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 62756
(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. Mann
SIGNATURE OF AGENCY HEAD 11/5/18

DATE

APPROVED BY
THE
STATE RECORDS
COMMISSION

Chairman

Secretary

DATE 1/16/19

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 2-8 of 22 are the schedule for the Admissions Office.
REGISTRAR’S OFFICE

561.01 Academic Grade Logs

Dates: 1984-
Volume: 2 Cubic Feet/500 MB
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of missing or incomplete grades submitted on the system by faculty for the purpose of logging grade changes as they arrive in the Registrar’s Office.

This item supersedes State Records Application 86-27 item 193 to rewrite the description and recommendation and to update the method of numbering items within the application.

RETENTION: Retain for two (2) years following the submission on the system by faculty or until completion and verification of the grading process whichever is longer, then destroy in a secure manner 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

561.02 Academic Standing Listing

Dates: 1977-
Volume: 2 Cubic Feet/500 MB
Annual Accumulation: Negligible
Arrangement: Chronological & Alphabetical

These listings are generated and used internally as a monitoring reference for students’ academic standing in relation to their peers; whether the student is in good standing, on academic probation, on the honor roll, or other negative or meritorious notations to the student’s records.

This item supersedes State Records Application 86-27 item 194 to rewrite the description and recommendation and to update the method of numbering items within the application.
RETENTION: Retain in the student’s record for two (2) years after graduation or the termination of registration activity and verification that the grades appear on the student’s transcripts permanently, then destroy in a secure manner 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

561.03 Grade Records of Student Evaluations Submitted by Faculty

Dates: 1974-
Volume: 8 Cubic Feet/2 GB
Annual Accumulation: 2 Cubic Feet/500 MB
Arrangement: Chronological/Alphabetical by student

This record series consists of original records of students’ evaluations and grades signed by the course instructor(s) that will be entered into the students transcripts. This series also contains, but is not limited to documents such as transcript maintenance, academic record changes, and repeated course forms that amend the original grade series.

This item supersedes State Records Application 86-27 item 196M to rewrite the description and recommendation and to update the method of numbering items within the application.

RETENTION: Retain permanently. One (1) year after the grades are submitted, microfilm in accordance with 44 Ill. Admin. Code 4400.50. Transfer negative security microfilm (reel film only) to the Illinois State Archives for permanent retention.

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

561.04 Course Rosters

Dates: 1974-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Semester/Division Chronologically and Alphabetically

This record series consists of the enrollment lists of students attending courses made available to faculty through the Enterprise Resource Planning (ERP) system.
This item supersedes State Records Application 86-27 item 197 to rewrite the description and recommendation and to update the method of numbering items within the application.

RETENTION: Retain in the system for one (1) year after generation, then destroy or delete from system provided all audits have been completed, and no litigation is pending or anticipated.

**561.05 Budget and Fiscal Administration File (Duplicates)**

Dates: 1984-
Volume: 2 Cubic Feet/250 MB
Annual Accumulation: Negligible
Arrangement: Chronological

This record series documents the expenses of the department and consists of office copies of requisitions, purchase orders, travel authorizations, and monthly budget summarizations.

This item supersedes State Records Application 86-27 item 195 to rewrite the description and recommendation and to update the method of numbering items within the application.

RETENTION: Retain for three (3) years after originals have been filed with the business office, then destroy in a secure manner 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

Deferred 12/19/18
Approved 1/16/2019
561.06  Subject Correspondence Files

Dates:          1978-
Volume:       6 Cubic Feet/750 MB
Annual Accumulation:  1 Cubic Foot/750 MB
Arrangement:  Alphabetical by Subject

This record series consists of incoming and outgoing correspondence of the Registrar's Office regarding programs, students' graduation, transcripts, and other related topics. Materials in this record series include but are not limited to: original and duplicate university memoranda; duplicate meeting minutes; copies of bookstore order forms; information concerning student recruitment; students' academic summary; academic probation lists; materials and guidelines for graduate assistantships; internal advising records; reports of professional societies graduation lists; advisement records; correspondence with students; correspondence with State Agencies; surveys and questionnaires.

