

Provost and Vice Chancellor for Academic Affairs
School of Pharmacy

2100.001 School of Pharmacy Student Application Files (Originals and Duplicates)

Dates: 2005-
Volume: 1 ½ Cubic Feet
Annual Accumulation: 1 ½ Cubic Feet
Arrangement: Alphabetical

This record series consists of application files of prospective students who applied for admission to the School of Pharmacy but did not actually enroll, were denied admittance and/or never attended after admittance. File series contents include; student inquiries, applications, GPA calculation worksheets, copies of transcripts, document file review forms, interview evaluations and writing assessments. Documentation for applicants who are accepted and enrolled becomes part of their actual student file.

Recommendation: Retain in the office for five (5) years after the date of denial (for denied applications) or the date of receipt of the application (for prospective/no-show students), 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

2100.002 Foundation Account Files

Dates: 1995-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of duplicate records of foundation donations including deposits, monthly balances/payments, pledge forms, gift documentation, scholarship documents, etc. Originals are maintained by the SIUE Foundation Office.

Recommendation: Retain in office for three (3) years after the date of generation, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, if necessary, and no litigation is pending or anticipated.

Application 07-09

Disposition Approved 10/19/16