

Information Technology Services
Office Machines

Item # 210.01 moved see # 2400.01

2400.01 Annual Typewriter Maintenance Contracts (Originals) (Hardcopy)

Dates: 1990 - 2004
Volume: 2 Cu. Ft.
Annual Accumulation: N/A
Arrangement: Chronological by year

This record series consists of agreements between agency departments and the Office Machines Unit that authorize the latter office to service/repair typewriters.

Data include name of department, account number, name of liaison contact, phone number, location of equipment, service number, Southern Illinois University tag number, and description of machine.

Recommendation: Retain in office for five (5) years following termination of contract, then dispose of 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

Item # 210.02 moved see item # 2400.02

2400.02 Computer Maintenance and Repair Log (Originals) (Hardcopy)

Dates: 1990 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

Contents include work order number, department name, account number, tag number, serial number, contact person, location of equipment, type of work performed, description of problem, amount of order, and month voucher was paid.

Recommendation: Retain in office for two (2) years, then dispose of 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

Application 07-09

Item # 210.03 moved see item # 2400.03

2400.03 Work Orders (Originals) (Hardcopy)

Dates: 1977 - 2004
Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year/Negligible by file number

This record series consists of forms, issued by the agency to external vendors, which request service for typewriters/computers.

Recommendation: Retain in office for two (2) years, then dispose of 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