

Office of The Chancellor
Formerly Vice Chancellor for University Relations
University Marketing and Communications
Photographic Services

160.001 Photo Negatives and Color Slides (Inactive)

Dates: 1961- 2003
Volume: 147 Cubic Feet
Annual Accumulation: 3 Cubic Feet
Arrangement: Chronological by year, negative by file number

This record series consists of negative photos and color slides pertinent to miscellaneous events of the university.

Recommendation: Retain in office permanently. Accumulation sent to University Archives.

160.001 Photograph Files

Dates: 1961-
Volume: 147 Cubic Feet/ 850 Gigabytes
Annual Accumulation: 3 Cubic Feet/ 50 Gigabytes
Arrangement: Chronological by year, then by file number

This record series consists of Photograph Files generated and maintained by Southern Illinois University at Edwardsville (SIUE), Office of the Chancellor's Marketing and Communications division for the purpose of illustrating miscellaneous university events to the campus community. Contents of the record series may include but are not limited to:

- A. Color slides - Image transparencies mounted between plastic masks for projection onto a screen;
- B. Digital Photographs - Images created from digital cameras and/or microcomputers such as JPEG, TIFF or other formats;
- C. Paper Photographs - Images

printed on photographic paper;
and,

- D. Negatives - Images on a strip/sheet of transparent plastic film.

This item supersedes/replaces State Records Application No. 07-10, item 160.00 I, in order to: update the record series title from "Photo Negatives and Color Slides" to "Photograph Files"; update the record series volume and arrangement to include digital records; update the record series description to reflect the current process; make the retention media neutral with inclusion of a weeding clause; per agency request. (No change in the overall length of the retention period is requested.)

Recommendation: A. Retain ***analog records*** in the office for seven (7) years after the date of generation, then transfer to the Southern Illinois University at Edwardsville (SIUE) Archives. SIUE Archives staff are to review and weed all such record series transfers under authority of this records disposition Schedule/Application. Any and all accumulations of the series determined by Archives staff to have permanent value are to be accessioned into the SIUE Archives for permanent retention. Destroy remaining extraneous and non-archival records in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided all audits have been completed, if necessary; and no litigation is pending or anticipated; and upon approval of a State of Illinois Records Disposal Certificate.

B. Retain ***electronic records*** (e.g.: scanned, born-digital, or other electronic format) in the system for seven (7) years after the date of generation, then transfer to the Southern Illinois University at Edwardsville (SIUE) Archives. SIUE Archives staff are to review and weed all such record series transfers under authority of this records disposition Schedule/Application. Any and all accumulations of the series remaining after such Archives staff weeding are to be accessioned into the SIUE Archives for permanent retention. Delete/over-write any remaining extraneous and non-archival electronic records in a secure manner, provided all audits have been completed, if necessary; and no litigation is pending or anticipated; and upon approval of a State of Illinois Records Disposal

Certificate. *Electronic records* must be retained in compliance with 44 Ill. Adm. Code 4400.50, 4400.70 and 4400.80.

Disposition Approved 02/16/11