## Application for Authority to Dispose of State Records # 07-02

**To:** Office of the Secretary of State  
State Records Commission  
Margaret Cross Norton Building  
Springfield, Illinois 62756

**From:** Illinois State University  
Agency  
Office of the Vice President for Academic Affairs and Provost  
Division, Bureau, Section  
Box 4000, Office of the Provost, Illinois State University,  
Normal, IL 61790-4000

**Contact Person:** Charles McGuire  
**Telephone:** (309) 438-7018

### Item Number  
From Application  
**Title of Record Series**  
**Inclusive Dates**  
**Cubic Feet To Be Destroyed**

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Title of Record Series</th>
<th>Inclusive Dates</th>
<th>Cubic Feet To Be Destroyed</th>
</tr>
</thead>
<tbody>
<tr>
<td>605.001</td>
<td>Literacy Center</td>
<td>2005</td>
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<td>607.001</td>
<td>Tuition Waivers (Duplicates)</td>
<td>2006-2008</td>
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<td>608.001</td>
<td>Connections Grant</td>
<td>2002-2005</td>
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<td>609.001</td>
<td>Professional Development Schools Information</td>
<td>2002-2005</td>
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<td>610.001</td>
<td>Supplemental Student Records</td>
<td>2002-2005</td>
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<tr>
<td>614.001</td>
<td>Reading Recovery Program Materials</td>
<td>2002-2005</td>
<td>1.5</td>
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<tr>
<td>620.001</td>
<td>Long Term Student Records</td>
<td>1857-1950</td>
<td>.75</td>
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<tr>
<td>620.002</td>
<td>Temporary Student Records</td>
<td>1857-2005</td>
<td>.75</td>
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<tr>
<td>620.003</td>
<td>Instructor's Schedules and Student Rosters</td>
<td>1979-2005</td>
<td>Negligible</td>
</tr>
<tr>
<td>620.004</td>
<td>Grants (Federal, State, Private)</td>
<td>1980-2005</td>
<td>Negligible</td>
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<td>620.005</td>
<td>Special Education Class Attendance Files</td>
<td>1980-2005</td>
<td>Negligible</td>
</tr>
<tr>
<td>620.006</td>
<td>Heart of Illinois Low Incident Association (HILIA) Minutes and Correspondence</td>
<td>1980-2000</td>
<td>Negligible</td>
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<td>620.007</td>
<td>Special Education Program Client Student Files</td>
<td>1950-2008</td>
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<td>620.008</td>
<td>Historical Files</td>
<td>1879-2000</td>
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<td>620.009</td>
<td>State Reports</td>
<td>1983-2005</td>
<td>Negligible</td>
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<td>622.001</td>
<td>Athletic Program Files</td>
<td>1960-2000</td>
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<td>706.001</td>
<td>Exhibition Archives</td>
<td>1972-1990</td>
<td>.5</td>
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<td>800.001</td>
<td>Graduate Program Preceptor Personnel Files</td>
<td>1999-2005</td>
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<td>800.002</td>
<td>Signed Graduate Program Preceptor Hours</td>
<td>1999-2005</td>
<td>.2</td>
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</tbody>
</table>

### Directions

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2. Do not dispose of materials until one copy is returned to your agency signed by the Chairman of the State Records Commission, in compliance with Section 4400.40(b) of the rules of the State Records Commission.

---

I hereby certify that in compliance with the above referenced application, # 07-02 received from the State Records Commission, the records listed above will be disposed of on or after June 30, 2011

**Signature:** Charles R. McGuire, Associate Vice President for Academic Administration  
**Date:** May 23, 2011

---

**Approved:**  
**Signature:** Charles R. McGuire, Associate Vice President for Academic Administration  
**Date:** May 23, 2011  
**Print Name and Title:** Charles R. McGuire, Associate Vice President for Academic Administration  
**Date:** May 23, 2011
STATE OF ILLINOIS
RECORDS DISPOSAL CERTIFICATE

Application for Authority to Dispose of State Records # 07-02

To: Office of the Secretary of State
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Contact Person: Charles McGuire
Telephone: (309) 438-7018

Item Number: 311.001 313.001 313.002 313.003 315.001 318.001 401.001 401.002 401.003 409.001 500.001 500.003 500.004 500.005 501.001 501.003 501.004
Title: Student Applicants to Outreach Programs Physics Department Scholarships and Awards Materials Planetarium Admission Materials Planetarium Public and Reservation Show Program Brochures Confidential Client Records Speech and Hearing Clinic Client Files (Originals) University Farm Information Department Alumni Relations Materials Agricultural Articulation in Illinois Universities and Community Colleges Materials Registration Information Team Structure of College of Business Records College of Business Week, Hall of Fame Faculty Publications Faculty Research Development Grants Department of Accounting Advisory Council Department of Accounting Faculty Plans Department of Accounting Summer Research Awards

