

Vice Chancellor for Administration  
Micro Records / Records Management

190.01 Production Reports (Originals) (Hardcopy)

Dates: 1990 -  
Volume: 8 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

These are the periodically generated reports (i.e., daily, weekly, monthly, yearly) showing Micrographics production statistics, e.g., rolls or other units of film exposed, processed (etc.). These reports are used principally for this unit's budget planning and administration.

Recommendation: Retain for two (2) 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

190.02 Work Requests (Originals) (Hardcopy)

Dates: 1990 -  
Volume: 4 Cu. Ft  
Annual Accumulation: Negligible  
Arrangement: Chronological and Alpha/Numeric

This file contains the requests for micrographic services as received from the university departments.

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

190.03 State of Illinois Records Disposal Certificates

Dates: 2007-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the records disposal certificates signed by the Chairman of the State Records Commission/Director of the Illinois State Archives. The records disposal certificates permit the University to dispose of State records listed on Southern Illinois University-Edwardsville's approved Applications for Authority to Dispose of State Records (a/k/a Records Retention Schedules or Schedules). Data includes the application number, records series item number, record series title, inclusive dates, volume of records to be disposed, method of disposal, date of disposal, and signatures.

Recommendation: Retain approved copies of records disposal certificates permanently.

Disposition Approved 09/20/17

190.04 Certifications of Authenticity

Dates: 1973-  
Volume: 10 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of Certificates of Authenticity which are completed and signed by the camera operator and filmed as part of the microfilm job. Data includes the operator's acknowledgement to the filming of paper records (hard copy documents)/scanned images according to approved procedures.

Recommendation: Retain paper certifications until filmed or imaged, then destroy paper certifications. [Note: The filmed certificates are retained for the same retention period as the accompanying record series.]

Disposition Approved 09/20/17

190.05 Records Transfer Forms

Dates: 1980-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of a records transfer form used by Records Management staff to document records sent to the Department for scanning/filming, storage or disposal.

Recommendation: Retain for ten (10) years after date of generation, 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

190.06 Applications for Authority to Dispose of State Records (a/k/a Records Retention Schedules) (Agency Record Copies)

Dates: 1985-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Numerical

This record series consists of the agency record copies of the University's Applications/Records Retention Schedules stating the official retention, maintenance and disposition requirements for record series items used in the University's daily operations. Record series titles are categorized by functional areas and numbered accordingly. Record series retention periods are based upon the scheduled records administrative, fiscal, legal or archival value. Applications/Retention Schedules are reviewed and occasionally updated to reflect changes within the various University Departments pursuant to the State Records Act [5 ILCS 160] and State Records Commission Rules [44 Ill. Adm. Code Part 4400].

Recommendation: Retain in office permanently.

Disposition Approved 09/20/17