

## RECORDS DISPOSITION AUTHORIZATION

UNIVERSITY OF ILLINOIS ARCHIVES  
STATE OF ILLINOIS RECORDS COMMISSION

<input type="checkbox"/> UNIVERSITY OFFICES	<input checked="" type="checkbox"/> CHICAGO	APPROVALS
<input type="checkbox"/> SPRINGFIELD	<input type="checkbox"/> URBANA-CHAMPAIGN	
COLLEGE OR ADMINISTRATIVE UNIT		CAMPUS ARCHIVIST APPROVAL DATE <i>Julia H. [unclear]</i> <i>Feb 22/08</i>
Vice-Chancellor for Academic Affairs		UNIVERSITY APPROVAL DATE <i>3/13/08</i> <i>B. Joseph White</i>
DEPARTMENT		STATE RECORDS COMMISSION APPROVAL CHAIR <i>John A. [unclear]</i> DATE <i>10/15/08</i>
OFFICE		STATE RECORDS COMMISSION APPROVAL SECRETARY <i>[unclear]</i> DATE <i>10-15-08</i>
<p>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.</p>		
<i>Margaret Grosch</i>		
HEAD OF COLLEGE, DEPARTMENT OR OFFICE		DATE <i>2/20/08</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.

## Definitions:

"Routine" Documents are defined as:

- Extra copies of documents, blank forms, or reports preserved only for use as reference or for supply purposes, where one copy has been retained for record purposes;
- Letters of transmittal and acknowledgment;
- Non-personally addressed, unsolicited correspondence and communications that originate outside of the College, such as "Deans and Directors" memoranda;
- Requests for publications or information after the requests have been filled;
- Replies to questionnaires, where the summary results have been retained for record purposes;
- Material not filed as evidence of administrative activity or for the informational content thereof, including – working notes, where a final report has been issued, documents regarding regular office functions such as correspondence requesting supplies, scheduling meetings, or informing others of an employee absence, where a record copy of financial or personnel actions is retained in another record series.

"Destroy in a Secure Manner" is defined as:

- Shredding or other methods used to destroy records in a controlled environment so the information contained therein can no longer be viewed or otherwise accessed.

**1. Vice Chancellor for Academic Affairs Subject and Correspondence Files**

Dates: 1990 -  
Volume: 10 cubic feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

Subject and Correspondence Files consist of administrative correspondence regarding overall management of the office of Vice Chancellor for Academic Affairs, annual and summary reports, policy statements, procedures, and other matters related to the Office of Academic Affairs.

Recommendation: Retain in office until inactive, then transfer to University Archives for permanent retention.

**Deferred**  
8/20/08

**Disposition**  
**Approved**  
**As Rewritten**  
10/15/08

**2. Academic Search Files**

Dates: 2000 -  
Volume: 2 cubic feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists resumes of applicants applying for positions within the Office of the Vice Chancellor for Academic Affairs. It also contains correspondence between the Office and the applicant.

Recommendation: Retain five (5) years from the effective date of employment, and destroy, provided that:

**Deferred**  
8/20/08

a) All applicant files for positions about which grievances have commenced are retained until resolution of all claims.

**Disposition**  
**Approved**  
**As Rewritten**  
10/15/08

b) All required audits have been completed.

**3. Human Resources Files (Duplicates)**

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

This series includes personnel related records for university civil service, academic staff, faculty, and student employees. Personnel files for students and university civil service 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; 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 six (6) years after the date of termination and destroy, provided that:

Deferred  
8/20/08

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

Disposition  
Approved  
As Rewritten  
10/15/08

b) All required audits have been completed.

#### 4. Financial Records (Duplicates)

Dates: 1990 -  
Volume: 6 cubic feet  
Annual Accumulation: Negligible  
Arrangement: Chronological and by account number thereunder

This 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; 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 original copy according to the following University of Illinois at Urbana Champaign RDAs: 82-3, and 08-36

Recommendation: Retain three (3) years from the end of the fiscal year and dispose of, provided that:

Deferred  
8/20/08

a) All required audits have been completed and no litigation is pending or anticipated.

Disposition  
Approved  
As Rewritten  
10/15/08

b) Any additional retention requirements imposed by external funding sources (granting agencies, endowments, etc.) have expired.

