

Provost and Vice Chancellor for Academic Affairs
Assistant Vice Chancellor for Enrollment Management
Office of the Registrar

1200.001 Cooperating Teacher Scholarship Tuition Waiver Log (Originals)

Dates: 1992-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of logs verifying that tuition waivers given to supervisory teachers who were responsible for training student teachers at SIU-E have been received in the office and forwarded appropriately.

Data include card number, name of student using card, student ID number, term number of hours for tuition credit, date to Financial Aid Office, and date sent to CECA (Clinical, Experience, Certification, and Advisement Office).

Recommendation: Retain in office for five (5) years following graduation or last date of attendance of the respective supervisory teachers, then destroy in secure manner 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

1200.002 Evening/Weekend Payment Forwarding Log (Originals)

Dates: 1990- 2004
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of logs, which verify delivery of payment and associated items by staff of the Service Center.

Data include date of payment, payment received by, form of payment, amount, description of service, name of individual, student ID number, forwarded to, delivered by, and date of delivery.

Recommendation: Retain in office 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 8/20/08

1200.003 Red and Evening Parking Decal Log (Originals)

Dates: 1991-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of logs, which verify parking permits sold in the office and receipt of payment and forms at Parking Services.

Data include decal number, sold by, date sold, student name, student ID Number, how paid, and delivered/received by. Southern Illinois University-Carbondale retains "Vehicle Registration Forms" for four (4) years per item 130.14 of Application 87-65.

Recommendation: Retain in office for four (4) years, then dispose of 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 8/20/08

1200.004 Service Requests Forwarding Logs (Originals)
Dates: 1988- 2007
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of forms, which are used by Service Center staff to record details about services requested by students and others and to track the processing of the requested service.

Data include date, name, student ID number, work phone, home phone, type of service, signature (when needed), and action required.

Recommendation: Retain in office of two (2) years, then dispose of 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

1200.005 Evening and Weekend Forwarding Log (Discontinued)
Dates: 1988-1998
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consist of logs that verify receipt of items and papers delivered by office staff.

Recommendation: Dispose of accumulation.

Disposition Approved as Amended 08/20/08

1200.006 Tally of Registrations, Program Changes, Withdrawals Completed in the Evening/Weekend Services Office (Discontinued)

Dates: 1992-1998
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of statistics compiled to represent the number of student registrations, program changes, and withdrawals processed by Evening and Weekend Student Services.

Recommendation: Retain in office for two (2) 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 8/20/08

1420.001 ACT Scoring Sheets – No Applications Filed (Agency Record Copies)

Dates: 1987-
Volume: 16 Cubic Feet
Annual Accumulation: 1 ½ Cubic Feet
Arrangement: By test date/Alphabetical name of student

This record series consists of listings of ACT test scores of students who have sent an ACT exam to the University without a corresponding application for admission.

Application 07-09

Recommendation: Retain in office for one (1) year then dispose of in a secure fashion

Disposition Approved 8/20/08

1500.001 ACT Scoring Sheets (Agency Record Copies)

Dates: 1987-
Volume: 16 Cubic Feet
Annual Accumulation: 1 ½ Cubic Feet
Arrangement: By test state, Alphabetical by name of student

This record series consists of listings of ACT test scores of all high school students who have taken an ACT exam. This information is captured within the university's master student academic files.

Recommendation: Retain in office for one (1) year, then dispose of in a secure fashion

Disposition Approved 8/20/08

1500.002 Course Request Forms (Series A, B, BB, BBB) (Originals)

Dates: 1957-1993
Volume: 72 Cubic Feet
Annual Accumulation: 24 Cubic Feet
Arrangement: Alphabetical by name of student/quarterly

This record series consists of a copy of the courses requested by a student, issued by his/her advisor. This record is used for registration time.

Disposition Approved 8/20/08

1500.003 Student and Staff ID Card Processing and Information Forms (Originals)

Dates: 1994-
Volume: 10 Cubic Feet
Annual Accumulation: 21 Cubic Feet
Arrangement: Alphabetical

This record series consists of forms used to compile the necessary information for student and staff who require a new ID badge or duplicate ID as a result of misplacement or loss.

Recommendation: Retain in office for two years, then destroy in a secure

manner providing all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.

