain for three (3) years and destroy in a secure manner provided that all required audits have been completed and no litigation is pending or anticipated.

**Deferred
7/19/06**

If an employee is not able to complete a form, the unit head must sign the employee's form and retain for five years.

**Disposition
Approved
10/18/06**

18. Timetable and Course Descriptions File

Dates: 1996-
Volume: 4 cubic feet
Annual Accumulation: .5 cubic feet
Arrangement: Chronological and by course number thereunder.

This record series contains departmental working papers and correspondence regarding timetable information submitted prior to publication in course catalogs and official timetables. Planning including drafts of timetable 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 two (2) years from the end of the semester and destroy. **Deferred 7/19/06**
Disposition Approved 10/18/06

19. Class Roster File and Course Lists

Dates: 1996-
Volume: 2 cubic feet
Annual Accumulation: .25 cubic feet
Arrangement: Chronological and by course number thereunder.

This record series includes departmental copies of Advance Enrollment Roster and Tally and final Class Rosters listing name, social security number, college, curriculum and level of students enrolled in courses.

Recommendation: Retain for two (2) years from the end of the semester and destroy in a secure manner provided that superseded Class Rosters may be disposed of as updated ones are received. **Deferred 7/19/06**
Disposition Approved 10/18/06

20. Change of Section Forms

Dates: 1996-2004
Volume: 1 cubic foot
Annual Accumulation: .10 cubic feet
Arrangement: Chronological and alphabetical by name thereunder.

This record series includes departmental copies 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.

Recommendation: Retain current semester and destroy in a secure manner. **Deferred 7/19/06**
Disposition Approved 10/18/06

21. Grade Rosters

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

This record series includes departmental copies 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 Office of Admissions and Records maintains the agency record copy for final grade rosters and official transcript information in accordance with records disposition authorization (RDA) 05-15.

Recommendation: Retain for two (2) years from the end of the semester and destroy in a secure manner.

**Deferred
7/19/06**

**Disposition
Approved
10/18/06**

22. Student Examinations and Instructor Course Grade Books

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

This record series contains faculty and teaching assistant Student Examinations Files and Instructor Course Grade Books as well as assignments, examinations, and "blue books" completed by students for an individual course that were not returned to the student. Records may list name, grade, student identification number, and college. The Office of Admissions and Records maintains all records needed to generate transcripts or to verify attendance in accordance with RDA 05-15.

The course grades are recorded in the students official academic record maintained by the Office of Records and Admissions.

Recommendation: All grade books, final exams, or other graded items not returned to the student will be maintained by individual faculty members for three (3) years and then destroyed in a secure manner. If an instructor leaves the university, the department head or chair will maintain all such records for three (3) years, then destroy them in a secure manner.

**Deferred
7/19/06**

**Disposition
Approved
10/18/06**

23. Book Order Forms

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

This record series contains departmental copies of book order forms listing course title and number, instructor, date, expected enrollment and books, supplies, and equipment required for Medical Surgical Nursing courses.

Recommendation: Retain for one (1) year from end of the semester and dispose of.

**Deferred
7/19/06**

**Disposition
Approved
10/18/06**

24. Course Syllabi File

Dates: 1994-
Volume: 3 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 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
7/19/06**

***Deferred
10/18/06**

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.

***This item was deferred to 10/18/06 because there are no electronic records rules established.**

25. Instructor Evaluation Reports

Dates: 1996-
Volume: 1.5 cubic feet
Annual Accumulation: .25 cubic feet
Arrangement: Chronological by semester and alphabetical afterwards.

This record series contains student evaluations of faculty and includes departmental copies of instructor reports recording results of course evaluations completed each semester by students in each course.

Recommendation: Retain for six (6) years and destroy in a secure manner, provided that all required audits have been completed and no litigation is pending or anticipated.

**Deferred
7/19/06**

**Disposition
Approved
10/18/06**

26. Withdrawn Student File

Dates: 1996-
Volume: 4 cubic feet
Annual Accumulation: .5 cubic feet
Arrangement: Chronological and alphabetical by student name thereunder.

This record series contains files for persons who were admitted to the undergraduate or graduate program in Medical Surgical Nursing but withdrew, canceled, or did not enroll in courses. These files include applications, transcripts, letters of recommendation, notifications of decisions, and correspondence.

Recommendation: Retain one (1) year from semester census date (usually day 10) and destroy by secure means.

**Deferred
7/19/06**

**Disposition
Approved
10/18/06**

27. Denied Applicant File

Dates: 1996-
Volume: 3 cubic feet
Annual Accumulation: .50 cubic feet
Arrangement: Chronological and alphabetical by student name thereunder.

This record series contains files for individuals who applied for but were denied

admission to graduate programs in Medical Surgical Nursing and includes correspondence, applications, transcripts, SAT, ACT, and GRE scores, letters of recommendation, departmental admissions checklist, International Student Referral form, OAR Departmental Referral From, student papers, and notification of decision.

Recommendation: Retain one (1) year from the date of decision on admission and destroy by secure means, 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
7/19/06**

**Disposition
Approved
10/18/06**

28. Incomplete Applicant File

Dates: 1996-
Volume: 3 cubic feet
Annual Accumulation: .50 cubic feet
Arrangement: Chronological and alphabetical thereunder.

This record series contains files for individuals who inquired about or began, but did not complete, application procedures for graduate programs in Medical Surgical Nursing and includes correspondence, applications, transcripts, ACT, SAT, GRE scores, and letters of recommendation.

Recommendation: Retain one (1) year from semester census date (usually day 10) and destroy by secure means.

**Deferred
7/19/06**

**Disposition
Approved
10/18/06**

29. Graduate Student File

Dates: 1996-
Volume: 10 cubic feet
Annual Accumulation: 2 cubic feet
Arrangement: By status (active and inactive) and alphabetical by student name thereunder.

This record series contains files for individuals enrolled in graduate programs in the department and may include 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, Masters and 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 Office of Admissions and Records maintains the agency record copy of student summary index information except for names of student advisor and title of thesis/dissertation.

Recommendation:	Retain for five (5) years after graduation or date of last enrollment then destroy by secure means provided that:	Deferred 7/19/06
	a) All required audits have been completed and no litigation is pending or anticipated;	Disposition Approved 10/18/06
	b) Copies of PhD dissertations have been deposited in the library;	
	c) Masters degree research projects and theses may be offered to University Archives for possible permanent retention if of historical value.	