STATE OF ILLINOIS
STATE RECORDS COMMISSION

RECORDS RETENTION SCHEDULE
(Application for Authority to Dispose of State Records)

STATE RECORDS UNIT
ILLINOIS STATE ARCHIVES
SPRINGFIELD, IL 62706
(217) 782-2647

AGENCY
Governor State University

DIVISION
Student Affairs and Enrollment Management

SUBDIVISION
Admission Office/Registrar's Office

Pursuant to the provisions of the State Records Act (5 ILCS 160/1 et seq.), I hereby request authority to dispose of state government records according to the schedule which follows. I certify that those records to be disposed of will not be needed in the transaction of current business nor will they be of sufficient administrative, legal, or fiscal value to warrant further retention by this agency. I also certify that any microfilm or digitized copies will be made in accordance with the standards of the State Records Commission and will be adequate substitutes for the original records.

Lydia A. Mariano Ritterman
SIGNATURE OF AGENCY HEAD
11/2/18

DATE

RECORDS LISTED ON THIS SCHEDULE MAY BE DISPOSED OF PROVIDING:
- the individual retention period is complete;
- all audits have been completed, if necessary and no litigation is pending or anticipated;
- the items are correctly listed on a Records Disposal Certificate submitted to and approved by the State Records Commission 30 days prior to disposal.

Certain records, as stipulated on this schedule, may be microfilmed or digitized and the original hardcopy record disposed of if the record is microfilmed or digitized in accordance with the standards of the State Records Commission Rules and if the film or digitized copy is retained for the prescribed retention period. Disposal of records after microfilming or digitizing must be noted on a Records Disposal Certificate.

THIS SCHEDULE AND ANY RELATED RECORDS DISPOSAL CERTIFICATES ARE TO BE RETAINED PERMANENTLY.
Note: pp. 9-22 of 22 are the schedule for the Registrar's Office.
ADMISSIONS

521.01 Accepted Applications for Admission

Dates: 1985-
Volume: 13 Cubic Feet/19 GB
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the applications for admission by prospective undergraduate and graduate students who have applied, registered, and been accepted by Governors State University (GSU). Included in these files are test scores, transcripts, admission evaluation forms, biographical statements and letters of petition and recommendation. Applications are currently kept for ten (10) weeks after the beginning of each semester then transferred to the Registrar’s Office.

This item supersedes State Records Application 86-27 item 175 to rewrite the description and recommendation and to update the method of numbering items within the application.

RETENTION: Scan any paper records as received or generated, then retain paper records for thirty (30) days after the beginning of each semester in the Admission Processing Office, then destroy in a secure manner after all electronic images have been verified. Transfer all scanned and born digital applications periodically to the custody of the Registrar’s Office to be incorporated into the student’s permanent Academic Record File. The applications for students who did not ultimately register or were not accepted by GSU are disposed of according to item 521.02 of this application.
521.02 Inactive Applications for Admission

Dates: 1984-
Volume: 7 Cubic Feet/3 ½ GB
Annual Accumulation: Negligible
Arrangement: None

This record series consists of the applications for admission by prospective students who applied but did not register or were not accepted at Governors State University. These files include, but are not limited to: test scores, transcripts, admission evaluation forms, biographical statements and letters of petition and recommendation.

This item supersedes State Records Application 86-27 item 176 to rewrite the description and recommendation and to update the method of numbering items within the application.

RETENTION: Scan any paper records as received or generated, then retain paper records for thirty (30) days after the beginning of the semester, then destroy in a secure manner after all electronic images have been verified. If there is no further application or registration activity, delete from system one (1) year after initial entry. If there is registration activity, scan records into the Permanent Academic Record File in the custody of the Registrar's Office for permanent retention.

Deferred
12/19/18
Approved as Amended
1/16/2019

521.03 General Correspondence

Dates: 1984-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological or Alphabetical by student

This record series consists of correspondence that requires a written response from an admissions officer which goes beyond the routine request for information concerning applications, including but not limited to: teacher and other certification questions; personal, educational, employment concerns, and other questions that require specialized attention from an admissions officer.

This item supersedes State Records Application 86-27 item 177 to rewrite the description and recommendation, update the method of numbering items within the application and to change the retention to three (3) years from one (1) year.
RECORDS RETENTION SCHEDULE
(Application for Authority to Dispose of State Records)
(continued)

RETENTION: Scan any paper records as received or generated, then retain paper records for thirty (30) days after scanning, then destroy in a secure manner after all electronic images have been verified. Retain all scanned and born digital correspondence for three (3) years after date of generation, then delete from the online Systems provided all audits have been completed, and no litigation is pending or anticipated.

521.04 Bi-Weekly Application Tallies

Dates: 1985-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: By semester

This record series consists of periodic tallies for each semester kept by the Admissions Office of applicants and admittances to the University. These tallies are broken down by sex, ethnic group, undergraduate or graduate, by college and by major. This information is published each semester by the Institutional Research and Planning Office in their annual University Student Abstract.