Disposition Approved as Amended 08/20/08

1800.001 Commencement Bulletins (Agency Record Copies)

Dates: 1957-
Volume: 1 Cubic Feet
Annual Accumulation: Negligible
Arrangement: By term

This record series consists of printed programs used for Commencement. It is not a list of successful graduates, but rather a list of those who were invited to participate in commencement based on anticipated completion of degree requirements. The official record of degree conferral is noted on each student's transcript and is maintained permanently as part of the transcript. The Commencement Bulletin does not serve as an official record.

Recommendation: Retain in office for ten (10) years, then transfer to the University Archives.

Disposition Approved 08/20/08

1800.002 Course Request Forms (Series A) (Discontinued) (Originals)

Dates: 1957-1973
Volume: 10 Cubic Feet
Annual Accumulation: None
Arrangement: N/A

This record series consists of documents completed by students listing the courses the student requested at registration. These forms were called #2 cards and were used

before registration was decentralized.

Recommendation: Dispose of accumulation.

Disposition Approved as Amended 8/20/08

1800.003 Enrollment Forms (Originals)

Dates: 2003-
Volume: 10 Cubic Feet
Annual Accumulation: 10 Cubic Feet
Arrangement: Term/Alphabetical by student name

This record series consists of a form which students complete who want to add/drop classes or withdraw from the University.

Recommendation: Retain for two 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 08/20/08

1800.004 Graduation Statistics (Series F, FF) (Originals)

Dates: 1957-
Volume: 65 Cubic Feet
Annual Accumulation: 6 ½ Cubic Feet
Arrangement: By term

This record series consists of microfiche and hard copy statistical reports summarizing data pertinent to graduation trends pertinent to academic and demographic categories.

Recommendation: Retain for two years, then microfilm and dispose of the hard copy documents. All microfilm copies are to be retained permanently.

Disposition Approved 08/20/08

1800.005 Grade Correction Requests (Agency Record Copies)

Dates: 1979-
Volume: 6 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological by term process

This record series consists of requests for student grade changes submitted by faculty.

Recommendation: Retain in office for five (5) years, then dispose of 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

1800.006 Index Cards for Cross Reference to Student Transcripts (Discontinued)
(Originals)

Dates: 1972-1983
Volume: 95.5 Cubic Feet
Annual Accumulation: --
Arrangement: Alphabetical

These are index cards containing printed information that is permanently stored in the student information system.

Recommendation: Dispose of accumulation.

Disposition Approved 08/20/08

1800.007 Index Cards Keyed to Transcript Transmittals (Discontinued) (Originals)

Dates: 1984-1992
Volume: 39.5 Cubic Feet
Annual Accumulation: None
Arrangement: Alphabetical

Index cards containing staff notes confirming that transcripts were released per student's request.

Recommendation: Dispose of accumulation.

Disposition Approved 08/20/08

1800.008 Instructor Grade Rosters (Series D & DD) (Originals)

Dates: 1957-
Volume: 9.5 Cubic Feet
Annual Accumulation: 2.75 Cubic Feet
Arrangement: Term/class/section

This record series consists of each instructor's final grade reports to the office of the Registrar.

Recommendation: Retain permanently.

Disposition Approved 08/20/08

1800.009 Standard Reports from Computerized Student System (Originals)

Dates: 1972-
Volume: 60 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Chronological by term and year

Contents include reports that run at specific times during each semester throughout the academic school year. These include enrollment and graduation statistical reports. Copies are distributed to various university offices as needed.

Recommendation: Retain permanently.

Disposition Approved 08/20/08

1800.010 Proficiency Test Scores (Series 1) (Originals)

Dates: 1983-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Term/Alphabetical by student name

This record series consists of the proficiency exam files. The records generally include exam answer sheets and report forms for various selected courses.

Recommendation: Retain permanently.

Disposition Approved 08/20/08

1800.011 Requests for Admission Files (No shows or inactive) (Agency Record Copies)

Dates: 1992-
Volume: 252 Cubic Feet
Annual Accumulation: 36 Cubic Feet
Arrangement: Alphabetical by name of student/by semester

This record series consists of individual files on prospective undergraduate students (who sent the university a completed application or a transcript) who did not subsequently enroll at SIU-E.

Files include admission applications, ACT scores, high school and college transcripts. Applicants need to reapply if not enrolled within a year from the date of application.

Recommendation: Retain in office for one (1) year and one (1) month lapsed from the date of submission, then dispose of 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

Application 07-09

1800.012 SIU-E University Catalogues (Agency Record Copies)

Dates: 1957-
Volume: 4.5 Cubic Feet
Annual Accumulation: Negligible
Arrangement: By term

This record series consists of the University's master copies of catalogues (graduate and undergraduate).

