

Vice Chancellor for Administration  
Facilities Management  
Chief Operating Officer

280.01 Electrical Demand Files Including Compact KVA Analysis Reports  
(Originals) (Hardcopy)

Dates: 1991 - 2014  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological by date

This record series is used for monitoring electrical energy demand and use. Quantities of energy used are detailed by the Compact KVA Analysis Reports.

Recommendation: Retain in office for five (5) years, then transfer to the University Archives for permanent retention.

Disposition Approved 11/18/09

280.02 Equipment Operation Logs and Graphs (Originals) (Hardcopy)

Dates: 1965 - Volume: 30 Cu. Ft.  
Annual Accumulation: Negligible Arrangement: Daily  
by shift

This record series consists of daily operating logs of all equipment (boilers, generators, chillers, etc.) at the university. The logs or graphs enable the engineers to spot trends or potential problems with the various types of equipment.

Recommendation: Retain for two (2) years following the date the respective equipment is salvaged, traded-in, or otherwise disposed of, then dispose of providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

280.03 Equipment Manuals and Instructions (Originals) (Hardcopy)

Dates: 1963 - Volume: 15 Cu. Ft.  
Annual Accumulation: Negligible Arrangement: By  
manufacturer

This record series consists of operating manuals and instructions for all physical plant equipment on campus such as boilers, generators, and elevators.

Recommendation: Retain until the respective equipment is salvaged, traded-in, or otherwise disposed of, then dispose of or transfer to the custody of the new owner, whichever is applicable.

Disposition Approved 11/18/09

280.04 Water Quality Testing Information Files (Originals) (Hardcopy)

Dates: 1987 -  
Volume: 6 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of correspondence and testing results on water quality at the university. Test procedures and reports are monitored by the Illinois Environmental Protection Agency (IEPA) and the Illinois State Water Survey.

Internal testing for water quality is done for the university by the Madison County Environmental Control Laboratory.

Recommendation: Retain permanently.

Disposition Approved 11/18/09