

Vice Chancellor for Administration
Bursar

120.01 Accounts Receivable Files (Originals) (Hard copy and Electronic)

Dates: 1980 -
Volume: 44Cu. Ft. / 132 GB
Annual Accumulation: 1.5 Cu. Ft. / 450 MB
Arrangement: Chronological

The accounts receivable files consist of monthly and daily reports indicating or including:

- (a) debits;
- (b) credits;
- (c) accounts receivable by age groups;
- (d) accounts receivable error list;
- (e) data base changes - weekly;
- (f) unapplied cash;
- (g) accounts receivable update;
- (h) transaction reports;
- (i) administrative accounting transactions;
- (j) accounts receivable by fund; and
- (k) daily due and payable

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, no litigation is pending or anticipated and provided all balances are either collected in full or deleted by write-off in compliance with applicable statutory provisions.

Disposition Approved 11/18/09

120.02 Bankruptcy Files Used for Establishing and the Write-Off of Uncollectible Accounts (Agency Record Copy) (Hardcopy) (Electronic)

Dates: 1983 -
Volume: 2 Cu. Ft. / 600 MB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological and Alphabetical

This file series contains legal proceedings documentation (copies of court orders, bankruptcy notices, etc.) generated from bankruptcy filings by liable parties in collection accounts for accounts receivable. These files are used

by the Bursar in the write-off of uncollectible accounts under the terms of applicable statutory provisions.

Recommendation: With the exception of any documentation of encumbrances which stay in effect regardless of bankruptcy, retain in office for five (5) years following the completion of all corresponding account write-off procedures in conformance with applicable statutory provisions, then destroy in a secure manner and/or delete from system provided no litigation is pending or anticipated, and all necessary audits have been completed under the supervision of the Auditor General. For any documentation of long-term encumbrances which are in effect regardless of bankruptcy, retain in office for five (5) years following the date the corresponding encumbrances have been satisfied or otherwise settled, then destroy in a secure manner and/or delete from system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

120.03 Bursar's Computerized Administrative Database(s) (Originals) (Electronic)

Dates: 1983 -
Volume: 2 Cu. Ft. / 600 MB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological and Alphabetical

This series is composed of computer disc/tape formats of accounting data relevant to various collections and disbursements administered by the Bursar.

Recommendation: Retain in office for six (6) fiscal years from the date of record generation, then delete from system providing all audits have been completed and no litigation is pending or anticipated. All computer tape/disc maintenance and preservation procedures are to be fully applied.

Disposition Approved 11/18/09

120.04 Cancelled Checks (Hardcopy and Electronic) (Originals)

Dates: 1983 -
Volume: 260 Cu. Ft/ 78 GB
Annual Accumulation 10 Cu. Ft. / 3 GB
Arrangement: Chronological and Numerical

These are checks issued by the University out of local fund accounts.

Recommendation: Scan as generated, then dispose of original paper. Retain electronic data for six (6) fiscal years following the date of cancellation, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary and no litigation is pending or anticipated.

Disposition Approved 11/18/09

120.05 Claims Litigation Proceedings Status File Cards (Hardcopy and Electronic)
(Originals)

Dates: 1983 -
Volume: 2 Cu. Ft. / 600 MB
Annual Accumulation: Negligible/150 MB
Arrangement: Chronological

These file cards show when suits for the settlement of claims involving the Office of the Bursar have been filed and the disposition of the documented litigation.

Recommendation: Retain in office for five (5) years following the date(s) the documented litigation proceedings have been completed and all resultant judgments have been paid or settled, then destroy in a secure manner or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

120.06 Collection Reports (Originals) (Hardcopy) (Electronic)

Dates: FY 1992 -
Volume: 20Cu. Ft. / 6 GB
Annual Accumulation: 1.1 Cu. Ft. / 300 MB
Arrangement: Chronological

This record series consists of original reports of collections by

University departments for entering deposits.

ation: Retain in office for six (6) months, then dispose of or delete from the system.

Disposition Approved 11/18/09

120.07 Loan Collectors' Work Cards (Originals) (Hardcopy and Electronic)

Dates: 1983 -
Volume: 3 Cu. Ft. /900 MB
Annual Accumulation: Negligible/0.3 GB
Arrangement: Chronological

This record series consists of short term loan promissory note cards used to locate active clients.

