

Provost and Vice Chancellor for Academic Affairs
University Service to East St. Louis
East St. Louis Center

1600.001 Program/Project Formulation and Implementation Records (Agency Record Copies)

Dates: 1966-
Volume: 25 Cubic Feet
Annual Accumulation: $\frac{3}{4}$ Cubic Feet
Arrangement: Chronological

This series consists of the Center's documentation of its role in the formulation and implementation of its assigned grant programs/projects. Such grant programs/projects documented include: the Upward Bound and Science Awareness Programs, which target first generation college youth; Project STEP (i.e., Special Training Education Program) and Project Success, which serve abuse, neglected, and other disadvantaged youth through DCFS referrals; Project PALS, which is a "latch key" program aimed at servicing children during the immediate hours before and after school to assist working parents; and the Head Start Program, a child development program administered under Center auspices in East St. Louis and its localities in behalf of the Department of Children and Family Services and the US Department of Health and Human Services

File series contents include: grant proposals (successful and unsuccessful); reference duplicates of program/project sub-contracts; any amendments to program/project proposals; annual status reports; final program/project evaluations; and related correspondence/memoranda.

Recommendation: Retain in office five (5) years following the termination and/or completion of the corresponding grant project(s), then dispose of providing all audits (federal and state) have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated, and providing all final reports of the grant program results are sent the University Archives for permanent retention.

Retain unsuccessful grant applications, proposals, and related documents for three (3) years lapsed from the date of application or notification of rejection by the granting entity, then dispose of providing all audits (state and federal) have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

1600.002 Experimental Higher Education Curriculum Student Records (Duplicates)

Dates: 1966-
Volume: 42 Cubic Feet
Annual Accumulation: 1 ½ Cubic Feet
Arrangement: Chronological and Alphabetical

This series consists of the Center's copies of Experimental Higher Education Curriculum student records, which are principally comprised of academic transcripts and attendant student registration and advisement forms. .

Recommendation: Retain in office until the lapse of five (5) years from the last date of enrollment or graduation of the respective student(s), 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 08/20/08