

Vice Chancellor for Administration  
University Park

Items 380.01-380.08 moved from 07-10 items 140.01-140.08

380.01 University Park Incorporation Files

Dates: 1993-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

University Park at SIUE is a 330-acre technology park located on the campus of Southern Illinois University Edwardsville (SIUE). The park offers business and industry a suburban location with access to valuable human resources, including a capable base of student interns, a highly skilled pool of potential employees and faculty researchers.

This record series consists of documentation retained on the incorporation/administration of the University Park as a University project including: articles of incorporation, by-laws, minutes and related correspondence.

Recommendation: Retain in office permanently.

Disposition Approved 02/19/14

380.02 University Park Historical Files (Originals and Duplicates)

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

This record series consists of documentation retained on all operations and activities involving the University Park including copies of Board of Trustees (BOT) actions, dedication ceremony materials (i.e., photos) and all related correspondence/memoranda.

Recommendation: Retain in office for three (3) years, then with the assistance of University Archives staff, review the series and transfer any documents possessing archival value to the University Archives for permanent retention and dispose of all extraneous materials.

Disposition Approved 02/19/14

380.03 University Park "Logo" Files

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

This record series consists of documentation retained on the creation of the University Park's logo in conjunction with the SIUE Marketing and Communications Department.

Recommendation: Retain in office permanently.

Disposition Approved 02/19/14

380.04 University Park Lease Files

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

This record series consists of documentation retained on University Park lands which are leased by the SIUE Board of Trustees to individual corporations. The files include leases and memoranda of lease covenants. Copies are also retained by the Office of the Chancellor and the Board of Trustees.

Recommendation: Retain in office permanently.

Disposition Approved 02/19/14

380.05 Notices of Tax Assessments and Related Correspondence

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

This record series consists of the Park Corporation's ownership of property at 195 University Park Drive and its Madison County property tax bills.

Recommendation: Retain in office for seven (7) years 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 02/19/14

380.06 Real Estate Listing Files

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

This record series consists of documentation retained on all University Park real estate transactions including the original agreements with commercial real estate brokers to list available properties and related correspondence/memoranda. A copy is retained in the Chancellor's Office as one of the signatories to the listing agreements on behalf of the Board of Trustees.

Recommendation: Retain in office for two (2) years or until expiration of administrative value, whichever is later, 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.

Deferred 02/19/14

Disposition Approved 02/19/14

380.07 Utility Provision and Telecommunication Files

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

This record series consists of documentation retained on utility companies and/or private industries providing general services to the University Park including original contracts (i.e. rates/provisions) for service and related correspondence/memoranda.

Recommendation: Retain in office for ten (10) years after the final expiration and/or termination of contract, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 02/19/14

380.08 Vendors' Requests for Proposals

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

This record series consists of documentation retained on vendors' requests for proposals including: copies of original proposals, informational materials received from vendors, committee actions taken and related correspondence/memoranda. Originals are maintained by the University's Purchasing Office for a period of ten (10) years.

Recommendation: Retain in office for five (5) years or until administrative value has expired, whichever is later, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 02/19/14

140.001 University Park Incorporation Files

Dates: 1993-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

University Park at SIUE is a 330-acre technology park located on the campus of Southern Illinois University Edwardsville (SIUE). The park offers business and industry a suburban location with access to valuable human resources, including a capable base of student interns, a highly skilled pool of potential employees and faculty researchers.

This record series consists of documentation retained on the incorporation/administration of the University Park as a University project including: articles of incorporation, by-laws, minutes and related correspondence.

Recommendation: Retain in office permanently

Disposition Approved 02/19/14

140.002 University Park Historical Files (Originals and Duplicates)

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

This record series consists of documentation retained on all operations and activities involving the University Park including copies of Board of Trustees (BOT) actions, dedication ceremony materials (i.e., photos) and all related correspondence/memoranda.

Recommendation: Retain in office for three (3) years, then with the assistance of University Archives staff, review the series and transfer any documents possessing archival value to the University Archives for permanent retention and dispose of all extraneous materials.

Disposition Approved 02/19/14

140.003 University Park "Logo" Files

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

This record series consists of documentation retained on the creation of the University Park's logo in conjunction with the SIUE Marketing and Communications Department.

Recommendation: Retain in office permanently.  
Disposition Approved 02/19/14

140.004 University Park Lease Files

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

This record series consists of documentation retained on University Park lands which are leased by the SIUE Board of Trustees to individual corporations. The files include leases and memoranda of lease covenants. Copies are also retained by the Office of the Chancellor and the Board of Trustees.

Recommendation: Retain in office permanently.  
Disposition Approved 02/19/14

140.005 Notices of Tax Assessments and Related Correspondence

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

This record series consists of the Park Corporation's ownership of property at 195 University Park Drive and its Madison County property tax bills.

Recommendation: Retain in office for seven (7) years 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 02/19/14

140.006 Real Estate Listing Files

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

This record series consists of documentation retained on all University Park real estate transactions including the original agreements with commercial real estate brokers to list available properties and related correspondence/memoranda. A copy is retained in the Chancellor's Office as one of the signatories to the listing agreements on behalf of the Board of Trustees.

Recommendation: Retain in office for two (2) years or until expiration of administrative value, whichever is later, 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.

Deferred 02/19/14

Disposition Approved 03/19/14

140.007 Utility Provision and Telecommunication Files

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

This record series consists of documentation retained on utility companies and/or private industries providing general services to the University Park including original contracts (i.e. rates/provisions) for service and related correspondence/memoranda.

Recommendation: Retain in office for ten (10) years after the final expiration and/or termination of contract, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 02/19/14

140.008 Vendors' Requests for Proposals

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

This record series consists of documentation retained on vendors' requests for proposals including: copies of original proposals, informational materials received from vendors, committee actions taken and related correspondence/memoranda. Originals are maintained by the University's Purchasing Office for a period of ten (10) years.

Recommendation: Retain in office for five (5) years or until administrative value has expired, whichever is later, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 02/19/14