

## RECORDS DISPOSITION AUTHORIZATION

UNIVERSITY OF ILLINOIS ARCHIVES  
STATE OF ILLINOIS RECORDS COMMISSION

<input type="checkbox"/> UNIVERSITY OFFICES <input checked="" type="checkbox"/> CHICAGO <input type="checkbox"/> SPRINGFIELD <input type="checkbox"/> URBANA-CHAMPAIGN	<b>ACTION TAKEN BY</b> CAMPUS ARCHIVIST <i>Julie A. [Signature]</i>
<b>COLLEGE OR ADMINISTRATIVE UNIT</b> Office of the Vice Chancellor for Student Affairs	
<b>DEPARTMENT</b>	UNIVERSITY PRESIDENT OR DESINGEE <i>B. Joseph White</i> <i>April 15, 2008</i>
<b>OFFICE</b> Office of Career Services	
Pursuant to the provisions of the <i>State Records Act</i> (5 ILCS 160/1 et seq.), I hereby request authority to dispose of state government records according to the schedule which follows. I certify that those records to be disposed of will not be needed in the transaction of current business nor will they be of sufficient administrative, legal, or fiscal value to warrant further retention by this agency. I also certify that any microfilm or digitized copies will be made in accordance with the standards of the State Records Commission and will be adequate substitutes for the original records.	STATE RECORDS COMMISSION CHAIRMAN <i>D. A. [Signature]</i>
<i>Andris Ganga</i> HEAD OF COLLEGE, DEPARTMENT OR OFFICE      4/3/08 DATE	STATE RECORDS COMMISSION SECRETARY <i>Thomas F. [Signature]</i>
	DATE      5-21-08

## RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF PROVIDING:

- the individual retention period is complete;
- all audits have been completed under the supervision of the Auditor General 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 or digitized and the original hardcopy record disposed of if the record is microfilmed or digitized in accordance with the standards of the State Records Commission Rules and if the film or digitized copy is retained for the prescribed retention period. Disposal of records after microfilming or digitizing must be noted on a Records Disposal Certificate.

**THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES  
ARE TO BE RETAINED PERMANENTLY.**

## 1. Departmental Subject Files

Dates: 1985-  
Volume: 18 cubic feet  
Annual Accumulation: 6 cubic feet  
Arrangement: Alphabetical

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, reports related to the office's operation such as long range plans, annual reports of the office, history files of the office, and any rules, regulations and guidelines on the operation of the office, as well as newsletters, pamphlets and other publications.

Recommendation: Retain for five (5) years and transfer to University Archives for permanent retention.

**Deferred  
3/19/08**

**Disposition  
Approved  
5/21/08**

## 2. Routine Administrative Correspondence and Reference Files

Dates: 2000-  
Volume: 6 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 and destroy.

**Deferred  
3/19/08**

**Disposition  
Approved  
5/21/08**

## 3. Financial Records (Duplicates)

Dates: 1997-  
Volume: 18 cubic feet  
Annual Accumulation: 2 cubic foot  
Arrangement: Chronological

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 from end of the fiscal year and destroy, 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.

**Deferred  
3/19/08**

**Disposition  
Approved  
5/21/08**

#### **4. College of Education Graduate Credential Files**

Dates: 1968-  
Volume: 132 cubic feet  
Annual Accumulation: 1 cubic foot  
Arrangement: Chronological

This record series consists of files generated for graduates of the College of Education to assist them in their search for full-time teaching positions. They contain unofficial transcripts, resumes and letters of recommendation.

Recommendation: Retain for fifteen (15) years and destroy.

**Deferred  
3/19/08**

**Disposition  
Approved  
5/21/08**

#### **5. Student Employment Records (Originals)**

Dates: 1997-  
Volume: 228 cubic feet  
Annual Accumulation: 12 cubic foot  
Arrangement: Chronological

This series contains records of UIC student employees. Student record contains an employment application; copies of the Personnel Information Transmittal Report which documents the hiring office, the position duties, contact information and information about what account wages will be charged to; a transaction report for every hire, change and termination of position; a signed Statement of a Drug-free workplace; and an acknowledgement of the University's policy that students enroll in a minimum of 6 credit hours.

Recommendation: Retain for six (6) years after termination and destroy in a secure manner provided that records for all student employees who have asserted a claim against the University shall be retained until such action is finally adjudicated and no litigation is pending or anticipated.

**Deferred  
3/19/08**

**Disposition  
Approved as  
Rewritten  
5/21/08**

**\*This record was deferred in order to research whether these apps are for university employment or are copies that they helped students prepare for other employers.**

## 6. I-9 Records

Dates: 1987-  
Volume: 21 cubic feet  
Annual Accumulation: 3 cubic foot  
Arrangement: Alphabetical

This series contains the Federal Employment Eligibility Verification Forms (I-9) for student employees.

Recommendation: Retain for three (3) years after termination and destroy in a secure manner.

**Deferred  
3/19/08**

**\* This record was deferred to make the retention longer.**

**Disposition  
Approved as  
Rewritten  
5/21/08**

## 7. Temporary Employment Service Records

Dates: 1990-  
Volume: 18 cubic feet  
Annual Accumulation: 2 cubic feet  
Arrangement: Alphabetical

This series contains records relating to the temporary employment service operated by the Office of Career Services. It includes billing records, contracts between employers and the University, timesheets, and job postings.

Recommendation: Retain for six (6) years and destroy.

**Deferred  
3/19/08**

**Disposition  
Approved  
5/21/08**

## 8. Job Location Development Program Records

Dates: 2000-  
Volume: 8 cubic feet  
Annual Accumulation: 2 cubic feet  
Arrangement: Alphabetical

This series contains the records of the federally-funded Job Location Development Program, which pairs students with career-related employment in the private sector. The records contain student applications.

Recommendation: Retain for five (5) years and destroy in a secure manner.

**Deferred  
3/19/08**

**Disposition  
Approved  
5/21/08**

## 9. Office of Career Services Personnel Files

Dates: 1988-  
Volume: 3 cubic feet  
Annual Accumulation: 1 cubic foot  
Arrangement: Alphabetical

This record series contains the departmental files for employees of the Office of Career Services. This series includes personnel related records for university civil service, and academic staff. University civil service files include 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. Personnel files for faculty and academic professional positions include employment applications, 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.

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

**Deferred  
3/19/08**

a) Personnel records for all employees who have asserted a claim against the University shall be retained until such action is finally adjudicated and no litigation is pending or anticipated.

**Disposition  
Approved  
5/21/08**

**10. Job Fair Records**

Dates: 2004-  
Volume: 9 cubic feet  
Annual Accumulation: 1 cubic foot  
Arrangement: Chronological

This record series contains registration forms for employer participants of job fairs sponsored by the Office of Career Services, as well as forms generated by the renting of rooms on the UIC campus.

Recommendation: Retain for 2 (two) years then destroy providing all audits have been completed under the supervision of the Auditor General, if necessary and no litigation is pending or anticipated.

**Deferred  
3/19/08**

**Disposition  
Approved as  
amended  
5/21/08**

**This record was deferred to find out if there is money involved in this record series whereas a two year retention would be needed.**