

Provost and Vice Chancellor for Academic Affairs
School of Business
ROTC

265.01 Illinois State Scholarship Tuition Waiver Files (Originals)

Dates: 1995-
Volume: 3 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of original state scholarship tuition waiver files for the ROTC participants at SIU-E. Files include applications, transcripts, interview sheets, award letters, accept/decline forms, correspondence, and related documentation.

Recommendation: Retain in office for five (5) years, then dispose of in a secure manner provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved as Amended 8/20/08

This item 265.002 application 07-09 cancelled. See application 07-09 item 265.003

265.02 Illinois State Scholarship (ROTC) Files (Originals)

Dates: 1995-
Volume: 3 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of documentation retained on the Illinois State Scholarship Program (for ROTC) including: applications, transcripts, interview sheets, award letters, selective service records and any related correspondence. The actual tuition reimbursements are processed through the University's Office of Financial Affairs.

Recommendation: Retain in the office for thirty (30) years after graduation or date of last attendance, then dispose in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved as Amended 8/20/08

265.03 Illinois State Scholarship (ROTC) Files

Dates: 1995-
Volume: 3 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of original documentation retained on the Illinois State Scholarship Program (for ROTC) including: applications, transcripts, interview sheets, award letters, selective service records and any related correspondence. The actual tuition reimbursements are processed through the University's office of Financial Affairs.

This item supersedes item 265.002 of State Records Application 07-09 in order to reduce the length of the retention period from thirty (30) years to five (5) years after graduation or date of last attendance, provide for media neutral disposition of the records, and add "account write-off" language to the recommendation per agency request. Original "Student Financial Aid Case Files" are maintained by the Office of Student Financial Aid and Student Employment for a period of five (5) years following date of graduation or date of last attendance per item 2000.002 of State Records Application 07-09).

Recommendation: Retain files for accepted applicants in office for five (5) years following graduation or last date of attendance, whichever is later, 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.

Retain files for rejected applicants in office for five (5) years following the date of rejection, 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 2/17/16