

RECORDS DISPOSITION AUTHORIZATION

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

<u> </u> UNIVERSITY OFFICES <u> </u> SPRINGFIELD	<input checked="" type="checkbox"/> CHICAGO <u> </u> URBANA-CHAMPAIGN	Application No. 07-07 Page 1 of 2 Pages
COLLEGE OR ADMINISTRATIVE UNIT School of Public Health		APPROVALS
DEPARTMENT Administration		ARCHIVIST DATE <i>Julie H. [Signature]</i> June 1, 2007
OFFICE		UNIVERSITY DATE <i>B. Joseph White 4/5/07</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 request that authority for their disposal be granted according to the schedule which follows.		STATE RECORDS COMMISSION DATE <i>Allen Eldredge - 5/18</i> <i>D. A. Jan</i>
<i>Spencer E. Furrer</i> HEAD OF COLLEGE, DEPARTMENT OR OFFICE		<i>5/17/07</i> 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.

RECORD SERIES TITLE	DESCRIPTION OF RECORD SERIES: GIVE TITLE, EARLIEST DATE, USE, SUBJECTS COVERED, FORM NUMBERS, STATUTES OR RULES RELATING TO THE FILING OF THE RECORD, FILE ARRANGEMENT, VOLUME OR ANNUAL ACCUMULATION, AND RECOMMENDED RETENTION PERIOD.
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1. Denied or Withdrawn Graduate School Applications (Originals)

Dates: 2003 -
Volume: 60 cubic feet
Annual Accumulation: 30 cubic feet
Arrangement: By Division, then Alphabetical

Description: This series contains applications for individuals who applied for but were denied admission to graduate programs in Public Health, or records for students who were admitted to graduate programs in the School of Public Health, but withdrew, canceled, or did not enroll in courses. Records found in this series includes correspondence, applications, transcripts, GRE scores, letters of recommendation, departmental admissions checklist, International Student Referral form, OAR Departmental Referral Form, student papers, and notification of decision.

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(continued)

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Item No.

Record Series Title, Description and Recommendation

Action Taken

Recommendation: Retain for three years after decision for denied students or date of last contact for withdrawn students and destroy.

**Disposition
Approved
7/18/07**

2. Graduate Student Records

Dates: 1975-
Volume: 105 Cubic Feet
Annual Accumulation: 3 Cubic Feet
Arrangement: By Status (active/inactive), Active records are arranged by degree, then alphabetical; inactive records are arranged chronologically, then alphabetical

This series contains records for individuals enrolled in graduate programs 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, dissertation proposals, and correspondence regarding progress of academic work and the awarding of assistantships. Summary information on students is also maintained on a local database system known Students Admissions Tracking System (SATS), although all essential student information needed to create transcripts and verify attendance is maintained on the system wide UI-Integrate/Banner database. The Office of Registration and Records, a unit in the Office of Admissions and Records, maintains the agency record copy of all student records needed to create transcripts or to verify that former students had enrolled in courses on campus.

Recommendation: Retain for 10 years after the date of degree or last contact and destroy. Student summary information on local databases such as SATS can be deleted when no longer administratively useful provided that all essential information needed to create transcripts or to verify attendance has been input into UI-Integrate/Banner system.

**Disposition
Approved
7/18/20**