

**STATE OF ILLINOIS  
RECORDS DISPOSAL CERTIFICATE**

APPLICATION #: 07-08

STATE AGENCY: Southern Illinois University Edwardsville

Agency Wide Records  
(Division, Bureau, Section)

ADDRESS: 1329 Supporting Servicesz Road  
(Street, P.O. Box)

Edwardsville, IL 62026  
(City, Zip Code)

CONTACT TELEPHONE: 618-650-3982

CONTACT EMAIL: gdunn@siue.edu

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.**

ITEM NO. FROM APPLICATION	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)	METHOD OF DISPOSAL
100.001	Academic Program Form 90 ' s	✓ 07/2015-06/2016	Negligible	Shred
100.002	Accident Reports (Student, Faculty, and Staff)	✓ 07/2013-06/2014	Negligible	Shred
100.003	Accreditation Reports and Institutional Reports (Dup.)	✓ 07/2013-06/2014	2 cu. ft.	Shred
100.004	Administrative Correspondence (Routine Documents)	✓ 07/2015-06/2016	20 cu. ft.	Shred
100.005	Class Attendance Records	✓ 07/2013-06/2014	Negligible	Shred
100.006	Class Enrollment Reports	✓ 07/2013-06/2014	Negligible	Shred
100.007	Class Schedules	✓ 07/2016-06/2017	1 cu. ft.	Shred
100.008	Contracts and Agreements	✓ 07/2013-06/2014	18 cu. ft.	Shred
100.009	Course Schedules	✓ 07/2016-06/2017	Negligible	Shred
100.010	Course Syllabi <i>duplicates</i>	✓ 07/2017-6/2018	2 cu. ft.	Shred
100.011	Curriculum Files <i>duplicates</i>	✓ 07/2016-06/2017	160 cu. ft.	Shred
100.012	Departmental Statistical Reports	✓ 07/2013-06/2014	Negligible	Shred
100.014	Evaluations of Deans, Associate Deans, and Departmental	07/2013-06/2014	Negligible	Shred
100.016	Faculty Payroll Files	✓ 07/2015-06/2016	Negligible	Shred
100.017	Faculty Promotion and Tenure 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.

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

05/09/2019  
Date

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

Approved:

