

STUDENT SERVICES/INTRAMURAL RECREATIONAL SPORTS

460.01 Team Rosters, Score Sheets, Collection Reports and Receipt Books (Originals and Duplicates)

Dates: 1977 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

The Intramural and Recreational Sports team rosters and score sheets are kept on microfiche as an internal historical record while the collection reports and receipt books record team forfeit fees and late fees received and processed.

Recommendation: Retain the team rosters and score sheets in office until microfilmed, then dispose of hard copy. Retain the microforms in office for five (5) years, then dispose of. Retain the collection reports and receipt books in office for three (3) years, then dispose of (without microfilming), providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

460.02 Student Worker Files (Duplicates)

Dates: 1977 -
Volume: 7½ Cu. Ft.
Annual Accumulation: ¾ Cu. Ft.
Arrangement: Alphabetical by student worker

These student worker files contain the usual hiring referral form, applications for the position, hiring authorization form, change of status recommendations (when applicable), performance evaluations, and termination forms. University-wide record copies of these student worker files are maintained by the Office of Student Work and Financial Assistance.

Recommendation: Retain in office for five (5) years after separation and/or the last term of enrollment in SIU-C, then dispose of providing all audits have been

completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

460.03 Daily Activities Reports, Accident Reports and Incident Reports (Originals)

Dates: 1977 -
Volume: 5 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological

This series consists of original daily activity reports with reports of any incidents potentially involving disciplinary and/or criminal actions as well as accident reports. Accident and incident reports of potential significance are copied with the SIU-C Police Department.

Recommendation: Retain in office for five (5) 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.

460.04 Payroll Administration File (Originals and Duplicates)

Dates: 1977 -
Volume: 16½ Cu. Ft.
Annual Accumulation: 1 ¾ Cu. Ft.
Arrangement: Chronological

This payroll administration file consists of copies of Fringe Benefit Reports, computer printout payroll transmittals and certifications, civil service and staff leave slips, and a civil service employee time and attendance card file. The essential data within this series are maintained within the University's Payroll Office and will be scheduled for a six (6) year retention period for that office.

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.

460.05 Personnel Files (Duplicates)

Dates: 1977 -
Volume: 4 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Alphabetical by staff member

These are the office's copies of all personnel files covering administrative and professional employees, civil service staff, and grad-assistants. File contents include job descriptions, hiring authorizations, hiring requests, performance evaluations, change of status forms, letters of commendation and termination forms. University-wide record copies of these documents are maintained by the Office of Personnel Services or the Dean's Office of the University's Graduate School.

Recommendation: Retain in office for five (5) years after separation and/or the last term of enrollment in SIU-C, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

460.06 Original Manuscript Annual Reports (Originals)

Dates: 1985 -
Volume: 1½ Cu. Ft.
Annual Accumulation: ¾ Cu. Ft.
Arrangement: Chronological

These annual reports provide event statistics such as numbers of participants and cost per event. The data in these reports are used and summarized in Achievement Reports compiled and sent to the Dean of Student Services.

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.

460.07 Associated Committee and Advisory Board Minutes and Agenda

Dates: 1964 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains Planning Committee minutes (1964 -), Committee for Coordination of Recreational Facilities minutes (1971 -), and Advisory Board minutes (1976 -).

Recommendation: Retain in office and/or the University Archives permanently.

460.08 Budget and Fiscal Records (Originals and Duplicates)

Dates: 1977 -
Volume: 42 Cu. Ft.
Annual Accumulation: 4¼ Cu. Ft.
Arrangement: Chronological

This budget and fiscal administration file contains property control records, computer printout expenditure reports (AMO 90's and 91's), deposit slips for local accounts, records of cash account charges from the Bursar, deposit tickets showing deposits transmitted to the Bursar, rental fee receipts, locker rental fee receipts, vouchers, requisitions, purchase orders, fund transfer authorizations and related documents, internal billing records and monthly income reports. Central documentation captured within this file series is maintained by the University's Accounting Office and the Bursar.

Recommendation: Retain in office for five (5) 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.

460.09 Administrative Correspondence and Related Documents (Originals and Duplicates)

Dates: 1977 -
Volume: 9 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

In addition to general and administrative correspondence exchanged between this office and other university units/departments, pertinent professional certification information for appropriate personnel, conference/committee materials related to the National Intramural Recreational Sports Association, written policies and procedures, guest registers and check out forms for materials/equipment.

Recommendation: Retain in office for three (3) years, then with the assistance of University Archives staff, review the series and transfer any documents possessing archival value to the University Archives for permanent retention and dispose of all extraneous materials.

460.10 Inactive Position Application Files (Originals)

Dates: 1977 -
Volume: 1½ Cu. Ft.
Annual Accumulation Negligible
Arrangement: Alphabetical

This is a file of applications/applicants for positions that were not successful or employed for various reasons. Types of positions involved are administrative, professional, faculty, and Graduate Assistantships. Also included in the series are Affirmative Action Audit Reports. The office wishes to retain this series for a minimum of six (6) years as a search pool for future employment needs as well as to meet potential litigation demands arising from rejected applications.

Recommendation: Retain in office for four (4) 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.

460.11 Recreational Facilities Use Schedules and Reservations (Originals)

Dates: 1977 -
Volume: 10 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This file contains use schedules and reservations for all University recreational and outdoor facilities, such as the Pulliam Pool, campus picnic areas, and the tennis courts.

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.

460.12 Work Orders (Duplicates)

Dates: 1977 -
Volume: 4 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological

These are the office's copies of work orders or service requisitions placed with Physical Plant for making general or internal repairs and improvements.

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.

460.13 Intramural Sports Correspondence (Originals and Duplicates)

Dates: 1985 -
Volume: 2 Cu. Ft.
Annual Accumulation: ¾ Cu. Ft.
Arrangement: Chronological

This is incoming and outgoing correspondence of routine subject matter bearing on intramural sports.

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.

460.14 Sports Rules Files (Record Copies)

Dates: NA
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By sport

This is a file of rules applicable to each intramural sport.

Recommendation: Retain in office until updated or superseded, then dispose of.

460.15 Sport and Event Files (Originals)

Dates: 1977 -
Volume: 10 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological and by sport/event

This file series consists of calendars of events, event registration forms, correspondence, and results of competition or participation associated with various intramural/recreational sporting events or activities. This group of files is maintained by sport or event.

Recommendation: Retain three (3) years in office, then review files and retain of a permanent basis in either the office or the University Archives (if accepted by Archives) materials possessing archival/research value and dispose of the balance of materials after completion of the foregoing review(s) providing no litigation is pending or anticipated.

460.16 Cost Analyses of Individual Sports/Programs (Originals)

Dates: 1977 -
Volume: 4 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological

These are internally produced and referenced accounting analyses broken down by individual sports or programs identifying the various economic cost factors in administering the program or events.

Recommendation: Retain in office for five (5) 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.