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  
DECEMBER 18, 1986

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

RECOMMENDATION:

STATE RECORDS COMMISSION APPROVAL:

ACTION TAKEN

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEMS OR RECORD SERIES</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<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>
<td></td>
</tr>
<tr>
<td>ITEM NO.</td>
<td>DESCRIPTION OF ITEMS OR RECORD SERIES</td>
<td>ACTION TAKEN</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

APPLICATION FOR AUTHORITY TO DISPOSE OF STATE RECORDS
(CONTINUATION SHEET)

APPLICATION NO. 86-27

PAGE 54 OF 93 PAGES.
DEAN OF STUDENT AFFAIRS AND SERVICES

155. Facilities Requests File

Dates: 1981 -
Volume: 3 Cu. Ft.
Annual Accumulation: .75 Cu. Ft.
Arrangement: Chronological/By Facility Requests

This record series consists of requests from groups desiring to use facilities on the Governors State campus. Requests come from non-academic groups on campus, and from off-campus groups not otherwise associated with Governors State University.

Recommendation: Retain on-campus requests for two (2) years and dispose of. Retain off-campus requests for four (4) years and dispose of.

156. Student Conduct Files

Dates: 1982 -
Volume: 1.5 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

The office of the dean of Student Affairs and Services is responsible for all administrative details involved in student conduct. Reports involving student conduct, procedures for handling disciplinary cases, and the results of Student Conduct Committee hearings are maintained by this office.

This record series consists of: written statement of charge(s); a mail receipt for the letter notifying the student of the charge(s) and hearing date; a summary of the hearing; committee recommendation (if applicable) written decision of the Dean; written requests for hearing before the conduct committee (in cases heard by the Dean where the student initiates the request for a committee hearing); an appeal (if requested); the Provost's (or designee's) decision (if appealed). Disciplinary actions are noted on the student's academic record in the Registrar's Office if required by policy.

Recommendation: Retain five (5) years in office, then dispose of provided all litigation is closed.
157. Student Grievance Files

Dates: 1980 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

The purpose of the Student Grievance Committee is to address complaints and grievances including - but not limited to - allegations of discrimination by reason of race, sex, national origin, handicap, religion, and other areas covered by federal laws. This committee is to be used only as a last resort if the grievant and respondent cannot resolve their differences informally.

This record series includes: a formal written grievance; notification to the student from the dean of Student Affairs as to whether or not the grievance is of an academic nature (such an academic grievance must be ruled on by the dean of that college of study); a statement and any supporting evidence presented by the respondent; a copy of the notification of a hearing sent to all concerned; a record of the hearing; the committee's recommendation to the dean; all evidence that was presented; the dean's decision; an appeal - if initiated - and the subsequent final decision from the Provost.

Recommendation: Retain five (5) years in the office, then dispose of provided all litigation is closed.

Disposition: Approved