This item supersedes State Records Application 86-27 item 199 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 correspondence for three (3) years from the date received or generated, then review and retain materials containing long-term historical value regarding student development permanently at the University Archives. Destroy the remainder in a secure manner 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

561.07  Course Schedule Development Reports

Dates:          1975-
Volume:       Negligible
Annual Accumulation:  Negligible
Arrangement:  Chronological

This record series contains source documents generated by various deans affecting the development of departmental semester course schedules. These include, but are not limited to: a listing of the courses offered; name of the faculty person conducting the course; the semester the course is offered; where the courses are located; and any amendments to the course data on the semester schedule.
This item supersedes State Records Application 86-27 item 203E to change the title, rewrite the description and recommendation, and to update the method of numbering items within the application.

RETENTION: Retain permanently. Microfilm as generated concurrently with electronic storage in accordance with 44 Ill. Admin. Code 4400.50. Transfer negative security microfilm (reel film only) to the Illinois State Archives for permanent retention.

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

561.08 Preliminary Enrollment Reports

Dates: 1972-
Volume: 1 Cubic Foot/125 MB
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of enrollment reports from the Registrar providing a summarization of the present term’s enrollment, broken down by major, by college, and also by demographic characteristics such as class, gender, race, country, state, transfer students, age and sex. This data is then compared to the same term the year before, other time periods, and used for other statistical purposes. This preliminary report is incorporated into and becomes a part of the enrollment reports which are prepared each term by the Office of Institutional Research and Effectiveness.

This item supersedes State Records Application 86-27 item 205 to rewrite the description and recommendation and to update the method of numbering items within the application.

RETENTION: Retain copies three (3) years after transfer of the information on the record to the Institutional Research and Planning Office, then destroy or delete from the system provided all audits have been completed and no litigation is pending or anticipated.

Deferred 12/19/18
Approved 1/16/2019
561.09  Student Enrollment and Degree Certifications

Dates:  1983-
Volume:  1 Cubic Foot/125 MB
Annual Accumulation:  Negligible
Arrangement:  Chronological

This record series is the Certification of Student Enrollments and Degree Certifications provided to the Social Security Administration, employers, other educational or professional organizations, and insurance companies processed through the National Student Clearinghouse.

This item supersedes State Records Application 86-27 item 206 to rewrite the description and recommendation, update the method of numbering items within the application, and to change the retention recommendation from the discretion of the Registrar’s office to three (3) years to provide a more definitive retention period.

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

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

561.10  Grade Distribution Reports

Dates:  1972-
Volume:  1 Cubic Foot/250 MB
Annual Accumulation:  Negligible
Arrangement:  Chronological

This record series is an analysis of grade distributions prepared after each semester and shown in summary form.

This item supersedes State Records Application 86-27 item 207M to rewrite the description and recommendation and to update the method of numbering items within the application.
RETENTION: Retain in office for four (4) years after submission of the grade distribution report, then microfilm in accordance with 44 Ill. Admin. Code 4400.50 and retain in office or University Archives for thirty-six (36) years, then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

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

561.11 Course Schedule Reports

Dates: 1979-
Volume: 81 Cubic Feet/16.2 GB
Annual Accumulation: 9 Cubic Feet/2.5 GB
Arrangement: Chronological

This records series consists of summarizations of course schedule reports generated after the course offerings for the semester are finalized.

This item supersedes State Records Application 86-27 item 208 to change the title, rewrite the description and recommendation, and to update the method of numbering items within the application.

RETENTION: Retain one (1) years after the semester the course schedule is offered, then destroy or delete from system, provided all audits have been completed and anticipated.

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

561.12 Add/Drop Maintenance Records

Dates: 1984-
Volume: 1 ½ Cubic Feet/350 MB
Annual Accumulation: ¾ Cubic Feet/80 MB
Arrangement: Chronological

This records series consists of the Add/Drop/Change Register form filed by the student for each course offering that serves as documentation for the add/drop list and student course enrollment changes.

This item supersedes State Records Application 86-27 item 209 to change the title, to rewrite description and recommendation, and to update the method of numbering items within the application.
561.13 Program Review Files (Departmental Copies)

Dates: 1978-
Volume: 1 ½ Cubic Feet / 350 MB
Annual Accumulation: Negligible / 80 MB
Arrangement: Chronological

This records series consists of periodic reviews conducted by outside consultants to determine how efficiently the Registrar’s Office is being operated. Included are the original questionnaires completed by students, faculty members, and staff regarding their opinion of the operation of the office and reports containing summarizations of these questionnaires and other relevant information.

