

Vice Chancellor for Administration
Facilities Management
Director's Office

260.01 Craft Retail Reports Originals) (Hardcopy) (Electronic)
Dates: 1989 -
Volume: 160 Cu. Ft. / 48 GB
Annual Accumulation: 8 Cu. Ft. 2.4 GB
Arrangement: Chronological

This record series consists of listings of various jobs that have been scheduled by physical services personnel.

Reports list date job entered into system, date project scheduled, name of craft involved, estimated hours for completion, description of work, activity name, work order, type and category. These reports are used for scheduling purposes.

Recommendation: Retain in office for two (2) years following date of file generation, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

260.02 Facility Audits (Originals) (Hardcopy)
Dates: 1992 - 2006
Volume: 13 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Chronological

This record series consists of reports of assessments of the condition of university buildings by locale categories.

The reports also indicate maintenance performed, whether it was required for life safety compliance or elective, and estimated costs for repairs. The reports list all structures, conditions of the structures, maintenance needs, and comments on findings.

Recommendation: Retain in office for six (6) years, 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 11/18/09

260.03 Service, Work Order, and Billing Reports (Originals) (Hardcopy)
(Electronic)

Dates: 1982 -
Volume: 135 Cu. Ft. / 40.5 GB
Annual Accumulation: 7 Cu. Ft. / 2.1 GB
Arrangement: Chronological

This record series consists of computer reports generated from information in the database pertaining to work orders, descriptions of work and crafts involved, labor and material costs, accounts, and locales involved and equipment used.

The reports include departmental billings, Department Billing Summary, Routine Summary Report, Master Work Order Reports, Service Request Reports, Local Reports, Equipment Reports, Budgetary Reports, G.I.R./Modification Reports, and Summary Expenditure Reports. Most of the reports list month-to-date and year-to-date totals and expenditures and costs.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

260.04 General Improvements Request Files (Originals) (Hardcopy)

Dates: 1982 -
Volume: 14 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Negligible by job control number

This record series consists of requests for major improvements that involve space changes, such as removing walls or installing doors.

Files include the original general improvement request, estimates, copies of purchase orders for materials needed for project, architectural drawings and specifications (if needed), and modification orders (authorization to start work).

Recommendation: Retain in office for three (3) years, then dispose of provided original architectural drawings and specifications are retained permanently and all audits have been completed under the supervision of the Auditor general, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

260.05 University Building Construction Files and Improvement Files (Originals)

Dates: 1963 -
Volume: 460 Cu. Ft
Annual Accumulation: 10 Cu. Ft
Arrangement: Alphabetical by project

This record series consists of all construction documentation for university buildings.

Files include original architectural drawings, blueprints, specifications, addenda, mylars, aerial photographs, shop drawings, contracts, field books, change orders, soil borings, architects' certifications, roof warranties, construction payroll reports, project photographs, construction bonds, site reports, applications for payment, site development meeting minutes, operation manuals, correspondence, and proposals.

Recommendation: Retain in the office for five (5) years following the completion of the respective projects, then microfilm and dispose of original paper or offer to transfer the hardcopy (without microfilming) to the University Archives for its accessioning. If the latter is refused by University Archives staff, continue to retain the hardcopy until microfilmed, then dispose of the hard copy. Transfer security and Archives use record series microforms to the University Archives for permanent retention. All office use record series microforms are to be retained in office for seventy-five (75) years, then disposed of providing no litigation is pending or anticipated.

Disposition Approved 11/18/09

260.06 Commercial Driver's License (CDL) Drug Testing Files (Originals)

Dates: 1993-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of drug testing results of employees with a CDL license who drive University vehicles. The files include a list of employees and listing of employees eligible for testing, record of employees tested, records related to the drug testing process, test refusals, and previous employer records with reported violations.

