APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

STATE OF ILLINOIS
STATE RECORDS COMMISSION

AGENCY
Governors State University

DIVISION
Vice President for Academic Affairs

SUBDIVISION
Office of International Services

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.

Signature of Agency Head

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF PROVIDING:

- the individual retention period is complete;
- all audits have been completed under the supervision of the Auditor General 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 application, 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 APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES ARE TO BE RETAINED PERMANENTLY.
## OFFICE OF INTERNATIONAL SERVICES

### 232A. International Student Files

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Record Series Title, Description and Recommendation</th>
<th>Action Taken</th>
</tr>
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<tbody>
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<td></td>
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</table>

Dates: 2000-

Volume: 43 Cubic Feet

Annual Accumulation: Negligible

Arrangement: Alphabetical

This record series consists of the International Student Files maintained by the University. These files serve students with international and study-abroad status. An individual file is created for each student and contains copies of the applications for immigration documentation forms; proof of valid status and opportunity to obtain a U.S. visa; insurance information; possibly academic information such as program enrollment, degree level, and copies of grades; plus includes student personal data such as name, address, birthdates, student ID number, and email information.

These students' official academic records are maintained permanently by the University per this approved State Records Application 86-27, item 214.

Recommendation: Retain for five (5) years from the date of separation from university or change in visa status, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

*Deferred 11/21/12

Disposition approved 12/19/12

*This application was deferred 11/21/12 to clarify the use of “change in visa status.”*