Recommendation: Retain in office permanently.

Disposition Approved 08/20/08

1800.013 Shurtleff College Catalogues (Agency Record Copies)

Dates: 1890-1956
Volume: 3 Cubic Feet
Annual Accumulation: N/A
Arrangement: Chronological

This record series consists of the master catalogues of Shurtleff College.

Recommendation: Original documents have been transferred to University Archives for permanent retention. Records were microfilmed before transfer. Microfilm remains in Registrar's Office for permanent retention.

Disposition Approved 08/20/08

1800.014 Student Working Files (Agency Record Copies)

Dates: 1957-
Volume: 453 Cubic Feet +
Annual Accumulation: 28 ½ Cubic Feet
Arrangement: By term Alphabetical by student name

This series consists of student data related to enrollment, grades and degree completion. Content also includes student requests for non-disclosure of directory information, student appeals and subpoena information. Does not include student transcripts. They are filed separately see item 1800.021

Recommendation: Retain permanently.

Disposition Approved 08/20/08

1800.015 Transcript Request Forms (Agency Record Copies)

Dates: 2003-
Volume: 2 Cubic Feet
Annual Accumulation: 10 Cubic Feet
Arrangement: Alphabetical

This record series consists of a form which students and graduates complete to request their transcripts.

Recommendation: Retain in office for one (1) year.

Disposition Approved 08/20/08

1800.016 Technical & Adult Education Records (TA Series) (Microfilm only)

Dates: 1958-1973
Volume: Negligible
Annual Accumulation: N/A
Arrangement: Alphabetical By name of student

This record series consists of the student files of students formerly enrolled in the now obsolete Technical and Adult Education program.

Recommendation: Retain in office permanently.

Disposition Approved 08/20/08

1800.017 University Announcements (Agency Record Copies)

Dates: 1958-1964
Volume: Negligible
Annual Accumulation: None
Arrangement: Chronological

This record series includes bulletins (undergraduate and graduate) used to describe courses and degree requirements for each degree program. Since 1964 SIUE has not issued a separate publication for this purpose and has incorporated this information in the undergraduate and graduate catalogues.

Recommendation: Dispose of accumulation.
Disposition Approved as Amended 08/20/08

1800.018 Archive Record Cards (Series E) (Originals)

Dates: 1957-1969
Volume: 35 Cubic Feet
Annual Accumulation: None
Arrangement: Alphabetical by student name

Recommendation: Retain permanently.
Disposition Approved 08/20/08

1800.019 Operational and Ad Hoc Reports from Computerized Student System
(Agency Record Copies)

Dates: 1972-
Volume: 60 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Chronological by term and year

Contents include reports that run at specific times during each semester throughout the academic school year. These include batch maintenance reports, class registration summary reports, and commencement reports.

Recommendation: Retain for two 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 08/20/08

1800.020 Student Grade Reports (Agency Record Copies)

Dates: 1984-2001

Volume: 70 Cubic Feet

Annual Accumulation: None (Discontinued)

Arrangement: By term/Alphabetical by student name

This record series consists of copies of the student grade reports issued for each student enrolled for the term and copies of each revised grade report issued for that term.

Grade reports are no longer printed. Students access grades through academic transcripts, which are retained permanently.

Disposition Approved 08/20/08

1800.021 SIUE Student Transcripts (Originals)

Dates: 1957-

Volume: n/a

Annual Accumulation: n/a

Arrangement: Alphabetical by student's last name

All student grade records are stored in an electronic format as part of the student information system. Printouts are generated as needed. Source documents are located in student files which are updated and microfilmed each semester.

Recommendation: Retain permanently.

Disposition Approved 08/20/08

1800.022 Student Records Cards (Agency Record Copies)

Dates: (1957- Winter Quarter 1992)

Volume: 48 Cubic Feet

Annual

Accumulation: N/A

Arrangement: By term/Alphabetical by student name

This record series consists of microform and hardcopy student record cards by term for each student enrolled during the term (Series B and BB) and microforms of all student record cards on hand (Series BBB). Filming of record cards by term was discontinued after Winter Quarter 1992 with the conversion of all academic records to the Student Information System. Updates are still made to record cards for reentering students.

Recommendation: Retain permanently.

Disposition Approved 08/20/08