JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

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.

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

APPLICATION NO. 86-27
PAGE 1 OF 92 PAGES.
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<th>DESCRIPTION OF ITEMS OR RECORD SERIES</th>
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**APPLICATION FOR AUTHORITY TO DISPOSE OF STATE RECORDS**

*(CONTINUATION SHEET)*

**APPLICATION NO. 86-27**

**PAGE 53 OF 92 PAGES.**
Competency Assessment Reports (Originals)

Dates: 1983 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the competency assessment reports for the Nursing Division of the College of Health Professions. These records generally contain reports on the Competency Assessment for Admission Tests (CAAT) which are used to evaluate prospective nursing students. The students have one year upon entering the program (pending) to successfully complete the examinations.

Recommendation: Retain in the office for two (2) years, then dispose of provided all administrative value has expired.

Faculty Welfare Files (Originals)

Dates: 1982 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of the faculty welfare files for the Nursing Division of the College of Health Professions. The records generally include requests to participate in professional development projects and requests for personal leave/sabbatical time.

Recommendation: Retain in the office for three (3) years, then dispose of providing no litigation is pending or anticipated.

Test Files (Originals)

Dates: 1984 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: By course
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<th>ITEM NO.</th>
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<tr>
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<td>This record series consists of the test files for the Nursing Division of the College of Health Professions. The records generally include a reference copy of each test given in a course under the Division.</td>
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<td>Recommendation: Retain one (1) copy of each exam in office permanently pending possible litigation (grade appeals) which is handled through the Division Grievance Committee. All other test copies are to be dispose of at the discretion of the agency.</td>
<td>Disposition</td>
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