

Vice Chancellor for Administration  
Post Office

310.01 Mail Slips (Originals) (Hardcopy) (Electronic)

Dates: 1988 -  
Volume: 78 Cu. Ft. / 23.4 GB  
Annual Accumulation: 3.75 Cu. Ft. / 1.1 GB  
Arrangement: Chronological

This record series consists of the monthly transaction tapes showing the department, the account number, and the number of pieces needing postage.

Recommendation: Retain in office for two (2) years, then dispose of or delete from the system 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

310.02 Mailing Statistics Files (Originals) (Hardcopy)

Dates: 1980 -  
Volume: 6 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological by date

This record series shows the total amount of mail sent by the Southern Illinois University-Edwardsville Post Office throughout each year.

Recommendation: Retain for ten (10) years in office, then transfer to the University Archives for permanent retention.

Disposition Approved 11/18/09

Application 07-11

310.03 Monthly Reports and Related Documents (Originals and Duplicates)  
(Hardcopy)

Dates: 1988 -  
Volume: 52 Cu. Ft.  
Annual Accumulation: 2 Cu. Ft.  
Arrangement: Chronological

The monthly report contains the daily summary of postage expenses, the breakdown of charges for each account by 1st class, 3rd class, postage due and UPS, the mailroom charge profile showing the number of pieces and the class of mail charged, a summary of accounts, and an end of the month report showing the monthly totals. The file also contains a monthly account transaction report in computer printout form. The account transaction report contains the daily breakdown of charges by accounts giving the date, time, class, number of pieces, actual postage and postage charged. The file also contains a meter summary tape containing the daily meter readings (the date, pieces, value, and account number). In addition, the file contains meter books that give the monthly breakdown of the meter readings.

Recommendation: Retain in office for six (6) fiscal 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

310.04 Third Class Bulk Mail Receipts and Monthly Reports (Originals)  
(Hardcopy)

Dates: 1988 – 2008  
Volume: 21 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological

The mail receipts (PS form 3602) give the number of pieces, the number of pounds, the rate, and postage due. The monthly summary of bulk expenses gives the account number, the number of pieces, the date, and the postage amount.

Recommendation: Retain in office for six (6) fiscal 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

310.05 Mailing Statistics Files

Dates: 1980-  
Volume: 6 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological by date

This record series consists of files that indicate the total amount of mail sent by the Southern Illinois University-Edwardsville Post Office throughout each year.

This item supersedes State Record Application No. 07-11, item 310.02, in order to reduce the retention period from “permanent” to twenty (20) years per agency request.

Recommendation: Retain in office for ten (10) years after the date of generation, then transfer to the University’s Records Management Office for an additional ten (10) years retention, 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

310.06 Mail Box Application Cards

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

This record series consists of application cards for renting a University post office mail box. Card data includes the applicant’s name, address, SIUE identification or driver’s license number, mail box number, beginning/ending service dates, application date and applicant’s signature.

Recommendation: Retain for one (1) year after cancellation of mail box rental, 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 09/20/17