Recommendation:

- 1) Retain negative drug test results and listing of employees eligible for testing in office for one (1) year following the test date, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated. (Positive test results are forwarded to the University's Human Resources Department and are not maintained by the Office of Facilities Management).
- 2) Retain records relating to the drug collection process in office for two (2) years following the test date, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
- 3) Retain previous employer records with reported violations in office for three (3) years following the test date, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
- 4) Retain records of drug test refusals in office for five (5) years after the test date, then destroy in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

Deferred 06/15/11

Disposition Approved as Amended 07/20/11

260.07 Building Service Workers Overtime List

Dates: 2008-
Volume: 1 Cubic Foot
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of lists showing the amount of overtime hours worked by Building Service workers, the worker's name, date, phone number, total hours worked, the event worked, etc. The lists are used to prioritize future overtime availability.

Recommendation: Retain in the office for two (2) years, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 02/20/13

260.08 Building Service Workers Upgrade Lists

Dates: 2008-
Volume: 1 Cubic Foot
Annual Accumulation: Negligible
Arrangement: Chronological and Alphabetical

This record series consists of lists showing the number of hours worked by a Building Service worker in an upgraded supervisor or foreman's position. Also included are the names of the workers, the date and hours worked, pay date, building number, etc. These lists are used to tabulate pay adjustments for the worker and are reported to the Payroll Department.

Recommendation: Retain in the office for two (2) years, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 02/20/13

260.09 Security/Quality Control Sheets

Dates: 2000-
Volume: 2 Cubic Feet
Annual Accumulation: 30 Cubic Feet
Arrangement: Chronological

This record series consists of a daily inspection forms that are used for evaluations of campus buildings' physical condition and security. Hallways, classrooms, stairwell, and laboratories are among the locations evaluated on a rating system ranging from good to poor and doors are checked for security purposes. The form is signed and dated with time of day by the inspector. Forms are also used to correlate a building's physical condition with a reported accident or theft.

Recommendation: Retain in office for two (2) years after the date of generation, then destroy in a secure manner or delete from system provided all audits are completed and no litigation is pending or anticipated.

Disposition Approved as Amended 07/20/11

260.10 University Building Construction Files

Dates: 1963-
Volume: 460 Cubic Feet
Annual Accumulation: 10 Cubic Feet
Arrangement: Alphabetical by project

This record series consists of all construction documentation for University buildings. Contents of the files may include: original architectural drawings, blueprints, specifications, addenda, mylars, aerial photographs, shop drawings, contracts, field books, change orders, soil borings, architects' certifications, roof warranties, construction certified payroll reports, project photographs, construction bonds, site reports, applications for payment, site development meeting minutes, operation manuals, proposals, other related supporting documents, and related correspondence.

This item supersedes State Records Application No. 07-11, item 260.05, in order to update the record series description and to revise the retention recommendation to specify which documents are to be kept permanently or to be kept for specified time periods pursuant to 735 ILCS 5/13-214, per agency request.

Recommendation: A. Retain as-built project information (e.g.: original architectural drawings, blueprints, specifications, addenda, mylars, aerial photographs, shop

drawings, and operations manuals) permanently. [Any electronic records must be retained in compliance with 44 Ill. Adm. Code 4400.50, 4400.70 and 4400.80.]

- B. Retain warranty information (e.g.: roof, etc.) for one (1) year after warranty expiration, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
- C. Retain construction contract administration files (e.g.: contracts, change orders, certified payroll reports, bonds, site reports, progress reports and project photographs, payment applications, other related supporting documents, and correspondence) for ten (10) years after final contract payment, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated. If litigation is pending or anticipated within the final four (4) years of retention, then retain for an additional four (4) years pursuant to the provisions of 735 ILCS 5/13-214.

Disposition Approved 09/20/17

206.11 Ad Hoc Committees' Program Files

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

This record series consists of documents generated by ad hoc committees which monitor campus programs/projects designed and implemented by Facilities Management. These files include: program/project descriptions and project reports.

Recommendation: Retain for five (5) years after date of final committee meeting, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 09/20/17

260.12 Daily Shift Activity Reports

Dates: 2014-
Volume: 4 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Chronological

This record series consists of building services supervisors' daily shift activity reports. These reports document building assignments, names of employees working the reported shift, names of employees who were absent and the reason for the absence (e.g. sick, vacation, jury duty, etc.), and include employee sign-in/sign-out logs.

Recommendation: Retain in office for two (2) years after date of generation, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 10/18/17