Recommendation: Retain in office for five (5) fiscal years following the date that all documented loan account balances have been paid in full or deleted by write-off as uncollectible under statutory provisions, whichever is applicable, then destroy in a secure manner or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

120.08 Work Miscellaneous Accounting Reports and Papers (Originals) (Hardcopy) (Electronic)

Dates: 1985 -
Volume: 6 Cu. Ft. / 2.4 GB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological

This series includes balancing sheets, over and short accounting statements, Foundation deposit reports, registration by quarter by day, check deposits, machine totals, cash receipt adjustments, fund transfer records, machine tapes, and accounts receivable statements and accounting papers consisting of monthly accounts by fund, monthly outstanding debits, closed or inactive accounts, accounts by fund debits, and accounts receivable debit and credit vouchers.

Recommendation: Retain in office for six (6) fiscal years, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

120.09 Department of Motor Vehicles' Reports of Registrations (Agency Record Copy) (Hardcopy) (Electronic)

Dates: 1986 - 1999
Volume: 2 Cu. Ft. / 600 MB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological and Alphabetical

These are reports of motor vehicle registrations received from entities charged with such registration used as a tracking source to monitor the collection of all fees due the university for the students' privilege of operating personal motor vehicles on campus.

Recommendation: Retain in office for five (5) fiscal years following the date that all collectible fees have been paid and deposited by the Bursar or for five (5) fiscal years following the date that all documented fees outstanding are forfeited by write-off by the Bursar as uncollectible in compliance with all applicable statutory provisions, then destroy in a secure manner and/or delete from system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

120.10 Reports of Fee Audit Discrepancies (Originals) (Hardcopy and Electronic)

Dates: 1990 -
Volume: 2 Cu. Ft. / 600 MB
Negligible/ 150 MB
Arrangement: Chronological

These reports are generated from audits of the university's fee structure that have findings of discrepancies.

Recommendation: Retain in office for one (1) year following the resolution of the discrepancy by internal audit, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

120.11 File of Bank Returned Checks (Originals) (Hardcopy)

Dates: 1983 -
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This file contains checks returned from banks due to insufficient funds with supporting vouchers issued to departments for covering checks, listings of individuals issuing bad checks, and bank letters of transmittal.

Recommendation: Scan or microfilm as received, then dispose of original paper. Retain all record series microforms or electronic data in office for ten (10) fiscal years or until all checks has been paid or write-off satisfied in accordance with all applicable statutory provisions, whichever is longer, then destroy in a secure manner or delete from the system provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved as Amended 11/18/09

120.12 Student Scholarship and Loan Files and Foundation Accounts Files (Originals) (Hardcopy)

Dates: 1975 -
Volume: 34 Cu. Ft :
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological/Alphabetical

These files hold the following accounting administration documents: scholarship invoice vouchers; short-term loan agreements; loan files created from National Defense Student Loans and other student loan sources containing supporting documentation consisting of coding sheets, Long-Term Borrower Reports, statements of loans (by fund and by account type), Long-Term Loan Update Edit Reports, billings, promissory notes, and Fiscal Operations Reports; monthly reports; Foundation Accounts Files; and related correspondence.

Recommendation: Microfilm as generated, then dispose of hard copies in a secure manner. Retain microfilm copies in office for twenty (20) years following the date of record generation, then dispose of provided all necessary audits (federal and state) have been completed, all balances due under the accounts have been paid in full or otherwise settled, and provided no litigation is pending or anticipated.

Disposition Approved 11/18/09

120.13 Travel Allowance Advance Files (Originals) (Hardcopy)

Dates: 1990 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This file contains the vouchers and receipts issued by the Bursar to arrange for travel allowances in advance for staff.

Recommendation: Retain in office for six (6) 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.

Disposition Approved 11/18/09

120.14 Bursar's Cash Receipts File and Bursar's Collection Reports (Originals) (Hardcopy) (Electronic)

Dates: 1991 - 2013
Volume: 320 Cu. Ft. / 96 GB
Annual Accumulation: 17.7Cu. Ft. / 5.3 GB
Arrangement: Chronological/Numerical

This record series consists of NCR copies of receipts for payments issued from the Bursar's Office (i.e., tuition, bills, reimbursements, etc.). Also included are the Bursar's supporting collection reports.

