

**STATE OF ILLINOIS
RECORDS DISPOSAL CERTIFICATE**

Send To: State Records Commission
Margaret Cross Norton Building
Springfield, Illinois 62756
FAX: (217) 557-1928

For Assistance Call: (217)782-2647

Directions:

1. Fill in all blanks and columns and sign.
2. Send original certificate and a copy to above address 30 days prior to the disposal date.
3. Retain records and one copy of Disposal Certificate until the disposal date and approved copy is returned. Retain approved copy permanently.

APPLICATION #: 07-13

STATE AGENCY: Southern Illinois University Edwardsville

Vice Chancellor for University Advancement
(Division, Bureau, Section)

ADDRESS: 1329 Supporting Services Road
(Street, P.O. Box)
Edwardsville, IL 62026
(City, Zip Code)

CONTACT TELEPHONE: 618-650-3982

CONTACT EMAIL: gdunn@siue.edu

ITEM NO./SERIAL NUMBER/APP. NO.	RECORD SERIES/TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or Negs.)	METHOD OF DISPOSAL
100.06	University Foundation and Alumni Board Conflict of Interest	07/2012-06/2013	Negligible	Shred
100.08	University Foundation and Alumni Board Contracts	07/2008-06/2009	Negligible	Shred
110.06	Stewardship Letters	07/2015-06/2016	Negligible	Shred
110.03	Alumni Surveys	07/2016-06/2017	Negligible	Shred
110.04	Intern Agreements	07/2013-06/2014	Negligible	Shred
110.05	Event Files	07/2012-06/2013	Negligible	Shred
110.08	Contracts and Agreement Files	07/2008-06/2009	Negligible	Shred
120.01	Budget Analysis and Spreadsheets Working Files	07/2012-06/2013	Negligible	Shred
120.02	Financial Records	07/2012-06/2013	Negligible	Shred
120.04	Internal Revenue Service 990 Information Returns	07/2012-06/2013	Negligible	Shred
120.09	Pledge Records for Major Gifts & Annual Giving Programs			
	a) Annual Giving	07/2015-08/2015	Negligible	Shred
	b) Non-Donor Pledges	07/2016-06/2017	Negligible	Shred
190.01	Donor Prospect Files	07/2017-08/2018	1 cu. ft.	Shred
210.02	Direct Mailings Files	07/2013-06/2014	Negligible	Shred

If any of the above permanent records are microfilmed, I hereby certify that they have been reproduced in compliance with standards given in Section 4400.50 of the Regulations of the State Records Commission.

If the above permanent records are digitized, I certify that they have been reproduced in compliance with standards given in Section 4400.70 and will be maintained in compliance with standards given in Section 4400.80 of the Regulations of the State Records Commission.

(Signature required only if records are scheduled for permanent retention and have been microfilmed or digitized)

I hereby certify that, in compliance with authorization received from the State Records Commission, the records listed above will be disposed of on or after

July 1, 2019
Date

Gary Dunn
Signature

05/14/2019
Date

Gary Dunn, Records Mgmt. Officer
Print name and title on line above

Approved: Dal A. Joan 5/20/19
Date

Chairman, State Records Commission
Director, Illinois State Archives

**STATE RECORDS DISPOSAL CERTIFICATE
SUPPLEMENTAL PAGE**

APPLICATION NO.: 07-13

STATE AGENCY: SIU-Edwardsville

ITEM NO. FROM APPLICATION	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)	METHOD OF DISPOSAL
210.03	Phone Campaign Files	07/2008-06/09	Negligible	Shred
210.05	Monthly Giving Reports	07/2013-06/14	Negligible	Shred
210.06	Student Call Center Reports	07/2008-06/09	Negligible	Shred

RECEIVED
MAY 14 2019
State Records Commission