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  
[Signature]  
11/25/86

ARCHIVIST  
[Signature]  
2/18/87

CHAIRMAN  
[Signature]  
Michael Durante  
DEC 18 1986  
SECRETARY

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>
</tbody>
</table>

RECOMMENDATION:

MISSION APPROVAL:

DATE

DEC 18 1986
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEMS OR RECORD SERIES</th>
<th>ACTION TAKEN</th>
</tr>
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<tbody>
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</table>

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

APPLICATION NO. 86-27
PAGE 44 OF 92 PAGES.
124. Correspondence Files (Agency Record Copies & Duplicates)

Dates: 1979 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of correspondence received and generated by the faculty and division chairs. Included is correspondence relating to the implementation of policies and procedures, requests for speaking engagements, complaints and inquiries from students, faculty self-evaluation reports, correspondence setting up various meetings, and responses to reports and recommendations from the dean.

Recommendation: Retain in the office for three (3) years or until all administrative value has expired, whichever is longer, then dispose of.

125. Faculty Assignment Worksheets (Duplicates)

Dates: 1980 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the departmental level copies of annual assignment records for faculty. The agency record copies of this record series are maintained in the Provost's Office as per item 1 of this application.

Recommendation: Retain in the office for five (5) years, then dispose of provided no litigation is pending or anticipated.

Application 86-27, Item 125, has been superseded by Application 86-27A, Item 130.03 (see page 9 of this document.)
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Items or Record Series</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>126</td>
<td>Fiscal Administration Records (Duplicates)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dates: 1979 -</td>
<td></td>
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<tr>
<td></td>
<td>Volume: 4 1/2 Cu. Ft.</td>
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<td></td>
<td>Annual Accumulation: 1 Cu. Ft.</td>
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<tr>
<td></td>
<td>Arrangement: Chronological</td>
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<tr>
<td></td>
<td>This record series includes various budget and fiscal administration records including budget</td>
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<tr>
<td></td>
<td>proposals, budget narratives, purchase orders and amendments, receipts, vouchers (invoice,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>contractual and travel) and requisitions.</td>
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<tr>
<td></td>
<td>Recommendation: Retain in the office for three (3) years, then dispose of provided all audits</td>
<td>Disposition</td>
</tr>
<tr>
<td></td>
<td>have been completed.</td>
<td>Approved</td>
</tr>
<tr>
<td>127</td>
<td>Graduation Logs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dates: 1984 -</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Volume: Negligible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Annual Accumulation: Negligible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arrangement: Chronological</td>
<td></td>
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<tr>
<td></td>
<td>This record series consists of a log of graduation applications showing the status of each</td>
<td></td>
</tr>
<tr>
<td></td>
<td>applicant.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommendation: Retain for one (1) year after graduation, then dispose of.</td>
<td></td>
</tr>
<tr>
<td>128</td>
<td>Program Admission Files (Originals)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dates: 1978 -</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Volume: Negligible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Annual Accumulation: Negligible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arrangement: Chronological</td>
<td></td>
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<tr>
<td></td>
<td>This record series indicates the date each student entered a particular program in the Psychology</td>
<td></td>
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<tr>
<td></td>
<td>&amp; Counseling Department and the date the student completed the required study plan. Study plans are</td>
<td></td>
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<tr>
<td></td>
<td>filed in the Registrar's Office if prepared prior to 1978. Subsequent to 1978 study plans were</td>
<td></td>
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<td></td>
<td>filed in the student's advisement folders (see item of this application).</td>
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<td></td>
<td>Recommendation: Retain in the office for four (4) years after graduation or date of last attendance</td>
<td>Disposition</td>
</tr>
<tr>
<td></td>
<td>or date of last attendance, then dispose of.</td>
<td>Approved</td>
</tr>
<tr>
<td>No.</td>
<td>DESCRIPTION OF ITEMS OR RECORD SERIES</td>
<td></td>
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<tr>
<td>-----</td>
<td>--------------------------------------</td>
<td></td>
</tr>
<tr>
<td>129.</td>
<td>Student Advisement Records (Agency Record Copy)</td>
<td></td>
</tr>
</tbody>
</table>

**Dates:** 1978 -

**Volume:** 12 Cu. Ft.

**Annual Accumulation:** 1 1/2 Cu. Ft.

**Arrangement:** Alphabetical

This record series consists of the individual advisement files for students enrolled in the College of Education. Included are graduation forms, transfer forms (i.e., transfer credit for courses taken at other universities/colleges, forms for transferring from one academic program to another), correspondence to and from and concerning students, lists of courses completed, copies of admission forms, transcripts and the student's study plan.