Del A. Joens

5/20/19

Chairman, State Records Commission  
Director, Illinois State Archives

Date

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

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SUPPLEMENTAL PAGE**

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100.018	Faculty Tenure, Promotion, and Salary Committee	✓ 07/2013-06/14	Negligible	Shred
100.020	Fiscal Administration and Budget Files	✓ 07/2015-06/16	8 1/2 cu. ft.	Shred
100.021	Grade Books and Grade Sheets	✓ 07/2015-06/16	Negligible	Shred
100.022	Grade Change Forms	✓ 07/2015-06/16	3/4 cu. ft.	Shred
100.023	Grade Rosters	✓ 07/2013-06/14	3/4 cu. ft.	Shred
100.024	Graduate Assistantship Files	✓ 07/2013-06/14	Negligible	Shred
100.025	Graduation Check Lists	✓ 07/2013-06/14	1 1/4 cu. ft.	Shred
100.026	Grant Administration Files			
	Successful	✓ 07/2013-06/14	2 1/2 cu. ft.	Shred
	Unsuccessful	✓ 07/2015-06/16	1 cu. ft.	Shred
100.027	Job Search Files (Not Hired)			
	Originals	✓ 07/2013-06/14	1 cu. ft.	Shred
	Duplicates	✓ 07/2017-06/18	1 cu. ft.	Shred
100.028	Key Control Files	✓ 07/2017-06/18	Negligible	Shred
100.029	List of Graduates (Majors and Minors)	✓ 07/2016-06/17	Negligible	Shred
<del>100.030</del>	<del>Material Safety Data Sheets</del>	<del>07/2008-06/09</del>	<del>Negligible</del>	<del>Shred</del>
100.032	Minutes (Duplicates)	✓ 07/2015-06/16	1 cu. ft.	Shred
100.034	Personnel Files	✓ 07/2013-06/14	Negligible	Shred
100.036	Proficiency Exam Files	✓ 07/2008-06/09	2 cu. ft.	Shred
100.038	Program Review Reports (Duplicates)	✓ 07/2013-06/14	Negligible	Shred
100.039	Property Control Equipment Inventories	✓ 07/2016-06/17	Negligible	Shred
100.041	Sabbatical Files	✓ 07/2013-06/14	Negligible	Shred
100.042	Salary Information	✓ 07/2015-06/16	Negligible	Shred
100.043	Student Exchange Agreement Files	✓ 07/2015-06/16	2 1/2 cu. ft.	Shred
100.044	Student Files -- Undergraduate/Graduate	✓ 07/2013-06/14	21 cu. ft.	Shred
100.045	Student Grievance Files			
	Originals	✓ 07/2013-06/14	Negligible	Shred
	Duplicates	✓ 07/2017-06/18	Negligible	Shred
100.046	Student Listings (Restricted Under FOI)	✓ 07/2013-06/14	Negligible	Shred
100.047	Student Worker Exemption Forms	✓ 07/2016-06/17	Negligible	Shred
100.048	Supply Order Forms	✓ 07/2016-06/17	Negligible	Shred
100.049	Telephone Logs	✓ 07/2016-06/17	Negligible	Shred
100.050	Textbook Request Forms	✓ 07/2015-06/16	3/4 cu. ft.	Shred
100.051	Thesis Files Departmental Copies	✓ 07/2017-06/18	Negligible	Shred
100.053	Work Orders	✓ 07/2017-06/18	2 cu. ft.	Shred
100.054	Procurement Card Files			
	Originals	✓ 07/2012-06/13	5 1/2 cu. ft.	Shred
	Duplicates	✓ 07/2015-06/16	5 1/2 cu. ft.	Shred
100.055	Examinations, Tests, Term Papers and Homework			
	Uncontested Grades	✓ 01/2018-12/18	29 cu. ft.	Shred
	Contested Grades	✓ 09/2018-08/18	1 cu. ft.	Shred

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100.056	Employee Absence Requests Forms	✓07/2016-06/17	2 cu. ft.	Shred
100.057	Student Employment Files	✓07/2016-06/17	60 cu. ft.	Shred
100.058	Payroll Records	✓07/2015-06/16	Negligible	Shred
100.059	Tuition and Fee Waivers	✓07/2013-06/14	1 cu. ft.	Shred
100.060	Driver Approval Forms	✓07/2016-06/17	Negligible	Shred
100.061	Institutional Review Board (IRB) Protocols	✓07/2016-06/17	17 cu. ft.	Shred
100.062	Background Investigations	✓07/2016-06/17	1 cu. ft.	Shred
100.063	Reports of Internal and External Audits	✓07/2011-06/12	1 cu. ft.	Shred
100.064	Drug Testing Records			
	Negative Drug Tests	✓07/2017-06/18	Negligible	Shred
	Positive Drug Tests	✓07/2013-06/14	Negligible	Shred
	Collection and Random Sample Process	✓07/2016-06/17	Negligible	Shred
	Previous Employers Records	✓07/2015-06/16	Negligible	Shred
	Education and Training Records	✓07/2016-06/17	Negligible	Shred
100.065	Evaluations of Faculty by Faculty, Students, and	✓07/2013-06/14	2 cu. ft.	Shred
100.066	Video Surveillance Records	✓06/2018-05/19	150 TB	Delete
100.067	Lab Safety Forms	✓07/2016-06/17	1/2 cu. ft.	Shred
100.068	Release, Waiver of Liability, Assumption of Risk and	✓07/2015-06/16	1 cu. ft.	Shred
100.069	Special Request Forms	✓07/2017-06/18	Negligible	Shred
100.070	Salary Time Card Records	✓07/2012-06/13	3/4 cu. ft.	Shred
100.071	Material Safety Data Sheets	✓07/1988-06/89	Negligible	Shred
100.072	Enrollment Statistical Reports (Semester and Ann	✓07/2013-06/14	1/2 cu. ft.	Shred
100.073	Semester Class Assignments	✓07/2016-06/17	Negligible	Delete
100.074	Export Control Records <i>Item cancelled See App 18-25</i>	01/2014-06/14	Negligible	Shred

**RECEIVED**  
MAY 14 2019

State Records Commission