JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO DISPOSE OF STATE RECORDS

APPLICATION NO. 86-27

PAGE 1 OF 92 PAGES.

IM M RM-7.1

AGENCY
Governor's State University

DIVISION
Vice-President for Academic Affairs

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.

HEAD OF AGENCY

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

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<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEMS OR RECORD SERIES</th>
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<td>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.</td>
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RECOMMENDATION:

Jim Edgar
ARCHIVIST

STATUTE RECORDS COMMISSION APPROVAL:

Michael DUKakis
CHAIRMAN

DEC 18, 1986
DATE
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APPLICATION FOR AUTHORITY TO DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 86-27

PAGE 10 OF 92 PAGES.
25. Articulation Agreements with Community Colleges (Agency Record Copies)

Dates: 1979 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by college

Letters of agreement showing the courses a student is required to take at various community colleges and at Governor's State University to obtain a degree in four (4) years are included in these articulation agreements as well as the conditions for admission to Governor's State University.

Recommendation: Retain until updated, then dispose of.

Disposition: Approved

26. Community College Articulation Requests File

Dates: 1970 -
Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by community college
This record series consists of articulation requests from community colleges to add new courses to those acceptable as transfer credits at Governor's State University. Included in these files are evaluations and opinions from professors at Governor's State University regarding descriptions and syllabi of these prospective new agreements.

Recommendation: Retain three (3) years in office, then review files and dispose of any information that has been outdated or superseded by more current data.

**Disposition Approved**

27. Fiscal Administration and Budget Records (Duplicates)

Dates: July 1, 1983 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of vouchers (invoice, contractual and travel, travel authorizations, purchase orders, requisitions, orders for central duplicating, receipts and budget printouts, etc.) documenting the expense for goods and services for the Community College Relations Office.

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

**Disposition Approved**

28. General Files (Originals and Duplicates)

Dates: 1982 -
Volume: 6 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of the general files for the Office of Community College Relations. The records generally include: correspondence with the Illinois Community College Board; articulation proposal consortium 1983; supporting documentation and memos for budget proposals; unit program review (5 years); College of Health Professions Conference; Financial Aid Community College Scholarship; Community Services Conference, and faculty exchange correspondence and notes.

Recommendation: Retain in office for three (3) years, then review files and dispose of all materials no longer possessing any administrative value.

**Disposition Approved**

29. Pamphlet Approvals Correspondence Files (Originals)

Dates: 1982 -
Volume: 3 Cu. Ft.
Annual Accumulation:
Arrangement: Alphabetical by college
**DESCRIPTION OF ITEMS OR RECORD SERIES**

This record series consists of the pamphlet approvals correspondence files for the Office of Community College Relations. The records generally include correspondence between Governor's State University and statewide community colleges concerning the outline/content of educational pamphlets based upon the articulation agreement between the schools. These pamphlets contain information on how to plan beyond a two year (junior college) degree by combining it with an upper division, four year (Governor's State University) degree. The records also contain related correspondence and recruiting material.

Recommendation: Retain in office for three (3) years, then review files and dispose of all materials no longer possessing any administrative value.

**ACTION TAKEN**

Disposition Approved