**Recommendation:** Retain in the office for five (5) years after the date of graduation or last attendance at the University, then dispose of.

| 130. | Syllabi (Duplicates) |

**Dates:** 1980 -

**Volume:** 2 Cu. Ft.

**Arrangement:** Alphabetical by class name

**Recommendation:** Retain in the office for five (5) years, then dispose of provided one copy has been filed with the University Library.

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*Disposition Approved*
Application 86-27, Item 130, has been superseded by Application 86-27A, Item 130.07 (see page 11 of this document.)
APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

STATE RECORDS UNIT
ILLINOIS STATE ARCHIVES
SPRINGFIELD, IL 62756
(217)782-2647

AGENCY
Governors State University

DIVISION
Vice President for Academic Affairs

SUBDIVISION
Division of Psychology and Counseling

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.

EW 8/7/12
SIGNATURE OF AGENCY HEAD 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.
130.01 Client Files

Dates: 1980-
Volume: 60 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Chronological and alphabetical

This record series consists of documents related to counseling clients which may include all or some of the following: closing summary, client tracking log for students, client transfer form, serious incident report, personal safety contract, suicidal behavior reporting form, non-violence contract, violent behavior reporting form, child abuse reporting form, observation release agreement, release of information to/from GSU, client agreement & confidentiality statement, no secrets policy, consent to treat minors, no show policy, counseling lab intake, career assessment form, the about you form, depression inventory, phone intake form, case notes, and related documents.

Recommendation: Retain for ten (10) years from date of last treatment, 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.

130.02 Capstone Project Files

Dates: 1980-
Volume: 30 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Chronological and Alphabetical

This record series consists of the final capstone projects completed by students for graduation from the Division of Psychology & Counseling of Governors State University. Files contain the Clinical Portfolios and Thesis as the students' final project submitted to the department in order to qualify for graduation from the University.

Recommendation: Retain for ten (10) years, 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.
130.03 Faculty Assignment Worksheets (Duplicates)

Dates: 1980-
Volume: 4 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the departmental copies of annual assignment records for faculty. The agency record copies of this record series are maintained in the Provost's Office for five (5) years per item one (1) of this approved Application 86-27.

This item supersedes item 125. of this Application 86-27, in order to reduce the retention period from five (5) years to two (2) years. (No proposed change in the record series description is proposed).

Recommendation: Retain for two (2) years, 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.

130.04 Minutes and Agendas

Dates: 2004-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the minutes and agendas of division meetings of faculty and staff regarding such issues as course curriculum, course schedules, speakers, upcoming events, and any related issues discussed at the meeting regarding the Division of Psychology and Counseling.

Recommendation: Retain for ten (10) years, 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.
130.05 Course Schedules Files (Departmental Copies)

Dates: 1999-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological by term

This record series consists of files which contain information relevant to individual course offerings of the department. The files may include the descriptions of courses, proposed course schedules, course changes, additions, cancellations, final course schedule, and related documents.

Recommendation: Retain for two (2) years, 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.

130.06 Search and Screen Files (Departmental Copies)

Dates: 2006-
Volume: 1 ½ Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological and Alphabetical by position title

This record series contains documents related to the search for new faculty and/or administrative professionals for the university. The files may contain any or all of the following: advertisement for the opening; vitae of applicants; the report to the Affirmative Action Office; the worksheets of the evaluation of applicants; letters of recommendation; requests for approval for new hires; recruitment plan forms; hiring rules and procedures; candidate lists; interview results; supporting documents; and the final recommendations.

Recommendation: Retain for three (3) years after the completion of the search, 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.
130.07 Syllabi (Duplicates)

Dates: 1980-
Volume: 15 Cubic Feet
Annual Accumulation: ½ Cubic Feet
Arrangement: Numerical by course number

This record series consists of the duplicates copies of syllabi for each course offered by the Division of Psychology and Counseling per each semester. The duplicates are provided to the department by the corresponding course professors.

This item supersedes item 130. of this approved State Records Application 86-27, in order to change the retention period from “retain five (5) years provided one (1) copy has been filed with the University Library” to “retain one (1) copy permanently of each syllabus in the University Archives, and transfer one (1) copy of each syllabus to the Dean’s Office for permanent retention.”

Recommendation: Retain one (1) copy permanently of each syllabus in the University Archives, and transfer one (1) copy of each syllabus to the Dean’s Office for permanent retention.

Disposition approved 9/19/12