

INSTITUTIONAL RESEARCH AND STUDIES

230.01 Unit Cost Studies, Faculty Load Studies, and Unit Cost Historical Data (Originals and Duplicates)

Dates: 1965 -
Volume: 15 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Chronological

In addition to the cost studies, supporting papers include State Compensation Cost Studies, copies of faculty/staff effort reports, unit cost breakdowns, grade distributions, and related correspondence.

Application 87-66, item 500.01, is superseded to reflect a change in the administrative jurisdiction of the record series and to provide a definite disposition for the series.

Recommendation: Retain in office until the lapse of six (6) years (from the date of document generation) or until administrative use has expired, whichever is longer, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all extraneous materials after accessioning all record series items having archival value for permanent retention. Also, microfilming of any or all record series materials may be undertaken by the agency. Dispose of hard copy documents immediately after microfilming and quality control verifications and dispose of record series microforms following a minimum retention period of six (6) years and providing transfer to University Archives custody is offered before disposal.

230.02 HEGIS Reports (Record Copies)

Dates: 1966 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

These are copies of Higher Education and General Information Survey Reports compiled by the Office in response to the survey and mailed to Illinois Board of Higher Education.

Application 87-66, item 500.02, is superseded to reflect a change in the administrative jurisdiction of the record series and to provide a definite retention period for the series.

Recommendation: Retain in office for five (5) years or until administrative use has expired, whichever is longer, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all extraneous materials after accessioning all record series items having archival value for permanent retention.

230.03 Committee and Councils File (Duplicates)

Dates: 1980 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by subject

This record series contains the Office's copies of minutes, drafts, and final reports of the activities and findings of various committees and councils of interest to the Office and the Director. Examples of the committees and councils documented include the Faculty Senate, Campus Environment and Retention, and the Tuition and Fees Task Force.

Application 87-66, item 500.03, is superseded to reflect a change in the administrative jurisdiction of the record series and to provide a definite retention period for the series.

Recommendation: Retain in office for five (5) years or until administrative use has expired, whichever is longer, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all extraneous materials after accessioning all record series items having archival value for permanent retention.

230.04 Special Studies (Originals)

Dates: 1983 -

Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by subject

These are the Office's reports and findings of special or ad hoc studies conducted by Institutional Research and Studies. Primary examples of such studies are Mission Statement materials, the Institutional Research and Studies Survey, and the Administrative/Professional Salary Survey.

Application 87-66, item 500.04, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office until completion of study and immediate administrative use, then transfer to the University Archives for permanent retention.

230.05 RAMP Documents (Duplicates)

Dates: 1979 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

These are duplicate reference copies of RAMPs used primarily by Institutional Research and Studies for budget research and preparation.

Application 87-66, item 500.05, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Maintain in office and dispose of upon discretion of Institutional Research and Studies providing they are first offered to the University Archives for permanent retention.

230.06 Various Annual Reports of Statistical Surveys

Dates: 1983 -

Volume: 3 3/4 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Chronological and by subject

These are the Office's copies of annually compiled directories, salary data (etc.) compiled from CUPA, AAUP, and SARC, Student demographics and enrollment, tuition statistics, employee counts, faculty profiles, and IBHE Salary Increase Studies.

Application 87-66, item 500.06, is superseded to reflect a change in the administrative jurisdiction of the record series and to provide a definite retention period for the series.

Recommendation: Retain in office for five (5) years or until administrative use has expired, whichever is longer, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all extraneous materials after accessioning all record series items having archival value for permanent retention.

230.07 Administrative Correspondence (Originals and Duplicates)

Dates: 1980 -
Volume: 3 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Chronological and by originating staff member

This series contains the administrative correspondence of the office containing letters and memoranda of routine transactions and inquires.

Application 87-66, item 500.07, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

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.

230.08 Personnel Files (Duplicates)

Dates: 1960 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

These are the personnel files covering faculty members, administrative/professional, civil service employees, grad-assistants and student workers. The files contain resumes, applications for employment, performance evaluations, time and attendance records, hiring authorizations, and letters or forms documenting employee separation. University-wide record copies of personnel files are maintained by the Office of Personnel Services and the Office of Student Work & Financial Assistance in the case of student workers. These latter files will be scheduled for retention periods of sixty-five (65) years and five (5) years after termination of employment and/or enrollment in SIU-C respectively.

Application 87-66, item 500.08, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for five (5) years after separation and/or the last term of enrollment in SIU-C, 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.

230.09 Internal Budget and Fiscal Administration Records (Duplicates)

Dates: 1980 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series includes vouchers, schedules, requisitions, purchase orders, contract obligation documents and/or miscellaneous obligation documents, receiving reports, budget

allocation papers, AMO system computer printout account status reports/ledgers and property control files. University-wide record copies of these forms and records are maintained by the Accounting and Disbursements Offices.

Application 87-66, item 500.09, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

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.

230.10 Payroll Files

Dates: 1980 -
Volume: 6 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological

This record series includes payroll transmittals, payroll distributions, and fringe benefit reports covering the office's administrative/professional staff, civil service employees and student workers.

Application 87-66, item 500.10, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain for three (3) 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.

850.01 Salary Reports

Dates: 1980 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible

Arrangement: By date

This record series consists of salary reports pertinent to civil service, administrative professional staff, and faculty. The reports are generated and distributed by the university's Budget Office for reference by departments.

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.

850.02E Alumni Surveys

Dates: 1980 –

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Alphabetical by name

This record series consists of information maintained in electronic format, which indicates answers to survey questions posed to alumni. (Questions were asked of alumni who separated from the University, one, five, and nine years ago). Contents include optional name of alumni, answers to survey questions, (i.e., likes/dislikes of the curriculum, co-curricular activities), social security numbers, and zip codes.

Recommendation: Scan hard copy documents onto an electronic media. Dispose of hard copy documents after scanning. Retain the electronic records in office for one (1) year, then dispose of electronic records providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

All computer/digital, media maintenance, and preservation procedures are to be fully applied. If equipment and programs which provide access to the data are updated or replaced, the existing data must remain in the successor format for the duration of the retention period.