

Vice Chancellor for Student Affairs
Textbook Services

210.01 Inventory of Textbooks

Dates: 1986-
Volume: 156 Cubic Feet /8GB
Annual Accumulation: 6 Cubic Feet /300MB
Arrangement: Chronological and Alphabetical

This record series consists of an annual inventory of all textbooks stocked by Textbook Services. The inventory is currently maintained in both hard copy and electronic format.

Recommendation: Retain in office for two (2) years after the current inventory has been superseded, then destroy in a secure manner or delete from the system provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 02/20/13

210.02 Book and Phone Order Forms

Dates: 1988-
Volume: 324 Cubic Feet
Annual Accumulation: 7 Cubic Feet
Arrangement: Chronological and Alphabetical

This record series consists of documents used for book orders by University departments. The Textbook Service book request form is used for departments to place orders for textbooks for the semester. If the stock of the requested book is low, then the phone order form is used to replenish the stock.

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

Disposition Approved 02/20/13

210.03 Obsolete Book Records

Dates: 1965-
Volume: 10 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological and Alphabetical

 This record series consists of documentation of books that have been removed from the textbook inventory system by departmental request or Textbook Services

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

Disposition Approved 02/20/13

210.04 Delinquent Book Issues Reports

Dates: 1978-
Volume: 92 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Chronological and Alphabetical

 This record series consists of original reports of students who are delinquent in return of textbooks. The report lists the book identification number, description, price, student name and student number. The information is then forwarded to the Bursar's Office to allow them to charge the student for the unreturned textbook.

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

Disposition Approved 02/20/13

Application 07-12

210.05 Audit Reports (Departmental Copies)

Dates: 1965-
Volume: 10 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of departmental copies of internal and external audit reports which relate to all paperwork generated from the random selective inventories. Originals are maintained by the University's Audit Department.

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

Disposition Approved 02/20/13

210.06 Textbook Donation Files

Dates: 2002-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological and Alphabetical

This record series consists of original documentation such as letters, e-mails and other related paperwork supporting the public/private school and departmental donations for textbooks.

Recommendation: Retain in office for six (6) fiscal years, then destroy in a secure manner or delete from the system provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 02/20/13

Application 07-12

210.07 Book Returns to Publishers (Departmental Copies)

Dates: 2000-
Volume: 24 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Chronological and Alphabetical

This record series consists of copies of forms, credit memos and other documentation to support the return of canceled, overstocked, incorrect, and/or damaged books from publishers and wholesalers. The original records are maintained in the University's Business Office.

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

Disposition Approved 02/20/13

210.08 Cleared Department Voucher Files (Departmental Copies)

Dates: 1992-
Volume: 8 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological and Numerical

This record series consists of copies of the accounts payable invoice voucher forms and copies of the receipts. Original records are maintained in the University's Business Office.

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

Disposition Approved 02/20/13

Application 07-12

210.09 Receiving/Barcode Cards (Departmental Copies)

Dates: 1989-
Volume: 11 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Numerical by Identification number

This record series consists of cards of textbooks used by the university with assigned bar code numbers. Cards are used to assign bar codes to textbooks. Cards list title, identification number, author, class assigned, adoption date, ISBN number, edition, purchase order numbers and dates, and dates bar codes used. The original cards are maintained by the University's Business office.

Recommendation: Retain in office for one (1) year after superseded by new card or discontinuation of use of textbook, then destroy in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 02/20/13

210.10 Applications for Refunds of Purchased Books

Dates: 1992-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of applications for refunds for books purchased from Textbook Services and supporting documentation. Files consist of the applications for refund, purchase receipts, refund receipts, and copies of invoice vouchers. The Bursar's Office issues the refund and Textbook Services prepares the refund paper work.

Recommendation: Retain in office for six (6) fiscal years, then destroy in a secure manner or delete from the system provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 02/20/13

Application 07-12

210.11 Overstock Book Return Ledgers

Dates: 1981-
Volume: 4 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of a record of overstocked books that were returned. The ledgers list vendor, estimated amount, date books shipped and requested, credit memo amount, date, number, and date used, purchase order number, and date used. The ledgers are used to track return of overstocked books.

Recommendation: Retain in office for six (6) fiscal years, then destroy in a secure manner or delete from the system provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 02/20/13

210.12 Textbook Rental Files

Dates: 1989-
Volume: 207 Cubic Feet /11GB
Annual Accumulation: 9 Cubic Feet /45 MG
Arrangement: Chronological

This record series consists of records retained on student textbook rentals from Textbook Services. The files consist of textbook rental slips, textbook authorization cards, and special request service forms. The textbook rental and return slips are forwarded to the student's email account

Recommendation: Retain in office for three (3) fiscal years after payment/settlement has been reached or all legal action has been exhausted in compliance with 30 ILCS 205/2, then destroy in a secure manner or delete from the system provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 02/20/13

Application 07-12

210.13 Requests to Textbook Services for Textbook Loans To Reserve Library

Dates: 1989-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of requests for loans of textbooks for use in the reserve library. These books may be checked out by students during the semester, at the end of which they are returned to Textbook Services. Copies of the loan requests are also maintained by the reserve libraries.

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

Disposition Approved 02/20/13

210.014 Textbook Services Book Sales Records (Departmental Copies)

Dates: 1990-
Volume: 15 Cubic Feet
Annual Accumulation: ½ Cubic Feet
Arrangement: Chronological

This record series consists of fiscal documentation retained on book sales for Textbook Services. The files include book sales reports, cash register reports, Retailers Occupation Tax reports and copies of collection reports. Original records are retained by the University's Accounting Department.

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

Disposition Approved 02/20/13

Application 07-12

210.15 Vendor Files (Departmental Copies)

Dates: 1986-
Volume: 10 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical by Vendor

This record series consists of files of textbook vendors with which the University conducts business. The files include correspondence and copies of invoices, statements, and credit memos. The records are used to check payments to and billings from vendors. Original records are retained by the University's Accounting Department.

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

Disposition Approved 02/20/13