

Constituent Relations and Special Events

100.01 Accounting Files (Duplicates)

Dates: 2000 –
Volume: 7 ½ Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Chronological

This record series contains the accounting files for constituent Relations and Special Events. Files consist of transaction records, supporting documents and payroll distribution records for special events and projects (State), annuitants association, university relation operations, emeritus association scholarship foundation, emeritus association scholarship fund (Foundation) special events activities, and p-cards.

Original records are maintained by Payroll, Purchasing, Accounts Payable, and Foundation. (See: Payroll Administration Master Files retain six (6) years following full payment or settlement per item 490.01 of application 87-66, Fiscal Transaction Files retain six (6) years per item 420.02 of 87-66.

Recommendation: Retain for three (3) years in office, 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.

100.02 Administrative Correspondence General Files (Originals & Duplicates)

Dates: 1990-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of incoming/outgoing correspondence exchanged between the unit/division and other University offices, other private/public entities, and designated individuals external to SIU-C. Files also include memos, drafts, and working papers.

Recommendation: Retain for three (3) years then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all extraneous materials after retaining all items having archival value.

100.03 Emeritus Association Files (Originals)

Dates: 1990-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Topic/Chronological

This record series consists of files relevant to the Emeritus Association. The organization is affiliated with the State University Annuity Association and the State University Retirement System. Contents include minutes of the chapter, activities, social events, and membership information.

Recommendation: Retain permanently.

100.04 Event Files (Originals)

Dates: 1998-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of files which concern miscellaneous events conducted at the University. Files consist of information regarding guest list, invitations, RSVP'S, catering, decorating, equipment, entertainment, budget, guest speaker, printed programs, and volunteers enlisted.

Recommendation: Retain permanently.

100.05 Personnel Files (Originals & Duplicates)

Dates: 1998-
Volume: 1 ½ Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical

This records series contains the personnel files for Constituent Relations and Special Events. Files concern changes of salary or assignment, evaluation forms, letters of recommendation and sick leave or vacation records. Originals are maintained by Human Resources and Student Employment in Financial Affairs for sixty-five (65) years per item 150.01 of Application 87-66.

Recommendation: Retain for five (5) years following termination/separation from employment of the respective employee(s), then dispose of providing no litigation is pending or anticipated.