

Vice Chancellor for Student Affairs  
Formerly Assistant Vice Chancellor for Enrollment Management and Registrar  
Career Development Center

Moved from 07-09 items 1510.001-150.005 now 230.01-230.05 11/19/14

230.01 Summary of Admission Standards and Graduation Requirements

Dates: 1972-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: N/A

This is a narrative summary of admissions standards and graduation requirements used in administering graduate studies admissions and degree awards.

Recommendation: Retain in office until revised, then transfer to the University Archives for permanent retention.  
Disposition Approved 08/20/08

230.02 Inactive Applications for Admission to Graduate Studies with Supporting Documents (Agency Record Copies)

Dates: 1972-  
Volume: 18 Cubic Feet  
Annual Accumulation: 1 ½ Cubic Feet  
Arrangement: Chronological and Alphabetical

These are applications for admissions to graduate studies with supporting documents, including copies of transcripts and letters of recommendation, which are inactive from the failure of accepted applicants to enroll or the denial of applications following review. Applications are valid for three (3) years following initial submission, after which time applicants must fully re-apply to reinstate candidate status.

Recommendation: Retain in office for three (3) years following the attainment of inactive status, then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved as Amended 08/20/08

230.03 Reference Copies of Academic Transcripts

Dates: 1973-  
Volume: 84 Cubic Feet  
Annual Accumulation: 3 Cubic Feet  
Arrangement: Chronological and Alphabetical

This is an accumulation of reference copies of student academic transcripts collected by the office in its review of admissions applications and related matters of academic accreditation.

The original academic transcripts of enrollees are maintained and scheduled for disposition by the University's Office of Admissions and Records per a separate item of this records disposition application. (This series includes transcripts submitted by both successful and unsuccessful candidates for admission.)

Recommendation: Retain in office for five (5) years lapsed from the date of generation and/or receipt of the transcripts or until expiration of administrative value, whichever is longer, then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved as Amended 08/20/08

230.04 Career Fair Organizational Records (Agency Record Copies)

Dates: 1982-  
Volume: 2 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This series includes the Center's planning and staging records pertinent to "Career Fairs." Series contents include samples of advertising ads that go into the school newspapers, copies of mailings to the student body, copies of budgets allocated for the Fairs, and copies of staff meeting minutes pertinent to the planning and productions of the event.

Recommendation: Retain in office for ten (10) years then transfer to the University Archives. University Archives staff are to review all accumulations of the series transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.

Disposition Approved 08/20/08

230.05 Annual Reports of Career Development Center Administration (Originals)

Dates: 1995-  
Volume: 2 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This series consists of annual reports of Career Development Center Administration and goal administration and achievements. Copies are provided to Lovejoy Library for its accessioning and to the Administrative Office of the Vice chancellor for Academic Affairs and Provost.

Recommendation: Retain in office for ten (10) years then transfer to the University Archives for permanent retention.  
Disposition Approved 08/20/08

230.06 Student Co-op and Internship Files

Dates: 1992-  
Volume: 26 Cubic Feet  
Annual Accumulation: 2 Cubic Feet  
Arrangement: Alphabetical and Chronological

This record series consists of the Student Co-op and Internship files which include Training Agreements, Risk Assumption forms, Curricular Practical Training (CPT) Immigration files, Student Reports, Employer Evaluations, and Learning Outcomes Assessments. Files are also maintained for similar programs such as the Co-op/Internship Program, the Vince Demuzio Governmental Internship Program, and the IBHE (Illinois Board of Higher Education) Work Study Program.

Recommendation: Retain in office for ten (10) years after date of generation, then microfilm and destroy hard copies in a secure manner. Microfilm copies will be retained an additional (35) years, then destroyed in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 07/20/16