APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

STATE OF ILLINOIS
STATE RECORDS COMMISSION

DATE RECORDS UNIT
ILLINOIS STATE ARCHIVES
SPRINGFIELD, IL 62756
(217)782-6267

AGENCY
Western Illinois University
DIVISION
Academic Vice President - Provost
SUBDIVISION
Academic Computing

PURSUANT TO THE PROVISIONS OF THE "STATE RECORDS ACT" (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 NEITHER WILL THEY BE OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FINANCIAL VALUE TO WARRANT FURTHER RETENTION BY THIS AGENCY. 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.

NOV 15 1995

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 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.
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEMS OR RECORD SERIES</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1.</td>
<td>Administrative Correspondence and Related Documents</td>
<td></td>
</tr>
<tr>
<td>Dates:</td>
<td>1987 -</td>
<td></td>
</tr>
<tr>
<td>Volume:</td>
<td>8 Cu. Ft.</td>
<td></td>
</tr>
<tr>
<td>Annual Accumulation:</td>
<td>1 Cu. Ft.</td>
<td></td>
</tr>
<tr>
<td>Arrangement:</td>
<td>Chronological by year, Alphabetical by topic</td>
<td></td>
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</tbody>
</table>

Contents include incoming and outgoing correspondence exchanged by the Academic Computing Office and other offices of the agency, federal/state offices, and interested groups/individuals external to the university. Files also include initial drafts, memos, bulletins, and working papers.

Recommendation: Retain in office for three (3) years, then with the assistance of University Archives staff, review the series and transfer any documents possessing archival value to the University Archives for permanent retention and dispose of all extraneous materials.

A2. Bachelor of Arts Degree Program Data (Computer Tape)

Dates: 1988 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year, Alphabetical by name, Numerical by file number

This record series consists of a computer data base compiled from information submitted to the agency from educational institutions under the domain of the BOG (Board of Governors). The data base documents student enrollment levels in the university’s Bachelor of Arts program.

Contents include Program A-Form Enrollment (e.g., name, address, social security number, age, marital status, racial/ethnic background, and type of employment of student; reason for enrolling in the program, questions concerning program preference, rank of program features, and how student learned about the BOG BA program); Program B Form Graduation (showing name of student, social security number, credits awarded for prior learning, transfer credits, credits earned at university awarding degree, schools from which credit was transferred, and type of degree earned at transferring institution); Program T-Form - Transfer (showing name of involved institutions; name,
address, social security number of student; acceptance/denial statement to program); Program N-Form Name Change (showing previous name, new name, social security number, date); and Program W-Form Student Withdrawal (showing name, address, social security number of student; reason for withdrawal; and date).

The Board of Governors has permanently maintained "Academic Program Records" per item 1 of Application 84-5.

Recommendation: Retain the computer tape/disk data for five (5) years following the date of data entry, then reuse and/or dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. (All computer tape/disc maintenance and preservation procedures are to be fully applied.)

### Fiscal Administration Files

**Dates:** 1987 -

**Volume:** 60 Cu. Ft.

**Annual Accumulation:** 6 Cu. Ft.

**Arrangement:** Chronological by year, Alphabetical by name

Contents include invoices, daily reconciliation reports, lab and information forms, direct pay authority slips, request for purchases, sales reconcilements, direct charge back forms, continuous orders, inventory reconcilements, budget transfer documents, inventory slips, and travel vouchers.

Original invoices and vouchers are maintained for five (5) years by the State Comptroller’s Office per item 1 of Application 89-34. Record copies of Fiscal Administration Files are maintained for six (6) years by the agency’s Accounting Office per items 38, 42, 47, 48, 50, 53, 54, 55, 57, 58, 62, 63, and 64 of Application 85-147.

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.
A4. **Inventory Control Record Listings**

<table>
<thead>
<tr>
<th>Description of Items or Record Series</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates: 1987 -</td>
<td></td>
</tr>
<tr>
<td>Volume: 2 Cu. Ft.</td>
<td></td>
</tr>
<tr>
<td>Annual Accumulation: Negligible</td>
<td></td>
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<tr>
<td>Arrangement: Chronological by year</td>
<td></td>
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</tbody>
</table>

This record series consists of documents which indicate the description, tag number, date of purchase, and amount of purchase pertinent to equipment/supplies over $100.00. Original Property Management Files are maintained by the President's Office for three (3) years per item 25 of Application 85-145.

Recommendation: Retain in office for two (2) years, then dispose of.

A5. **Personnel Files (Staff and Student Workers)**

<table>
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<tbody>
<tr>
<td>Dates: 1987 -</td>
<td></td>
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<tr>
<td>Volume: 18 Cu. Ft.</td>
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<tr>
<td>Annual Accumulation: 8 Cu. Ft.</td>
<td></td>
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<tr>
<td>Arrangement: Alphabetical by name</td>
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Files include the following documentation for staff employees: employment contracts, vacation slips, memos, commendations, recommendations, and supporting correspondence. Files include the following documentation for temporary student employees: job applications, time cards, student schedules, and memos/correspondence.

Original Staff Personnel Files are maintained by the agency's Personnel Office for sixty-five (65) years after termination of employment per item 120 of Application 85-147. Temporary Employee Files are maintained for twenty (20) years by the Personnel Office per item 121 of Application 85-147.

Recommendation: (A) Retain Staff Personnel Files (non-students) for five (5) years following termination of employment, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.
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<tr>
<td>(B)</td>
<td>Retain Temporary Student Employee Files for five (5) years following last date of attendance or graduation, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</td>
<td></td>
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</tbody>
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**A6. Unsolicited Job Applications and Resumes (Not Hired)**

Dates: 1987 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of employment applications and resumes submitted by individuals interested in employment in various positions at the university. This group of appointment applications and resumes corresponds only to individuals who are not to date successful in gaining appointment to a WIU position.

Recommendation: Retain in office for five (5) years from the date of receipt, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved