# STATE OF ILLINOIS
# STATE RECORDS COMMISSION

## APPLICATION FOR AUTHORITY TO DISPOSE OF STATE RECORDS

**APPLICATION NO. 86-25**

**PAGE 1 OF 13 PAGES.**

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**RM M RM-7.1**

**AGENCY**

Governor's State University

**DIVISION**

SUBDIVISION

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I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER PRESERVATION.

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**HEAD OF AGENCY**

Michael J. Kimmell

11/25/86

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**RECOMMENDATION:**

Dec 18, 1986

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**STATE RECORDS COMMISSION APPROVAL:**

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**DESCRIPTION OF ITEMS OR RECORD SERIES**

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GIVE TITLE, EARLIEST DATE, FILE ARRANGEMENT, VOLUME, ANNUAL ACCUMULATION, FORM NUMBERS, LEGAL REQUIREMENTS AFFECTING RETENTION, AND RECOMMENDED RETENTION PERIOD. IF MICROFILMED, THE HEAD OF THE AGENCY SHALL ATTACH A STATEMENT CERTIFYING THAT MICROFILM COPIES, MADE IN ACCORDANCE WITH THE STANDARDS OF THE STATE RECORDS COMMISSION, WILL BE ADEQUATE SUBSTITUTES FOR THE ORIGINAL RECORDS.
<table>
<thead>
<tr>
<th>ITEM NO.</th>
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<th>ACTION TAKEN</th>
</tr>
</thead>
</table>

APPLICATION FOR AUTHORITY TO DISPOSE OF STATE RECORDS  
(CONTINUATION SHEET)  
APPLICATION NO. 86-25  
PAGE 12 OF 13 PAGES.
29. Audit Reports (Duplicates)

Dates: 1984 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of reports of audits conducted by the Office of the Auditor General on all accounts in the University's budgets. Original audit reports are transferred to the custody of the State Archives as per Application #

Recommendation: Retain three (3) fiscal years in office, then dispose of.

30. Minutes of Meetings of Board of Governors (Duplicates)

Dates: 1985 -
Volume: 1/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Dispose of at discretion of agency.

31. Telephone Reports

Dates: 1984 -
Volume: 2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological
<table>
<thead>
<tr>
<th>ITEM NO.</th>
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<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This record series consists of lists of telephone calls made on University telephones and is used to clarify business versus personal use of telephones on campus. Recommendation: Retain one (1) year in office, then dispose of providing no litigation is pending or anticipated.</td>
<td>Disposition Approved</td>
</tr>
</tbody>
</table>