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

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  
[Signature]  
11/25/86

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

<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>
</tbody>
</table>

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

APPLICATION NO. 86-27

PAGE 21 OF 92 PAGES.
Administrative Correspondence and Reference File

Dates: 1970 -
Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Subject

This record series consists of the administrative correspondence and reference files for the Library Office. The records generally include: collection statistics; monthly reports; annual reports; HEW (Health, Education and Welfare) grants; HEGIS (Higher Education General Information Survey) reports; CODSULI (Council of Directors of State University Libraries) reports; LCS (Library Computer System) grants, announcements policy council reports, operations committee reports, statistics reports; University Library tenure criteria; library policies and chronological correspondence files.
<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>Recommendation: Retain in office for three (3) years, then review files and dispose of all routine/informational items. All items possessing any long term administrative/historical value are to be transferred to the University Archives for permanent retention.</td>
<td>Disposition Approved</td>
</tr>
<tr>
<td>57.</td>
<td>Minutes of Meetings of Library Professional Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dates: 1979 -</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Volume: 1 1/2 Cu. Ft.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Annual Accumulation:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arrangement: Chronological</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommendation: Retain for five (5) years in office, then transfer to the University Archives for permanent retention.</td>
<td>Disposition Approved</td>
</tr>
</tbody>
</table>
APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

STATE OF ILLINOIS
STATE RECORDS COMMISSION

AGENCY
Governors State University

DIVISION
V.P. for Academic Affairs

SUBDIVISION
University Library – Library 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.

Signature of Agency Head

ACTION TAKEN BY
THE
STATE RECORDS
COMMISSION

Chairman

Date

Secretary

Date

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.
57A. Inactive Library Staff Reference File (Duplicates)

Dates: 2002-
Volume: 3 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of administrative information on inactive employees of the University Library retained by the Library Dean for reference. These files may include: annual evaluations; assignment of duties worksheets; job descriptions and updates; leave notices; termination and hiring documentation; correspondence and other related documents.

Original Faculty Personnel Files are maintained by the Provost’s Office per State Records Application No. 06-41, item 1. Original Civil Service Personnel Files are maintained by the Personnel Office per State Records Application No. 06-42, item 1.

Recommendation: Retain for five (5) years after separation from employment; then delete from system or destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition approved 9/17/14
APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

STATE OF ILLINOIS
STATE RECORDS COMMISSION

AGENCY
Governors State University

DIVISION
Provost's Office

SUBDIVISION
University Library

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.

Elaine P. Mann

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.

Application No. 86-27H
Page 1 of 2
57B. Employee Time Sheets (Duplicates)

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

Dates: 2006-
Volume: 4 Cubic Feet
Annual Accumulation: .75 Cubic Feet
Arrangement: Chronological/Alphabetical

This record series consists of duplicate time sheets for library employees, including both faculty and administrative staff. Time sheets are generated semi-monthly/monthly and contain employee’s name, identification number, and signature.

Original “Time Sheets” are maintained by the University’s Business Office – Payroll Division for two (2) years per approved State Records Application No. 86-26, item 86.

Recommendation: Retain in office for two (2) years after approval date, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition approved 8/19/15