Recommendation: Retain in the office for six (6) fiscal years, then dispose of or delete from the system provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

120.15 Cancelled Checks (Duplicates) (Hardcopy) (Electronic)

Dates: 1991 - 2013
Volume: 41 Cu. Ft. / 12.3 GB
Annual Accumulation: 2.3 Cu. Ft. / 690 MB
Arrangement: Numerical by Bank

This record series consists of checks issued by the university that have been negotiated for payment through the banking industry.

Recommendation: Retain for six (6) fiscal years following the date of check cancellation, then dispose of or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

120.16 Listings of Cancelled Checks in Escrow (Originals) (Hardcopy)

Dates: 1989 - 2003
Volume: 2 Cu. Ft. / 600 MB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological

This record series consists of listings of cancelled check proceeds held in escrow.

Recommendation: Retain for six (6) 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 11/18/09

120.17 Summaries of Expenditures and Funds Available (Duplicates) (Hardcopy)
(Electronic)

Dates: 1985 -
Volume: 7 Cu. Ft. / 2.1 GB
Annual Accumulation: 1 Cu. Ft. / 150 MB
Arrangement: Chronological by year

The summary data includes account number, account title, current budget information, revenue/expenses, monies of project to date, unrealized expenditures, committed monies, uncommitted monies, and description of line item.

Originals are maintained by the agency's Administrative Accounting Office and/or the Budget Office and are to be scheduled for disposition by those offices.

Recommendation: Retain in office for three (3) fiscal years, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

120.18 Bankruptcy Files Used for Establishing and the Write-Off of Uncollectable
Accounts

Dates: 1983 -
Volume: 2 Cubic Feet/600 Megabytes
Annual Accumulation: Negligible/150 Megabytes
Arrangement: Chronological/Alphabetical

This record series contains legal proceedings documentation (e.g.: copies of court orders, bankruptcy notices, etc.) generated from bankruptcy filings by liable parties in collection accounts for accounts receivable. These files are used by the Bursar in the write-off of uncollectible accounts under the terms of applicable statutory provisions.

This item supersedes State Records Application No. 07-11, item 120.02, in order to update the record series title, and to add an "eight (8) year" record retention provision for debts \$1,000 or more pursuant to the provisions of the Uncollected State Claims Act [30 ILCS 205; Public Act 97-444], per agency request.

Recommendation: With the exception of any documentation of encumbrances, which stay in effect regardless of bankruptcy, retain for five (5) years, or eight (8) years if debt is \$1,000 or more following the completion of all corresponding account write-off procedures in conformance with applicable statutory provisions, then destroy in a secure manner and/or delete from the system provided no litigation is pending or anticipated, and all necessary audits have been completed.

For any documentation of long-term encumbrances which are in effect regardless of bankruptcy, retain for five (5) years following the date the corresponding encumbrances have been satisfied or otherwise settled, then destroy in a secure manner and/or delete from the system provided all audits have been completed if necessary, and no litigation is pending or anticipated.

Disposition Approved as Amended 09/20/17

120.19 Collection Reports

Dates: 2013 -
Volume: 20 Cubic Feet/6 Gigabytes
Annual Accumulation: 1.1 Cubic Foot/300 Megabytes
Arrangement: Chronological

This record series item consists of original reports of collections by University departments for entering deposits.

This item supersedes State Records Application No. 07-11, item 120.06, in order to increase the retention period from sixty (60) days to six (6) years, per agency request.

Recommendation: Retain for six (6) years after date of generation, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
Disposition Approved 09/20/17

120.20 Cancelled Checks

Dates: 1991-
Volume: 41 Cubic Feet/12.3 Gigabytes
Annual Accumulation: 2.3 Cubic Foot/690 Megabytes
Arrangement: Numerical by bank

This record series consists of copies of checks issued by the University that have been negotiated for payment through the banking industry.

This item supersedes State Records Application No. 07-11, item 120.15, in order to decrease the retention period from six (6) years to three (3) years, per agency request.

Recommendation: Retain for three (3) years following date of check cancellation, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
Disposition Approved 09/20/17