From Application Record Series Inclusive Dates Cubic Feet To Be Destroyed

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Print Name and Title
Associate Vice President for Academic Administration

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Item Number From Application Title of Record Series Inclusive Dates Cubic Feet To Be Destroyed

242.007 Annual Program Veterinary Care Report 1988-2005 negligible
242.013 Research Integrity Case Files 1985-2007 negligible
244.001 External Grants, Contracts and Agreements (duplicates) 1993-2003 .75 No Longer Accumulating
244.002 IMaST Project 1992-2003
244.003 Grant Sponsored Educational Summer Camps 1998-2005 .75
246.001 Conference Registration Forms 1993-2000 4
246.002 Youth Conference Participation Waiver Forms 1993-2000 1
246.003 Non-Academic Facility Requests 1995-2003 3
246.004 Senior Professional Membership 1993-2000 .5
300.001 General Education Materials 1997-2000 .1
300.002 College of Arts and Sciences Development Activities 1999-2005 25
304.001 Job Market/Alumni Surveys 1987-2000 negligible
304.002 Graduate Assistant/Undergraduate Teaching Assistant Information 1984-2005 .1
304.003 Alumni Files 1970-1980 .5

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Director, Illinois State Archives

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Contact Person:  
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<tbody>
<tr>
<td>222.002</td>
<td>Scholarship Files</td>
<td>1965-2005</td>
<td>4</td>
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<tr>
<td>223.001</td>
<td>Tutor Training Documents</td>
<td>1996-2005</td>
<td>negligible</td>
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<tr>
<td>223.002</td>
<td>Tutor and Workshop Evaluation Forms</td>
<td>1996-2005</td>
<td>negligible</td>
</tr>
<tr>
<td>223.003</td>
<td>Advisement Planning Forms</td>
<td>1996-2005</td>
<td>negligible</td>
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<tr>
<td>223.004</td>
<td>Minority Student Academic Center (MSAC) Records</td>
<td>1996-2003</td>
<td>negligible</td>
</tr>
<tr>
<td>240.004</td>
<td>Curriculum Proposals, Catalog Files, Four-Year-and-Out Course</td>
<td>Deletion Files, Program Review Reports</td>
<td>1972-2007</td>
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<tr>
<td>240.005</td>
<td>Permissions from Publishers and Authors</td>
<td></td>
<td>1997-2007</td>
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<tr>
<td>240.007</td>
<td>Research Symposia Abstracts</td>
<td></td>
<td>1994-2000</td>
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<tr>
<td>240.008</td>
<td>Graduate Student Probation Records</td>
<td></td>
<td>2003-2005</td>
</tr>
<tr>
<td>240.009</td>
<td>Graduate Faculty Membership Files Electronic &amp; Hard Copy – Applications and Vitas</td>
<td></td>
<td>2003-2007</td>
</tr>
<tr>
<td>241.001</td>
<td>External Grants, Contracts and Agreements</td>
<td></td>
<td>1998-2000</td>
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<tr>
<td>242.001</td>
<td>Veterinary Medical Records</td>
<td></td>
<td>2005</td>
</tr>
<tr>
<td>242.003</td>
<td>Institutional Animal Care and Use Committee (IACUC) Protocols</td>
<td></td>
<td>1990-2004</td>
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<td>242.004</td>
<td>Biosafety Protocols</td>
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<td>2004</td>
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<tr>
<td>242.005</td>
<td>Institutional Animal Care and Use Committee Semi-annual activities</td>
<td></td>
<td>1994-2004</td>
</tr>
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Charles McGuire, Associate Vice President for Academic Administration

**Disposal Date**

May 23, 2011

Signature

Charles R. McGuire, Associate Vice President for Academic Administration

Print Name and Title

Approved:

D'Arwin T. J. Date

Chairman, State Records Commission  
Director, Illinois State Archives  
Date
To: Office of the Secretary of State  
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</thead>
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<tr>
<td>203.007</td>
<td>Recruitment Files</td>
<td>2000-2008</td>
<td>negligible</td>
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<tr>
<td>203.008</td>
<td>Application Files</td>
<td>2004-2008</td>
<td>.125</td>
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<tr>
<td>203.010</td>
<td>Honors Course List Files</td>
<td>1988-2000</td>
<td>negligible</td>
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<tr>
<td>220.002</td>
<td>Probation and Reinstatement Files</td>
<td>1990-2005</td>
<td>.1</td>
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<tr>
<td>220.003</td>
<td>Satisfactory Progress Appeals</td>
<td>1990-2007</td>
<td>.25</td>
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<tr>
<td>220.004</td>
<td>Academic Standards Committee</td>
<td>1970-2000</td>
<td>negligible</td>
</tr>
<tr>
<td>220.005</td>
<td>Scholarship/University Scholars Scholarship Probation Files</td>
<td>2000-2005</td>
<td>negligible</td>
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<tr>
<td>220.006</td>
<td>Admission Enrollment Tracking Data and Reports</td>
<td>2003-2005</td>
<td>.25</td>
</tr>
<tr>
<td>221.001</td>
<td>TOEFL Score Reports, Non Enrolled Students</td>
<td>2005-2008</td>
<td>.1</td>
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<td>221.002</td>
<td>GRE Score Reports, Non Enrolled Students</td>
<td>2002-2005</td>
<td>.1</td>
</tr>
<tr>
<td>221.003</td>
<td>GMAT Score Reports, Non Enrolled Students</td>
<td>1997-2000</td>
<td>.2</td>
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<td>221.004</td>
<td>ACT and SAT score reports, Non-Enrolled Students</td>
<td>1995-2007</td>
<td>.4</td>
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<tr>
<td>221.005</td>
<td>International Admissions, Application Documents-Enrolled and Non Enrolled Students</td>
<td>1995-2007</td>
<td>2.5</td>
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<td>221.006</td>
<td>Undergraduate and Graduate Admissions Application Documents</td>
<td>2005-2007</td>
<td>54</td>
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<td>221.008</td>
<td>Scholarship Application and Selection Materials</td>
<td>2005-2008</td>
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<tr>
<td>221.009</td>
<td>Pre-Admissions Records</td>
<td>2006-2008</td>
<td>13</td>
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<tr>
<td>222.001</td>
<td>Student Financial Aid Files</td>
<td>2002-2005</td>
<td>negligible</td>
</tr>
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Director, Illinois State Archives

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<th>Contact Person:</th>
<th>Telephone</th>
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</thead>
<tbody>
<tr>
<td>150.011</td>
<td>College, Department/School, or other Unit Newsletters, Annual Reports, Brochures or other Marketing Materials and Support Material</td>
<td>1986-2007</td>
<td>36</td>
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<td>150.012</td>
<td>Class Schedules and Supporting Materials</td>
<td>1986-2007</td>
<td>.5</td>
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<td>150.013</td>
<td>Textbook and Classroom Material Orders and Support Materials</td>
<td>1986-2007</td>
<td>1</td>
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<td>150.014</td>
<td>College, Department/School, or Unit Student or Faculty Award Material</td>
<td>1986-2007</td>
<td>18</td>
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<td>200.001</td>
<td>Request for Hiring Exemptions</td>
<td>2001-2005</td>
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<td>200.002</td>
<td>Budget Presentation Materials</td>
<td>1999-2007</td>
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<td>202.001</td>
<td>CTLT Material Production Billing</td>
<td>2005-2007</td>
<td>.75</td>
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<td>202.002</td>
<td>CTLT Grant Applications and Awards</td>
<td>2005-2007</td>
<td>.33</td>
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<td>202.003</td>
<td>CTLT Job Request Forms (Originals)</td>
<td>2005-2007</td>
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<td>202.005</td>
<td>Facilities Management Work Requests, Billing and Correspondence</td>
<td>2005-2007</td>
<td>.1</td>
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<td>203.001</td>
<td>Robert G. Bone Scholarship Files</td>
<td>1967-2008</td>
<td>1.5</td>
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<td>203.002</td>
<td>Research Mentorship and Grant Files</td>
<td>1987-2007</td>
<td>.25</td>
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<td>203.003</td>
<td>Scholarship Files</td>
<td>1987-2008</td>
<td>1.5</td>
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<td>203.004</td>
<td>Partial Tuition Waiver Award Files</td>
<td>1989-2007</td>
<td>.25</td>
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<td>203.005</td>
<td>Annual Scholarship Awards Ceremony Files</td>
<td>1994-2008</td>
<td>.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>203.006</td>
<td>Homecoming Open House Files</td>
<td>1994-2008</td>
<td>negligible</td>
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Contact Person: Telephone

Item Number of Title Inclusive Cubic Feet
From Record Series Dates To Be Destroyed
150.001 Faculty Evaluations (Annual and Summative 1986-2002 1
150.002 Student Evaluations (Data Sheets) 1986-2002 9
150.003 Student Evaluations (Individual Student Comments) 1986-2006 36
150.004 College/Department/School Student Records 1982-2005 15
150-005 Program Review Records 1992-2004 negligible
150.006 Department Strategic Planning and Assessment Materials 1986-2005 negligible
150.007 Sabbatical and Leave Proposals and Reports 1986-2005 negligible
150.008 Course Syllabi 1986-2005 1

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