This item supersedes State Records Application 86-27 item 178 to rewrite the description and recommendation and to update the method of numbering items within the application.

RETENTION: Retain tallies generated in any format until this information has been transmitted to the Institution Research and Planning Office, where it is maintained permanently. Retain for thirty (30) days after the date the transfer is made, then destroy or delete from system provided all audits have been completed, and no litigation is pending or anticipated.

Deferred 12/19/18
Approved 1/16/2019
521.05 Fiscal Transaction Files (Duplicates)

Dates: 1980-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series documents the expenses of the department and includes but is not limited to: copies of requisitions; expense vouchers and supporting documents such as purchase orders, invoices, and travel authorizations.

This item supersedes State Records Application 86-27 item 179 to rewrite the description and recommendation, update the method of numbering items within the application.

RETENTION: Retain for three (3) fiscal years after the date of transaction, then destroy or delete from system provided all audits have been completed, and no litigation is pending or anticipated.

521.06 International Student File (Active and Inactive)(Departmental Copies)

Dates: 1985-
Volume: 13 Cubic Feet/19 GB
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of departmental record copies of the active and inactive international student files that contain information regarding international students' immigration status. These files will contain copies of documents required by the United States Department of Homeland Security (DHS), and all subsequent revisions. The original records are maintained by the Department of Homeland Security on-line in the Student Exchange and Visitor Information System (SEVIS). The file contents are determined by the students status and may include:

A. Certificate of Eligibility for Nonimmigrant Status, currently form I-20;
B. Certificate of Eligibility for Exchange Visitor Status (J-Nonimmigrant), currently DS-2019 forms;
C. Application for Employment Authorization (EAD) packets, currently I-765 forms;
D. Application to Extend/Change non-immigration status packets, currently I-539 Forms.
E. Copies of Passports and visas; and
F. Other supporting documentation and related correspondence.

This item supersedes State Records Application 86-27 item 180 to rewrite the description, update the method of numbering items within the application, and to change the retention period.

RETENTION: Retain for seven years after the date of graduation or date of last registration, then destroy or delete from system provided all audits have been completed, and no litigation is pending or anticipated.

Deferred 12/19/18
Approved as Amended 1/16/2019

521.07 University Committee on Readmissions and Special Admission Recommendation/Decision Form

Dates: 1984-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: None

This form is maintained as a record of the University Committee’s recommendations regarding the admission or readmission of certain special students. It indicates, along with actual collegial decisions, the Committee’s rationale and any conditions for admission. The original forms are kept in the Registrar’s Office.

This item supersedes State Records Application 86-27 item 181 to rewrite the description and recommendation and to update the method of numbering items within the application.

RETENTION: Scan any paper records as received or generated, then retain paper records for thirty (30) days after scanning, then destroy in a secure manner after all electronic images have been verified Retain scanned and born digital records for five (5) years after the committee’s decision, then delete from system provided all audits have been completed, and no litigation is pending or anticipated.

Deferred 12/19/18
Approved 1/16/2019
521.08  Student Application Lists

Dates:  1985-
Volume:  Negligible
Annual Accumulation:  Negligible
Arrangement:  None

This record series consists of a list of persons who have made application for admission to GSU. Updated lists are generated each week.

This item supersedes State Records Application 86-27 item 182 to rewrite the description and recommendation and to update the method of numbering items within the application.

RETENTION:  Retain for thirty days after a new list is generated for comparison and verification of entries; then destroy or delete from system provided all audits have been completed, and no litigation is pending or anticipated.  

Deferred 12/19/18
Approved 1/16/2019

521.09  Monthly Student Information Reports

Dates:  1985-
Volume:  Negligible
Annual Accumulation:  Negligible
Arrangement:  None

This record series consists of monthly reports that provide student information from the student database. This information includes names, addresses, biographical data and enrollment history for students who have applied to or attended GSU.

This item supersedes State Records Application 86-27 item 183 to rewrite the description and recommendation and to update the method of numbering items within the application.

RETENTION:  Retain for thirty days after the report is superseded or overwritten by more current information, then destroy or delete from system.

Deferred 12/19/18
Approved as Amended 1/16/2019
521.10  **Student Prospect Data File**

Dates:  1984-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: None

This record series consists of student prospect data utilized by the Admissions Office to keep in contact with prospective students to Governors State University. Student prospect data contains the following information: name, mailing address, phone, and expected date of enrollment and probable area of study. Data is transferred to computer for tracking, monitoring, and communicating with prospective students up to the stage of application.

This item supersedes State Records Application 86-27 item 184 to rewrite the description and recommendation and to update the method of numbering items within the application.

**RETENTION:** Scan any *paper records* as received or generated, then retain *paper records* for thirty (30) days scanning, then destroy in a secure manner after all electronic images have been verified. Retain scanned and born digital records for two (2) years after initial contact, then destroy or delete from the system provided all audits have been completed, and no litigation is pending or anticipated.