STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 86-26
PAGE 1 OF 46 PAGES.

RM M RM-7.1

AGENCY
Governors State University

DIVISION
Vice-President for Administration and Planning

SUBDIVISION

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.

[signature] 11/25/86
HEAD OF AGENCY

SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS
COMMISSION WITH SAMPLES OF EACH ITEM LISTED.

DESCRIPTION OF ITEMS OR RECORD SERIES

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.

ACTION TAKEN

JIM EDGAR
Secretary of State
and
State Archivist

RECOMMENDATION:

Jim Edgar 12/18/86
ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:

Michael Zurne 12/18/86
CHAIRMAN SECRETARY

DEC 18 1986 DATE
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEMS OR RECORD SERIES</th>
<th>ACTION TAKEN</th>
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APPLICATION FOR AUTHORITY TO DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 86-26

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BID FILES

Dates: 1971 -
Volume: 52 Cu. Ft.
Annual Accumulation: 3 1/2 Cu. Ft.
Arrangement: Chronological by Bid Request

This record series consists of Bidders, Mailing List Applications, copies of requests for bids, lists of bidders, bid specifications, and copies of the actual bids. The Department of Central Management Services maintains their files of these documents for ten (10) years in accordance with approved Application #70-111.

Recommendation: Retain in the office for five (5) years, then dispose of provided all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Construction Contract Files (Record Copies)

Dates: 1968 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains: copies of bids on and specifications for construction contracts', requests for payments (approved by the architect in charge); sub-contractors' lien waivers; charge orders; and subpeonas for lawsuits. The original copies of construction bids (rejected and accepted) and contracts are maintained permanently on microfilm by the Capital Development Board (the hardcopies are maintained for twenty (20) years).
<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Description of Items or Record Series</th>
<th>Action Taken</th>
</tr>
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<tbody>
<tr>
<td>94. Non-Construction Contract Files (Record Copies)</td>
<td>Retain in the office for five (5) years following expiration of contract or agreement, then dispose of provided all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</td>
<td>Disposition Approved</td>
</tr>
<tr>
<td>95. Property Control Records (Record Copies)</td>
<td>Retain in office until the lapse of three (3) years after the records are created or until administrative referral has expired - whichever period is longer - then dispose of provided all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</td>
<td>Disposition Approved</td>
</tr>
<tr>
<td>96. Requisition Files (Originals)</td>
<td>Retain in the office for six (6) years, then dispose of provided all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</td>
<td>Disposition Approved</td>
</tr>
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