

**City Design Center Records**

Part I: Directors Files

Part II: Project and Education Event Records

Part III: Common Human Resources Records

Part IV: Common Administrative Records

**Part I: Directors Files****1. City Design Center Directors Files**

Dates: 1995-  
 Volume: 20 Cubic Feet  
 Annual Accumulation: 3 Cubic Feet  
 Arrangement: Alphabetical by subject

This record series consists of correspondence and other records documenting decisions made by the center and its relationships with other campus and university offices; local, state, and federal government; professional and scholarly organizations; and individuals and groups external to the City Design Center. Included is correspondence from university administrators, faculty, and regional partners; 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.

**Disposition  
 Approved  
 4/16/08**

**2. Routine Administrative Correspondence and Reference Files**

Dates: 1995-  
 Volume: 3 Cubic Feet  
 Annual Accumulation: 1/2 Cubic Feet  
 Arrangement: Chronological

This record series consists of routine administrative files accumulated by the City Design Center and covers matters nonessential to either the administration or policy of the department, and may include material such as 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.

**Disposition  
Approved  
4/16/08**

## **Part II: Project and Educational Event Records**

### **3. Project Final Publications**

Dates: 1995-  
Volume: 6 Cubic Feet  
Annual Accumulation: 1/2 Cubic Feet  
Arrangement: Chronological by project

This record series consists of the final report created for projects and plans completed by the City Design Center.

Recommendation: Retain one (1) year and transfer to the University Archives for permanent retention.

**Disposition  
Approved  
4/16/08**

### **4. Project Interim Deliverables**

Dates: 1995-  
Volume: 5 Cubic Feet  
Annual Accumulation: 1/2 Cubic Feet  
Arrangement: Chronological by project

This record series consists of presentation boards created for meetings with City Design Center partner organizations during the planning process.

Recommendation: Retain one (1) year and transfer to the University Archives for permanent retention.

**Disposition  
Approved  
4/16/08**

### **5. Declined Project Proposals**

Dates: 1995-  
Volume: 3 Cubic Feet  
Annual Accumulation: 1/2 Cubic Feet  
Arrangement: Chronological

This record series consists of project proposals submitted to the directors of the City Design Center but that were not pursued. Proposals for plans that are pursued are kept with the project file (series 6 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.

**Disposition  
Approved  
4/16/08**

**15. Academic Staff Applicant File and Academic Search Case Files**

Dates: 1995-  
Volume: 2 Cubic Feet  
Annual Accumulation: 1/2 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. It 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 who were not hired. Documentation for applicants who are hired is transferred to the Academic Personnel File (item 16) of this schedule.

Recommendation: Recommendation: Retain 2 years from date search completion 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.

**Disposition  
Approved  
4/16/08**

**16. Academic Personnel File (Duplicates)**

Dates: 1995-  
Volume: 5 Cubic Feet  
Annual Accumulation: 1/2 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:

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

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 permanent retention.

#### 17. Non-Academic Personnel File (Duplicates)

Dates: 1995-  
Volume: 1 Cubic Feet  
Annual Accumulation: Negligible  
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.

**Disposition  
Approved  
4/16/08**

**Part IV: Common Administrative Records****18. Delegation of Signature Cards**

Dates: 1995-  
Volume: 1 Cubic Feet  
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 authority and destroy in a secure manner, provided that all required audits have been completed and no litigation is pending or anticipated.

**Disposition  
Approved  
4/16/08**

**19. Inventory and Key Records**

Dates: 1995-  
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.

**Disposition  
Approved  
4/16/08**

**20. Budget Planning Files**

Dates: 1995-  
Volume: 3 Cubic Feet  
Annual Accumulation: Negligible  
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 publication 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.

**Disposition  
Approved  
4/16/08**

**21. Financial Records (Duplicates)**

Dates: 1995-  
Volume: 3 Cubic Feet  
Annual Accumulation: Negligible  
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.

**Disposition**  
**Approved**  
**4/16/08**