

Office of The Chancellor
Formerly Vice Chancellor for University Relations
University Marketing and Communications
Public Affairs

130 Series through 180 moved from 07-13 V.C. for External Affairs. (now 150 thru 200.)

150.001 News Releases

Dates: 1973-
Volume: 8 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of news releases of newsworthy events for SIUE. The releases may contain event information such as title, activity, location, dates, and time of release.

Recommendation: Retain new releases for significant events and policy matters in office permanently.

Retain routine releases in office for (10) years, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 02/16/11

150.002 Biographical Records

Dates: 1957-
Volume: 10 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of biographical data for SIUE faculty and staff. The records are used for public information releases and reference by the staff to provide responses to inquiries. The records may include news clippings, vitae, photographs, personal history data sheets, retirement notices, and obituaries.

Recommendation: Retain in office permanently.
Disposition Approved 02/16/11

150.003 Films, Videotapes, and Sound Recordings

Dates: 1973-
Volume: 6 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of films, videotapes and sound recordings documenting SIUE's activities and events including students, faculty, staff, and intercollegiate athletics with significant relevance to the University's or individual unit's function and mission. These productions may have been created for orientation and recruitment, fund-raising, teaching, research, or publicity.

Recommendation: Retain in office two (2) years, then transfer to the University Archives for permanent retention. University Archives staff will review files and dispose of all routine documents. Any remaining accumulation will be retained permanently in the University Archives.

Disposition Approved as Amended 02/16/11