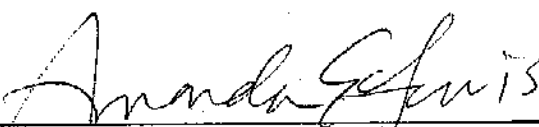


RECORDS DISPOSITION AUTHORIZATION

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

UNIVERSITY OFFICES X CHICAGO SPRINGFIELD URBANA-CHAMPAIGN	APPROVALS
COLLEGE OR ADMINISTRATIVE UNIT College of Liberal Arts and Sciences	CAMPUS ARCHIVIST APPROVAL DATE <i>Julia H. [unclear]</i> <i>Oct 31 / 06</i>
DEPARTMENT African-American Studies	UNIVERSITY APPROVAL DATE <i>11/2/06</i> <i>B. Joseph White</i>
OFFICE	STATE RECORDS COMMISSION APPROVAL CHAIR <i>Dan A. [unclear]</i> DATE <i>12/20/06</i>
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. <div style="display: flex; justify-content: space-between; align-items: center;"> <div data-bbox="84 1144 690 1293">  HEAD OF COLLEGE, DEPARTMENT OR OFFICE </div> <div data-bbox="738 1207 917 1293"> <i>10/23/06</i> DATE </div> </div>	STATE RECORDS COMMISSION APPROVAL SECRETARY <i>[Signature]</i> DATE <i>12-20-06</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.

ADMINISTRATIVE RECORDS

1. Administrative Correspondence and Historical Files

Dates: 1971-
Volume: 3 cubic feet
Annual Accumulation: Negligible
Arrangement: Alphabetical by subject

This record series consists of incoming and outgoing correspondence exchanged between the departments and other units of the 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; memoranda, news clips, press releases, notices of intent, and related material relating to policy, procedure, and planning and to the general administration of the department. Specific topics include issues of interest to African-American students and faculty at UIC as well as higher education in general, research on similar programs at campuses outside of the University of Illinois at Chicago, course proposals, activities of organizations external to the department such as the Chancellor's Committee on the Status of African-Americans, grants submitted by faculty in the department to external funding sources, information on the participation of the department in seminars, symposiums, and presentations.

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

**Disposition
Approved
12/20/06**

2. Routine Administrative Correspondence and Reference Files

Dates: 1990-
Volume: 18 cubic feet
Annual Accumulation: 1 cubic foot
Arrangement: Alphabetical by subject

This record series consists of routine administrative files accumulated by the department and includes routine matters nonessential to either the administration or policy of the department. 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 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 12/20/06
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3. Financial Records (Duplicates)

Dates:	1997-
Volume:	12 cubic feet
Annual Accumulation:	1 cubic foot
Arrangement:	Chronological

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.	Disposition Approved 12/20/06
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4. Budget Planning Files

Dates:	1997-
Volume:	5 cubic feet
Annual Accumulation:	.50 cubic feet
Arrangement:	Chronological

This record series contains 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.

Disposition
Approved
12/20/06

5. Inventory and Key Records

Dates: 1973-
Volume: 3 cubic feet
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 after being superceded 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.

Disposition
Approved
12/20/06

HUMAN RESOURCES RECORDS

6. Departmental Time Sheets and Payroll Records (Duplicates)

Dates: 1990-2000
Volume: 1 cubic foot
Annual Accumulation: negligible
Arrangement: Chronological, then alphabetical there under

This record series contains departmental copies of civil service time sheets and time cards, academic monthly absence reports, professional leave requests, office copies of standard time reports, standard time report adjustments, payroll account distribution vouchers, payroll account obligation reports, and payroll account reconciliations.

The Campus Office of Human Resources retains the agency copy of record.

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

**Disposition
Approved
12/20/06**

7. Academic Search Files and Job Announcements

Dates: 1998-
Volume: negligible
Annual Accumulation: negligible
Arrangement: By position being filled and alphabetically by applicant name 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 of this schedule (item 8 of this RDA).

Recommendation: Retain for five (5) years from the date the search was closed and destroy in a secure manner of provided that:

**Disposition
Approved
12/20/06**

a) all records for positions about which a grievance or litigation is anticipated or have commenced are retained until resolution of all claims; and

b) all required audits have been completed.

8. Academic Staff Applicant File and Academic Search Case Files

Dates: 1998-
Volume: 6 cubic feet
Annual Accumulation: 1 cubic foot
Arrangement: By position being filled and alphabetically by applicant name 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.

Records for applicants who are hired are transferred to the Personnel File (item 9 of this application).