**5. Grant Applications -- Illinois Board of Higher Education -- Accepted**

Dates: 1995 -  
Volume: 6 cubic feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of grant applications submitted to the Illinois Board of higher education and letters of acceptance from the IBHE.

Recommendation: Retain five (5) years after completion of the grant period and dispose of, provided that:

Deferred  
8/20/08

a) Project proposals, copies of grant and contract agreements, and final project reports are transferred to University Archives for permanent retention

Disposition  
Approved  
10/15/08

b) Any additional retention requirements specified in the grant have expired.

c) All required audits have been completed and no litigation is pending or anticipated.

**6. Grant Applications -- Illinois Board of Higher Education -- Denied**

Dates: 1990-  
Volume: 1 cubic feet  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of grant applications submitted to the Illinois Board of Higher Education that were not funded.

Recommendation: Retain two (2) years and destroy.

Deferred  
8/20/08

Disposition  
Approved  
10/15/08

**7. Course Catalog Dispute Files**

Dates: 1990-  
Volume: 3 cubic feet  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of correspondence between university officials and students concerning complaints regarding the course catalog.

Recommendation: Retain five (5) years from resolution of complaint and destroy providing that no litigation is pending or anticipated.

Deferred  
8/20/08

Disposition  
Approved  
10/15/08

#### 8. Community College Partnership Files

Dates: 1998-  
Volume: 3 cubic feet  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series contains correspondence, reports and policy statements regarding the transfer of credits between community colleges and UIC, and the Illinois Articulation Initiative.

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

Deferred  
8/20/08

Disposition  
Approved  
10/15/08

#### 9. Illinois Co-operative Work-Study Program Records

Dates: 1998 -  
Volume: 3 cubic feet  
Annual Accumulation: 1 cubic foot  
Arrangement: Chronological by event

This record series consists of invoices, work agreement, correspondence, student evaluations, applications, and final reports regarding student work-study placements at private corporations.

Recommendation: Retain for five (5) years and destroy provided that final reports are transferred to the University Archives for permanent retention.

Deferred  
8/20/08

Disposition  
Approved  
As Rewritten  
10/15/08

#### 10. College Bridge Program Records

Dates: 2000-  
Volume: 1 cubic feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of lists, correspondence, transcripts and reports regarding the College Bridge Program, in which Chicago Public School students take a class at UIC. Student records are retained permanently by the Office of Admissions and Records.

Recommendation: Retain for five (5) years from completion of the program and destroy provided that summary reports are transferred to the University Archives for permanent retention.

Deferred  
8/20/08

Disposition  
Approved  
As Rewritten  
10/15/08

### 11. Program Change Records

Dates: 1985 -  
Volume: 8 cubic feet  
Annual Accumulation: Negligible  
Arrangement:

This record series consists of proposals to change an existing academic program or to add a new academic program submitted to the Senate Committee on Educational Policy. It also includes and correspondence regarding the proposal.

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

Deferred  
8/20/08

Disposition  
Approved  
10/15/08

### 12. Approved Program Records

Dates: 1985 -  
Volume: 60 cubic feet  
Annual Accumulation: 4 cubic feet  
Arrangement: Chronological by campus

This record series documents additions and modifications made to the curriculum. It includes curriculum proposals submitted to the Senate Committee on Educational Policy; policies; and correspondence between the Department, College and the Office of the Vice Chancellor for Academic Affairs.

Recommendation: Retain for twenty (20) years then transfer to the University Archives for permanent retention.

Deferred  
8/20/08

Disposition  
Approved  
10/15/08

### 13. Incomplete Program Proposals

Dates: 1985 -  
Volume: 3 cubic feet  
Annual Accumulation: Negligible  
Arrangement: Chronological by campus

This record series contains proposals to introduce or modify an academic program that were not completed or submitted to the Senate Committee on Educational Policy.

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

Deferred  
8/20/08

Disposition  
Approved  
10/15/08

#### 14. Academic Course Records

Dates: 1985 -  
Volume: 42 cubic feet  
Annual Accumulation: 2 cubic feet  
Arrangement: By course number

This record series documents changes to individual courses. It includes course request forms, course data sheets and correspondence.

Recommendation: Retain for twenty (20) years and destroy.

Deferred  
8/20/08

Disposition  
Approved  
10/15/08