

COLLEGE OF EDUCATION
STUDENT SERVICES

435.01 Payroll File (Duplicates)

Dates: 1981 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of payroll records for the civil service employees, faculty and student workers of the Office of Education as well as the cooperating teacher stipend payroll. The payroll records for civil service, faculty and student workers are the computer printouts received from the Payroll Office (which maintains the original) which shows time, attendance, and fringe benefits. The cooperating teacher stipend is a fee paid to full-time certified teachers who supervise paid to full-time certified teachers who supervise student teachers, consisting of contractual service vouchers.

This item supersedes State Records Application 87-63, item 604, 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 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.

435.02 General Correspondence File

Dates: 1984 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series contains the general correspondence for the Office of Teacher Education.

This item supersedes State Records Application 87-63, item 605, to provide for the incorporation of the file

Arrangement: One Alphabetical, one by major

This record series is a card file index to the application and retention file, showing name, identification number, major, date admitted, and when first approved by the department.

This item supersedes State Records Application 87-63, item 607, 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 until teacher is certified or four years after the date of entrance into teacher education program whichever is longer. If teacher candidate returns to the university after having dropped out, the application process must be repeated.

435.05 TEACHER CERTIFICATION FILES

THIS IS NOW AN ELECTRONIC DOCUMENT AND THE OFFICE OF RECORD IS THE STATE OF ILLINOIS. THE CERTIFICATION WORKSHEETS AND RELATED CORRESPONDENCE WILL BE KEPT WITH ITEM 435.02.

435.06 Assignment Lists for Field Experiences (Originals)

Dates: 1973 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By supervisor or coordinator/major/alphabetical

This record series consists of lists of assignments and supervisory loads for levels I, II and III student and university supervisors in the College of Education. The records are used to verify majors and levels of field experiences. These lists are not duplicated within the individual faculty members' permanent personnel file or the students' academic file.

This item supersedes State Records Application 87-63, item 608A, 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 for five (5) Fall/Spring semesters, then microfilm at the end of each Spring semester and dispose of hard copy documentation. Retain all record series microforms in office permanently per agency request.

435.07 Staff Appointment Candidate Assessment Files (Duplicates)

Dates: 1990 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of information on candidates that have been interviewed for positions. The originals are sent to Human Resources to be retained in the candidate files which are scheduled for eight (8) years per Application 87-66.

This item supersedes State Records Application 87-63, item 608B, 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 for six (6) months following the date of interview, then dispose of providing no litigation is pending or anticipated.