

Vice Chancellor for University Advancement
Alumni Affairs

110.01 Alumni Membership Files

Dates: 1977-
Volume: 20 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Alphabetical

This record series consists of alumni's name, address, occupation, membership type, affiliations to other University clubs and/or associations, and type of degree.

SIU Carbondale permanently maintains "Class History Files" per item 110.16 of Application 87-62.

Recommendation: Microfilm and dispose of original paper. Retain all record series microforms in office permanently

Disposition Approved 02/16/11

110.02 Membership/Invitation Letters

Dates: 2007-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of copies of letters sent to upcoming SIUE graduates offering membership to the Alumni Association.

Recommendation: Retain in office for one (1) year or until superseded by a new membership/invitation letter, whichever is longer, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved as Amended 02/16/11

Application 07-13

110.03 Alumni Surveys

Dates: 2004-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of surveys sent to alumni members. Returned surveys may include evaluations of alumni services and/or solicit alumni feedback to improve the Alumni Association.

Recommendation: Retain in office for two (2) years or until superseded by a new survey, whichever is longer, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition approved as amended 2/16/11

110.04 Intern Agreements

Dates: 2009-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of files summarizing agreements between the University and student interns related to duties performed. The contents include the agreements and supporting correspondence.

Recommendation: Retain in office for five (5) years after the date of last employment, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition approved 2/16/11

Application 07-13

110.05 Event Files

Dates: 2009-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of files documenting the events administered by Alumni Services. Reports on generated revenues and expenses, and event analysis are included to determine the return on investments and future event feasibility.

Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition approved 2/16/11

110.06 Stewardship Letters

Dates: 2007-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of copies of thank you/memorial/honorary letters sent to or received by alumni (or family), CEO's, Chancellor's and other constituents.

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition approved 2/16/11

110.07 Alumni/Donor Giving History Lists

Dates: 1978-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of lists of Alumni Association members and University donors. The lists are for informational and marketing purposes.

Recommendation: Retain in office until superseded by new list, then

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dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition approved 2/16/11

110.08 Contracts and Agreement Files

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| Dates: | 1973- |
| Volume: | 4 Cubic Feet |
| Annual Accumulation: | Negligible |
| Arrangement: | Chronological |

This record series consists of contracts and agreements between the University and outside organizations for services (e.g. catering) provided to the Alumni Association. These files are original documents which are not processed by the University Purchasing Department.

Recommendation: Retain in office for ten (10) years after final expiration of the contract or agreement, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition approved 2/16/11

110.09 Alumni Publications Files

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| Dates: | 1973- |
| Volume: | 2 Cubic Feet |
| Annual Accumulation: | Negligible |
| Arrangement: | Chronological |

This record series consists of publications produced by the Alumni Association. Publications may include magazines, catalogs, newsletters, brochures, pamphlets, and flyers.

Recommendation: Transfer one (1) copy of each publication to the University Archives for permanent retention.

Disposition approved 2/16/11