

Provost and Vice Chancellor for Academic Affairs  
Assistant Vice Chancellor for Enrollment Management  
Admissions

1410.001 High School Recruitment Files (Agency Record Copies)

Dates: 1987-  
Volume: 11 Cubic Feet  
Annual Accumulation: 1 Cubic Feet  
Arrangement: Alphabetical by name

This record series consists of files which summarize efforts to enroll students from secondary schools.

Contents include lists of prospective students and supporting correspondence.

Recommendation: Retain in office 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.

Disposition Approved 8/20/08

1410.002 Visitation Reports (Originals)

Dates: 1987-  
Volume: ½ Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

This record series consists of forms which tally and describe visitations between university officials and secondary school staff pertinent to the recruitment of high school students.

Data include number of students met with, type of contact person, description of visitation, and perception of visitation.

This information is also included as a tally of all data on the annual report compiled each May/June.

Recommendation: Retain in office for two (2) 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.

Disposition Approved 8/20/08

1410.003 Summary of Admission Standards and Graduation Requirements

Dates: 1972- 2000  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: N/A

This is a narrative summary of admissions standards and graduation requirements used in administering graduate studies admissions and degree awards.

Recommendation: Retain in office until revised, then transfer to the University Archives of permanent retention.

Disposition Approved 8/20/08

1410.004 Inactive Applications for Admission to Graduate Studies with Supporting Documents

Dates: 1972- 2000  
Volume: 18 Cubic Feet  
Annual Accumulation: 1 ½ Cubic Feet  
Arrangement: Chronological and Alphabetical

These are applications for admission to graduate studies with supporting documents, including copies of transcripts and letters of recommendation, which are inactive from the failure of accepted applicants to enroll or the denial of applications following review. Applications are valid for three (3) years following initial submission, after which time applicants must fully re-apply to reinstate candidate status.

Recommendation: Retain in office for three (3) years following the attainment of inactive status, then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 8/20/08

1410.005 Prospective Student Records (Originals)

Dates: 2014-  
Volume: 16 GB  
Annual Accumulation: 16 GB  
Arrangement: Alphabetical by name

This record series consists of individual student information that is either purchased from various companies or generated from inquiries about SIUE. All data is collected and stored electronically within the various Customer Relationship Management Systems.

Recommendation: Retain in office for five (5) years after the date of generation, then destroy in a secure manner or delete from system provided all audits have been completed and no litigation is pending or anticipated

Disposition Approved 10/19/16