

Vice Chancellor for Student Affairs  
International Students Services

Moved to 07-12 items 220-01-220.04

Moved back to 07-09 items 1100.001-1100.004 11/12/18

1100.001 International Student Pending Files (Agency Record Copies)

Dates: 1990-  
Volume: 2 Cubic Feet  
Annual Accumulation: Negligible

Accumulation:

Arrangement: Alphabetical

This record series consists of documentation retained on international students who have been accepted to the university including copies of admissions files, letters of acceptance, financial data, copies of I-20's and all related correspondence.

Recommendation: Retain for (2) years after date of acceptance, 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

1100.002 Immigration Files (Agency Record Copies)

Dates: 1965-  
Volume: 6 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of documentation retained on all international students including: copies of I-20's, copies of passports, INS transactions, financial data and all related correspondence.

Recommendation: Retain in office permanently.

Disposition Approved 08/20/08

1100.003 Foreign Faculty Files (Agency Record Copies)

Dates: 1986-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of faculty files retained on persons hired on a non-immigrant basis including copies of immigration documents, DS 2019, vita and any related correspondence/memoranda. Original Civil Service, Professional and Faculty Personnel Files are maintained for sixty-five (65) years by the agency's Personnel Office per items 150.19 and 150.20 of Application 98-54 OK

Recommendation: Other than Faculty Personnel Files retain in office for five (5) years following separation from employment, 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.

For Faculty Personnel Files, retain in office for five (5) years following separation from employment, the completion of all audits under the supervision of the Auditor General if necessary and the final disposition of any litigation and/or claims involving the employee, then transfer the series to the custody of the University Archives for review. University Archives staff is to review all accumulations transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.

Disposition Approved 8/20/08

1100.004 Orientation Files (Agency Record Copies)

Dates: 1990-  
Volume: 3 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of program files for the orientation of international students including: workshop schedules/data, campus tour information, handouts, local bank resource information and all related correspondence.

Recommendation: Retain in the office for three (3) years, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all routine documents materials after retaining all other record series items permanently.

Disposition Approved 8/20/08

1100.005 International Student Pending Files (Admitted and Not Enrolled) (Agency Record Copies)

Dates: 1990-  
Volume: 2 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of documentation retained on international students who have been admitted to the University, but who did not enroll. Documentation may include the student's admittance letter and a copy of the top half of the first page of the student's I-20, or, in the case of a visiting student, the top half of the student's Designated Sponsor Form 2019.

This item supersedes approved State Records Application No. 07-09, item 1100.001, in order to update the record series title and description, per agency request.

Recommendation: Retain for two (2) years after date of admittance to the University, 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 04/18/18

1100.006 Student Immigration Files (Agency Record Copies)

Dates: 1965-  
Volume: 6 Cubic Feet/2.25 Megabytes  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of agency record copies of immigration documents regarding each international student's immigration status during his or her enrollment at Southern Illinois University – Edwardsville. File contents include:

Certificate of Eligibility for Nonimmigrant Status (e.g.: F Students – academic and language students; or M Students - vocational students), currently I-20 forms;  
Certificate of Eligibility for Exchange Visitor Status (J-Nonimmigrant), currently DS-2019 forms;  
Copies of passports and visas; and  
Other supporting documentation and/or related correspondence.

Original immigration documents are maintained in the Department of Homeland Security's (DHS) web-based Student Exchange and Visitor Information System (SEVIS).

[Applicable Citations: The Immigration and Nationality Act (McCarran – Walter Act) [P.L. 82-414; 66 Stat. 163] and any subsequent amendments; 8 CFR Parts 103, 214, 248 and 274a; and Retention and Reporting Information for F, J, and M Nonimmigrant's/SEVIS [67 FR 76256].]

This item supersedes approved State Records Application No. 07-09, item 1100.002, in order to update the record series title and description, and to reduce the retention period from “permanent” to “three (3) years” pursuant to the Department of Homeland Security, “SEVP’s (Student and Exchange Visitor Program) governing regulations for students and schools” (8 CFR 214.3(g), Recordkeeping and reporting requirements), per agency request.

Recommendation: Retain for three (3) years after date of graduation or date of last attendance, 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 04/18/18

1100.007 Foreign Faculty Files (Agency Record Copies)

Dates: 1986-

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of faculty files retained on persons hired on a non-immigrant basis. Files may include copies of: Immigration documents; Certificate of Eligibility for Nonimmigrant Status, currently DS-2019 forms;

Vita; Passports and visas; and Other supporting documentation and/or related correspondence/memoranda.

Original Personnel Files (Civil Service Employees) and Personnel Files (Professional and Faculty Employees) are maintained for sixty-five (65) years by the agency's Office of Human Resources per items 150.14 and 150.15, respectively, of approved State Records Application No. 07-11.

This item supersedes approved State Records Application No. 07-09, item 1100.003, in order to change transfer of Faculty Personnel Files from the University Archives to the Office of Human Resources; and to remove the University Archives staff review language from the retention, per agency request.

Recommendation: A. Retain Other than Faculty Personnel Files in office for five (5) years after separation from employment, 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. Electronic records must be retained in compliance with 44 Ill. Adm. Code 4400.50, 4400.70, and 4400.80.

B. Retain Faculty Personnel Files in the respective academic department for five (5) years after separation from employment, all audits have been completed, if necessary, and final disposition of any litigation and/or claims involving the employee, then transfer to the University's Office of Human Resources. Electronic records must be retained in compliance with 44 Ill. Adm. Code 4400.50, 4400.70, and 4400.80.

Disposition Approved 04/18/18