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 of Student Affairs  
Division, Bureau, Section: Office of the Vice President of Student Affairs  
Agency Address: 410 Hovey Hall, Campus Box 2100, Normal IL 61790-2100  
Contact Person: Wendy Bates  
Telephone: (309) 438-3138  

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Title of Record Series</th>
<th>Inclusive Dates</th>
<th>Cubic Feet To Be Destroyed</th>
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<tbody>
<tr>
<td>900.009</td>
<td>Summer Conference and Camp Files</td>
<td>1989- June 2004</td>
<td>2.0</td>
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<tr>
<td>900.011</td>
<td>Residence Hall Student Files</td>
<td>1995- June 2004</td>
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<td>900.012</td>
<td>Apartment Living Resident Files</td>
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<td>900.013</td>
<td>Denied Apartment Living Application Files</td>
<td>1989- June 2008</td>
<td>.4</td>
</tr>
</tbody>
</table>

Directions  
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I hereby certify that in compliance with the above referenced application, # 07-04 received from the State Records Commission, the records listed above will be disposed of on or after June 30, 2011.  

Disposal Date: May 23, 2010  
Signature: Charles R. McGuire  
Date:  
Print Name and Title: Charles R. McGuire, Associate Vice President for Academic Administration  

Approved:  
Chairman, State Records Commission  
Date:  
Print Name and Title: Chairman, State Records Commission  
Director, Illinois State Archives  

SOSARD-66.4
STATE OF ILLINOIS
RECORDS DISPOSAL CERTIFICATE

Application for Authority to Dispose
of State Records # 07-04

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

From:
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Office of the Vice President of Student Affairs
Division, Bureau, Section
410 Hovey Hall, Campus Box 2100, Normal IL 61790-2100
Agency Address
Wendy Bates  (309) 438-3138
Contact Person: Telephone

Item Number  Title of Record Series  Inclusive Dates  Cubic Feet To Be Destroyed
--- --- --- ---
860.001 Credit Card  June 2009  3.0
860.002 Cash Register Daily Reports  2002- June 2007  3.0
860.003 Prescription Files  2001- June 2006  9.0
860.004 Daily Deposits (Duplicates)  June 2010  1.0
860.006 In Shipment Records  June 2009  Negligible
870.001 Student/Visitor X-Rays/Reports  1997- June 2006  12.0
870.002 Employee X-Rays/Reports  June 2001  Negligible
880.001 Enrollment Records  2001- June 2006  1.5
880.002 Athletic Claims & Miscellaneous Athletic insurance Information  1999- June 2006  1.75
900.003 Residence Hall Apartment Condition Reports  1995- June 2004  .4
900.004 Student Housing Appeals  1993 June -2008  2
900.005 Student Housing Billings  2000- June 2008  1.0
900.007 Night Operations Guest Cards  June 2006  20.0

Directions

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Charles R. McGuire, Associate Vice President for Academic Administration
Print Name and Title

Approved:

Chairman, State Records Commission
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SOSARD-66.4

RECEIVED

MAY 26 2011
State Records Commissioner
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Springfield, Illinois 62756

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<tbody>
<tr>
<td>810.001</td>
<td>Cash Register Logs/Credit Card Daily Reports</td>
<td>2001- June 2008</td>
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<td>810.002</td>
<td>Credit Card Monthly Reconciliations</td>
<td>2000- June 2009</td>
<td>.03</td>
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<td>810.003</td>
<td>Third Party Client Billings</td>
<td>June 2004</td>
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<td>810.004</td>
<td>Lab Charges</td>
<td>June 2004</td>
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<td>810.005</td>
<td>Daily Billing Export Lists</td>
<td>2003- June 2009</td>
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<td>810.006</td>
<td>Vaccess Logs</td>
<td>2001 – 2004</td>
<td>Negligible</td>
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<td>810.007</td>
<td>Immunization Mailing Listings</td>
<td>1998- June 2008</td>
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<td>820.001</td>
<td>Police Reports</td>
<td>1999-June 2000</td>
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<td>820.003</td>
<td>Student Release of Info</td>
<td>1999-June 2000</td>
<td>.0625</td>
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<td>820.005</td>
<td>Condom Agreement Forms</td>
<td>2000- June 2009</td>
<td>Negligible</td>
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<td>820.006</td>
<td>Prize Receipts</td>
<td>2006</td>
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<td>820.007</td>
<td>TB Shots Verification Forms – Interns and Students</td>
<td>2000- June 2009</td>
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<td>830.001</td>
<td>HIPAA Security</td>
<td>1994- June 2001</td>
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<td>830.002</td>
<td>Operational Records</td>
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<td>840.001</td>
<td>Statistics and Quality Assurance Files</td>
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<td>850.001</td>
<td>Medical Records</td>
<td>1999-June 2000</td>
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<td>850.002</td>
<td>Aspects of Care Reports</td>
<td>2005-2009</td>
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<td>850.003</td>
<td>HIPAA Privacy Records</td>
<td>2002-2005</td>
<td>2</td>
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**Signature**
Charles R. McGuire, Associate Vice President for Academic Administration

**Date**
May 23, 2010

**Approved:**
D. A. Jan

**Date**
MAY 26 2011
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**Application for Authority to Dispose of State Records # 07-04**

**To:**  
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Springfield, Illinois 62756

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Division, Bureau, Section  
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Wendy Bates  
(309) 438-3138

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

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<tr>
<td>511.006</td>
<td>Cancelled Show Refunds</td>
<td>2000- June 2008</td>
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<td>512.001</td>
<td>Bowling and Billiards Center Daily Cash Receipts</td>
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<td>600.001</td>
<td>Student Client Files</td>
<td>1978- June 2004</td>
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<td>600.002</td>
<td>Staff Client Files</td>
<td>1996- June 2004</td>
<td>.0625</td>
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<tr>
<td>600.003</td>
<td>Medical Absence Student Files</td>
<td>1997- June 2006</td>
<td>Negligible</td>
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<tr>
<td>600.004</td>
<td>Future/Potential Staff and Student Client Files</td>
<td>2001- June 2006</td>
<td>Negligible</td>
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<td>600.005</td>
<td>Student Clients with University Housing Services Accommodations</td>
<td>2000- June 2006</td>
<td>2.5</td>
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<td>600.006</td>
<td>Knox Box Emergency Lists</td>
<td>1997- June 2006</td>
<td>.125</td>
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<td>600.007</td>
<td>Parking Services Request Forms and Documentation</td>
<td>1994- June 2006</td>
<td>.125</td>
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<td>600.008</td>
<td>Staff Calendars</td>
<td>1998- June 2001</td>
<td>Negligible</td>
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<td>700.001</td>
<td>Agency Accreditation Files</td>
<td>1973- June 1997</td>
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<td>700.002</td>
<td>Student-Mental Health Client Case Files</td>
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<td>800.001</td>
<td>Patient Satisfaction Surveys</td>
<td>1998- June 2006</td>
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<td>800.003</td>
<td>Medication Sample Logs</td>
<td>1997- June 2005</td>
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<td>800.004</td>
<td>Infection Control Materials</td>
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<td>800.005</td>
<td>Immunization Files</td>
<td>June 2001</td>
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<td>Student Services Building Project (duplicates)</td>
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<td>800.008</td>
<td>Student Insurance Planning Documents</td>
<td>June 1991</td>
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<tr>
<td>800.009</td>
<td>Inspection Reports</td>
<td>1968- June 2006</td>
<td>Negligible</td>
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**Disposal Date**  
May 23, 2010

**Signature**  
Charles R. McGuire, Associate Vice President for Academic Administration

**Print Name and Title**  
Charles R. McGuire, Associate Vice President for Academic Administration

**Approved:**  
David A. Joens  
Chairman, State Records Commission  
Director, Illinois State Archives

**RECEIVED**  
MAY 26 2011
**STATE OF ILLINOIS**

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<td>500.007</td>
<td>Student Disciplinary Records</td>
<td>June 2006</td>
<td>.5</td>
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<td>500.009</td>
<td>Mediation Files</td>
<td>2002-2004 June</td>
<td>.5</td>
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<td>500.100</td>
<td>Student Grievance Files</td>
<td>2002-2004 June</td>
<td>.5</td>
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<td>510.001</td>
<td>Performance Files</td>
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<td>2.0</td>
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<td>510.002</td>
<td>Concession and Miscellaneous Payment Details</td>
<td>1992- June 2008</td>
<td>5.0</td>
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<td>510.003</td>
<td>Accounts Receivable Billing Worksheets</td>
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<td>2.0</td>
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<td>510.004</td>
<td>Accounts Receivable Billing Invoices</td>
<td>2004 -2007</td>
<td>Negligible</td>
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<td>510.006</td>
<td>Time Reporting</td>
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<td>510.007</td>
<td>Petty Cash and Receipt Books</td>
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<td>510.008</td>
<td>Lessee Payment Records</td>
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<td>511.001</td>
<td>Performance Folders</td>
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<td>511.002</td>
<td>Daily Receipts</td>
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<td>4.0</td>
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<td>511.003</td>
<td>Daily Vendor Receipts</td>
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<td>511.004</td>
<td>Check Cashing Summaries</td>
<td>2000- June 2008</td>
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<td>511.005</td>
<td>Vault Count</td>
<td>2000- June 2008</td>
<td>.5</td>
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Signed: Charles R. McGuire, Associate Vice President for Academic Administration
Date: May 23, 2010

Approval: D. Allen, Chairman, State Records Commission
Date: 6/11/11

Chairman, State Records Commission
Director, Illinois State Archives

SOSARD-66.4

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<td>200.004</td>
<td>Credit Card Receipts</td>
<td>June 2009</td>
<td>3.0</td>
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<td>200.005</td>
<td>Treats Order Forms</td>
<td>June 2009</td>
<td>.5</td>
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<tr>
<td>200.006</td>
<td>Cash Counting Sheets</td>
<td>2001- June 2009</td>
<td>6.0</td>
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<td>300.001</td>
<td>Deposits/Shift Reports</td>
<td>June 2005</td>
<td>5.25</td>
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<td>300.002</td>
<td>Merchandise Inventories</td>
<td>2002- June 2008</td>
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<td>300.003</td>
<td>Membership Applications</td>
<td>June 2009</td>
<td>4.125</td>
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<td>300.004</td>
<td>Gift Certificates</td>
<td>June 2005</td>
<td>.06</td>
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<td>400.001</td>
<td>Fair Registrations</td>
<td>1995- June 2009</td>
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<td>400.002</td>
<td>Credential Materials</td>
<td>1972- June 2010</td>
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<td>500.001</td>
<td>Registered Student Organizations</td>
<td>1995- June 2008</td>
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<td>500.002</td>
<td>Election Results</td>
<td>1978 – 2005</td>
<td>.1</td>
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<td>500.003</td>
<td>Candidate Forms and Petitions</td>
<td>2003- June 2008</td>
<td>.1</td>
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<td>500.005</td>
<td>Minority Academic Scholarship Achievement Initiative (MASAI) Grade Reports</td>
<td>June 2005</td>
<td>2.0</td>
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<td>2005-June 2010</td>
<td>.5</td>
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<tr>
<td>100.003</td>
<td>Student Code Enforcement &amp; Review Board (SCERB) Files</td>
<td>2000 - 2003</td>
<td>.5</td>
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<tr>
<td>110.001</td>
<td>Equipment Inventory</td>
<td>2000 - 2003</td>
<td>.5</td>
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<tr>
<td>110.002</td>
<td>Speeches and Presentations</td>
<td>2000 - 2003</td>
<td>.5</td>
</tr>
<tr>
<td>110.003</td>
<td>Organizational Charts</td>
<td>2002-June 2006</td>
<td>Negligible</td>
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<td>110.004</td>
<td>Consultant Reports and Proposals</td>
<td>1997-2000</td>
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<td>110.005</td>
<td>Assessment Reports</td>
<td>2000 - 2003</td>
<td>.5</td>
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<tr>
<td>110.006</td>
<td>Incident Reports</td>
<td>1996-June 2000</td>
<td>.5</td>
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<td>120.001</td>
<td>Help Desk Incident Tickets</td>
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<td>120.002</td>
<td>Computer Equipment Checkout</td>
<td>2004 - 2007</td>
<td>1.0</td>
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<td>200.001</td>
<td>Charge Vouchers</td>
<td>2001- June 2009</td>
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<td>200.002</td>
<td>Leave Requests</td>
<td>2001- June 2009</td>
<td>1.5</td>
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<td>200.003</td>
<td>Adjustment Sheets</td>
<td>June 2009</td>
<td>2.0</td>
</tr>
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**Directions**

1. Submit one original and one copy to the State Records Commission thirty (30) days prior to the disposal date. Retain one copy for your file.

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, # 07-04 received from the State Records Commission, the records listed above will be disposed of on or after June 30, 2011.

**Disposal Date**

Charles R. McGuire, Associate Vice President for Academic Administration  
Signature  
Date  
Print Name and Title

**Approved:**

Chairman, State Records Commission  
Date

**RECEIVED**

MAY 26 2011  
State Records Commission