

**BURSAR**  
**COLLECTIONS**

**640.01 Delinquent Payments collection File - Statements of Accounts (Originals)**

Dates: 1977 -  
Volume: 60 Cu. Ft.  
Annual Accumulation: 6 Cu. Ft.  
Arrangement: Chronological

This file series reflects the collection efforts by the Bursar's Office undertaken for the recovery of delinquent payments from overdue tuition, housing or parking fines, etc. The file is primarily comprised of statements of such accounts with payments posted as they are received or collected.

Application 87-66, item 350.01, is superseded to reflect a change in the administrative jurisdiction of the record series, from the Vice Chancellor for Administration to the Vice Chancellor for Student Affairs and Enrollment Management. No other revision of the previously approved disposition is proposed.)

**Recommendation:** Retain in office for three (3) years after final payment and/or settlement, 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. Any record series microforms produced are to be maintained in office and disposed of upon discretion of the Bursar's Office. (Also, no disposals are to proceed unless there is full compliance with provisions of 30 ILCS 205/2. (1994 State Bar Edition).