

**COLLEGE OF APPLIED SCIENCES
AND ARTS
AVIATION TECHNOLOGIES**

825.01 Grant Files

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

This file contains documents related to a grant received from the Illinois Division of Vocational and Technical Education to eliminate sexual bias in aviation occupations.

This item supersedes State Records Application 87-63, item 1157, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain six (6) years in the office after the expiration of the grant, then transfer to the University Archives for permanent retention.

825.02 Grade Sheets

Dates: 1970 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological/Numerical

This record series consists contains student grade sheets received at the end of each semester from Admissions and Records in order to check the accuracy of the grades recorded. Admissions and Records maintains the original record as per item 126 of this application.

This item supersedes State Records Application 87-63, item 1158, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain three (3) years in the office, then dispose of provided no litigation is pending or anticipated.

825.03 Course Files

Dates: 1980 -
Volume: 60 Cu. Ft.
Annual Accumulation: 8 1/2 Cu. Ft.
Arrangement: Alphabetical by subject

This record series contains information on program offerings, descriptions and explanations under Aviation Technologies, consisting of correspondence, course syllabi, and class handouts.

This item supersedes State Records Application 87-63, item 1159, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain three (3) years in the office, then dispose of provided descriptions or handouts have been superseded and the old document no longer has any administrative value.

825.04 Student FAA Files (Originals)

Dates: 1979 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of FAA information within student files. This includes: school graduation certificates, student permanent records, graduation forms, lab progress chart, test reports, biographical data forms, written test results, temporary airman certificates (plus attachments), and oral and practical exam scores. These records are permanent.

This item supersedes State Records Application 87-63, item 1159A, to provide for the incorporation of the file series into this revised

records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office until the date of graduation or the last date of enrollment of the respective students, then microfilm and dispose of the hardcopy. All record series microforms are to be retained permanently.

825.05 Fiscal Administration Files (Duplicates)

Dates: 1994
Volume: 4 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of college level copies of: purchase orders; invoices; contractual and travel vouchers; charge forms; expenditure information for "P-cards" which are used by employees to purchase miscellaneous goods and services; budget information; summary of expense records, budget and general accounting printouts documenting the expenditure and procurement of goods and services. The original fiscal records are maintained for six (6) years by the Purchasing office as per Application 87-66, item 200.04.

Budget Files are maintained for three (3) years by Accounting Services per Application 87-66, item 440.03.

The School of Law for Southern Illinois University at Carbondale retains "Fiscal Administration Files (Duplicates)" for three years per item 505.04 of this application.

Recommendation: Retain in office for three (3) 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.