

Office of The Chancellor
Equal Opportunity, Access, and Title IX Coordination

210.001 Complaint Files

Dates: 1973-
Volume: 41 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Chronological and Alphabetical

This record series consists of formal and informal complaints of discrimination and sexual harassment by individuals by the University. Included in the file are a copy of the complaint letter, hearing materials, hearing officer's findings and resolutions, notes and other related correspondence and supporting documents.

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

Disposition Approved 09/21/16

210.002 American's with Disabilities Act (ADA) Files

Dates: 2005-
Volume: 1 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological and Alphabetical

This record series consists of request forms and supporting documents completed by University employees and/or applicants for employment who believe they have a disability and wish to request a reasonable accommodation under the Americans with Disabilities Act. Supporting documents may include applicable medical records and related correspondence.

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

Disposition Approved 09/21/16

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210.003 Affirmative Action Plans

Dates: 1994-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the official record copy of Southern Illinois University Edwardsville's Affirmative Action Plan.

Recommendation: Retain in office two (2) years after date of supersession, then transfer to the University Archives for permanent retention.

Disposition Approved 09/21/16

210.004 Minority, Women and Disabled Student Reports

Dates: 2005-
Volume: 1 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of an agency record copy of an annual report of the minority, women and disabled student populations at the University. The original report is sent to the Illinois Board of Higher Education (IBHE).

Recommendation: Retain in office for two (2) years after date of generation, then transfer to the University Archives for permanent retention.

Disposition Approved 09/21/16

210.005 Office of Equal Opportunity, Access and Title IX Coordination Historical Files

Dates: 1973-
Volume: 10 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of surveys, correspondence and strategic plans which track the history of the Office of Equal Opportunity, Access and Title IX Coordination. Race Climate Surveys are an example of the surveys administered by the department.

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Recommendation: Retain in office for two (2) years after date of generation, then transfer to the University Archives for permanent retention.
Disposition Approved 09/21/16

210.006 Veterans 100 Plan

Dates: 1973-
Volume: 4 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the agency record copy of an annual report which includes employment statistics of the University's veterans according to job classifications (e.g. faculty, civil service, administrative and professional staff). The report is sent to the United States Department of Labor's Office of Federal Contract Compliance due to the University's status as a federal contractor.

Recommendation: Retain in office for seven (7) years after the date of generation, then destroy in a secure manner or delete from system, provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
Disposition Approved 09/21/16

Application 07-10

210.007 Illinois Board of Higher Education (IBHE) Employment Plans

Dates: 1973-
Volume: 4 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the agency record copy of a report which indicates the total number of University employees segmented by division and job classification (ethnicity, race, sex, salary range, etc.). The report is completed by the University and then sent to the IBHE in order to provide employment information for federal and state governments and assess the University's growth and status.

Recommendation: Retain in office for two (2) years after date of generation, then transfer to the University Archives for permanent retention.
Disposition Approved 09/21/16

210.008 Monthly Case Reports

Dates: 2008-
Volume: 2 Cubic Feet
Annual Accumulation: negligible
Arrangement: Chronological

This record series consists of agency record copies of case summaries of investigations, and complaints of ethnic and religious intimidation, sexual harassment, and affirmative action. The reports are sent to the Illinois Department of Human Rights, Illinois Board of Higher Education, and the Illinois Attorney General's Office.

Recommendation: Retain in office for two (2) years after date of generation, then transfer to the University Archives for permanent retention.
Disposition Approved 09/21/16

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210.009 Title IX Program Files

Dates: 2014-
Volume: 150 MB
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of documents retained on the annual sexual harassment training program administered by the University. The files include spreadsheets that indicate 1) employees' names, email addresses, department, and test results and 2) employees who have not yet taken the training program.

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

Disposition Approved 09/21/16

210.010 Preventing Sexual Violence in Higher Education Act Annual Report Files

Dates: 2016-
Volume: Less than .25 Cubic Feet/ 25 Megabytes
Annual Accumulation: Less than .25 Cubic Feet/ 25 Megabytes
Arrangement: Chronological by year of report submission (that covers the preceding academic calendar year)

This record series consists of Preventing Sexual Violence in Higher Education Act Annual Report Files generated and maintained by the Southern Illinois University at Edwardsville (SIUE) Office of the Chancellor pursuant to the provisions of the Preventing Sexual Violence in Higher Education Act [I IO ILCS 155] and the Board of Higher Education Act [110 ILCS 205/9.21 (b)] (collectively referred to as the Act). Annual Reports must be submitted, on or before November 1, to the Illinois Department of Human Rights and the Office of the Illinois Attorney General.

Contents of the record series may include, but are not limited to, agency record copies (paper or electronic), of: annual reports, supporting data/documentation related to implementation of "the Acts", and related correspondence. Respectively, implementation of "the Acts" requires all Illinois colleges and universities to:

A. Develop a comprehensive campus sexual violence policy consistent with governing federal and state laws that includes a definition of consent and procedures for reporting, responding to and resolving in a timely manner all alleged incidents of sexual violence.

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B. Provide student survivors with a clear written notification and explanation of their rights and options [e.g.: the right to report or not report alleged incidents; the option to report electronically, confidentially and anonymously; and, the option for reports by third parties].

C. Provide trained confidential advisors for student survivors in order to provide emergency and ongoing support [e.g.: student survivor liaisons upon request; interim protective measures and accommodations; referrals to crisis centers and hospitals for medical forensic examinations pursuant to the Sexual Assault Survivors Emergency Treatment Act (410 ILCS 70); and, education regarding the institutions' responsibilities pursuant to the Code of Civil Procedure (735 ILCS 5/8-804)].

D. Adopt one fair and balanced process for adjudicating allegations/complaints of sexual violence in a timely manner that includes privacy for participating parties and witnesses, preponderance of evidence standards, and proper notification in complaint resolution related matters.

E. Train the campus community annually on sexual violence primary prevention and awareness, and trauma-centered trauma-informed response [e.g.: notification of rights, roles and contact information for all parties involved in the reporting process under Title IX of the Education Amendments Act of 1972 (20 U.S.C. §1681 *et seq.*); the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § I 092); and, any other relevant federal and state laws].

Recommendation: A. Retain paper records for five (5) years after submission date of report, then destroy in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40 provided all audits have been completed, if necessary; no litigation is pending or anticipated, and upon receipt of an approved State of Illinois Records Disposal Certificate.

B. Retain electronic records (e.g.: scanned, born- digital, or other electronic format) in the system for five (5) years after submission date of report, then delete from system/over-write in a secure manner provided all audits have been completed, if necessary; no litigation is pending or anticipated, and upon receipt of an approved State of Illinois Records Disposal Certificate. Electronic records must be retained in compliance with 44 Ill. Adm. Code 4400.50, 4400.70 and 4400.80.

Disposition Approved as Amended 7/15/2020