Recommendation: Retain 2 years from the close of search and destroy provided that:

- a) all records for positions about which a grievance or litigation is anticipated or have commenced are retained until resolution of all claims; and
- b) all required audits have been completed.

**Disposition
Approved
as Amended
12/20/06**

9. Departmental Copies of Personnel Files (Duplicates)

Dates: 1980-
Volume: 24 cubic feet
Annual Accumulation: 1 cubic foot
Arrangement: By status (active/inactive), then alphabetical thereunder

This record series contains duplicate copies of personnel files for academic, civil service, and student staff that are kept by the department for local administrative use. The campus Human Resources office maintains the agency copy of record for 65 years after resignation, retirement, or termination. The series may contain applicant referrals, applications, personal histories, notification of appointment, and change of status forms and correspondence, notes and evaluations regarding employment, staff development activities, course evaluation forms, research projects, sabbatical leave requests, departmental committees, and other professional activities, and departmental copies of contracts with Board of Trustees, notification of appointment, and change of status forms and grievances.

Recommendation:

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

**Disposition
Approved
12/20/06**

a) All required audits are completed and no litigation is pending or anticipated, and

b) First and last copy of any vita, photographs, or biographical summaries for faculty and academic professionals are offered to the University Archives for possible inclusion into local reference files used by individuals researching UIC history.

10. Promotion and Tenure File

Dates: 1998-
Volume: 6 cubic feet
Annual Accumulation: 1 cubic foot
Arrangement: Alphabetical

This record series contains documents used in reviewing faculty for promotion and tenure including biographical summary, 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 African-American Studies Department.

Recommendation:

Retain for ten (10) years from date of final decision on tenure status and destroy in a secure manner provided that all required audits have been completed and no litigation is pending or anticipated.

**Disposition
Approved
12/20/06**

CURRICULUM AND STUDENT RECORDS

11. **Class Roster File and Course Lists**

Dates: 1990-1994
Volume: 4 cubic feet
Annual Accumulation: Negligible
Arrangement: Chronological and by course number thereunder.

This record series contains 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. This series is no longer distributed in print format, with electronic copies being centrally maintained by the Office of Admissions and Records.

Recommendation: Retrain for two (2) years from end of semester and destroy in a secure manner, provided that superseded class rosters may be destroyed as updated ones are received. **Disposition Approved 12/20/06**

12. **Grade Rosters**

Dates: 1971-1993
Volume: 4 cubic feet
Annual Accumulation: Negligible
Arrangement: Chronological and by course number thereunder

This record series contains 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. This series is no longer distributed in print format, with electronic copies being centrally maintained by the Office of Admissions and Records.

Recommendation: Retain two (2) years from end of semester and destroy in a secure manner. **Disposition Approved 12/20/06**

13. Course Outlines and Syllabi Files

Dates: 1991-
 Volume: 4.5 cubic feet
 Annual Accumulation: .50 cubic feet
 Arrangement: Numerically by course number and chronological by semester and year thereunder.

This record series contains copies of course overview material on individual courses offered by the department and may include syllabi, course outlines, bibliographies, and reading lists. Syllabi from some sections within the department only exist in electronic format.

Recommendation: Retain original paper copies 10 years and transfer to the University Archives for permanent retention. Records in this series that only exist in electronic format will be maintained in a format usable by systems currently in use by the African-American Studies Department for a period of no less than ten years. At the end of this period, the University Archives will coordinate with the department to determine the best format, medium, and storage location for permanent preservation.

**Disposition
 Approved
 12/20/06**

14. Undergraduate and Graduate Student Files

Dates: 1971-
 Volume: 4.5 cubic feet
 Annual Accumulation: .25 cubic feet
 Arrangement: By status (active/inactive) then alphabetical thereunder

This record series contains local copies of student files maintained by the department to while the affiliated student is enrolled at UIC. These files may include grade petitions for transfer credit, notice of college level credit forms, intent to graduate authorizations, advanced placement records, applications for admission/reentry, general correspondence, entrance examination reports and test scores, letters of recommendation, military records, transcripts from high schools or other colleges and universities, correspondence with the University Counsel regarding subpoenas of student records.

The Office of Admissions and Records maintains all records needed to verify attendance or to generate transcripts in accordance with RDA 05-15.

Recommendation: Retain for five (5) years after graduation or date of last enrollment then destroy by secure means provided that all required audits have been completed and no litigation is pending or anticipated.

**Disposition
 Approved
 12/20/06**

15. **Student Examinations and Instructor Course Grade Books**

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

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: Individual faculty members will retain all grade books as well as final exams and graded items not returned to the student for three (3) years and then destroy 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.

Disposition
Approved
12/20/06