Original Program Review files are maintained by the Office of Institutional Research and Effectiveness.

This item supersedes State Records Application 86-27 item 210 to rewrite the description and recommendation and to update the method of numbering items within the application.

RETENTION: Retain for five (5) years after the program review is conducted, then dispose of or delete from system provided all audits are completed and there is no litigation is pending or anticipated.

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

561.14 Inactive Readmissions Application Processing File

Dates: 1978-
Volume: 1 ½ Cubic Feet / .75 Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series is a record of degree seeking students who have not registered for three (3) consecutive semesters, but not more than six (6) consecutive semesters, and have contacted their advisors to be reactivated prior to continuing enrollment.
This item supersedes State Records Application 86-27 item 211 to rewrite the description and recommendation and to update the method of numbering items within the application.

RETENTION: Retain for two (2) years after the date of the last semester the student was registered, then dispose of or delete from system provided all audits are completed and there is no litigation pending or anticipated.

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

561.15 Student Record Hold Lists

Dates: 1985-
Volume: Negligible
Annual Accumulation: negligible
Arrangement: Chronological

This records series consists of a list of students' whose records have been placed on hold; preventing transmittal to the student of prior records and precluding new registration because of outstanding debts owed the University, academic or disciplinary probation, or any other reason under the policies of the University.

This item supersedes State Records Application 86-27 item 212 to rewrite the title, description and recommendation, and to update the method of numbering items within the application.

RETENTION: Retain on the system until the hold has been satisfied and administrative value has expired, or until it is no longer current or relevant; then destroy in a secure manner or delete from the system, provided all audits are completed, if necessary, and no litigation is pending or anticipated.

Deferred 12/19/18
Approved as Amended 1/16/2019
561.16  **Semester Schedule of Courses with Information Bulletins**

**Dates:** 1977-
**Volume:** 1 cubic Foot/125 MB
**Annual Accumulation:** Negligible
**Arrangement:** Chronological

This record series consists of schedules and related information bulletins published by the Office of Institutional Research and Effectiveness showing the originally proposed course offerings for the semester.

This item supersedes State Records Application 86-27 item 213 to rewrite the title, description and recommendation, and to update the method of numbering items within the application.

**RETENTION:** Retain for one (1) year after publication, then dispose in a secure manner or delete from the system provided all audits have been completed, and no litigation is pending or anticipated.

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

561.17  **Student Academic Record File**

**Dates:** 1971-
**Volume:** 320 ½ Cubic Feet/40 GB
**Annual Accumulation:** 22 ¾ Cubic Feet/7 GB
**Arrangement:** Alphabetical/Chronological

This record series consists of individual file folders, microforms, various source documents both born digital and original paper records comprising the Office of the Registrar's master documentation of each student’s admission and academic performance throughout the student’s attendance at the university. These records include, but are not limited to: Student Progress Reports Forms and Transfer Credit Evaluation; Admission Application; Admission Evaluations; transcripts from other institutions; documents summarizing approved credit awarded for experimental learning from the Board of Governors and the source document for posting such credit; graduation applications and corresponding authorizing documents; change of major authorizations; student study plans; appropriate “Family Educational Rights & Privacy Act” (FERPA) requests for formal hearings, requests for disclosure, waivers of right to access, students written consent for records disclosure, and where applicable, written decisions of hearing panels; Applications for Admission or Readmission with supporting documents; listing of competencies achieved by students in an independent study course as submitted by instructors; correspondence relevant to enrollment; and petitions for exception to policy (e.g. late withdrawals, refunds, etc.).
This item supersedes State Records Application 86-27, item 214MA to rewrite the description and recommendation and to update the method of numbering items within the application.

RETENTION: Retain until administrative value has expired, then scan the following documents necessary for student transcript development to microfilm in accordance with Ill. Admin. Code 4400.50.

A) Graduation Applications and corresponding authorization documents.
B) Student Progress Report Forms and Transfer Credit Accepted Toward Degree Forms.
C) Listings of competencies achieved by students in an independent study course or under the “competency” based system in effect at Governor’s State University.

Transfer a security negative copy of the microfilm of these documents to the Illinois State Archives for permanent retention. Retain all other documents in the Student Academic Record File for five (5) years from graduation or the latest or final period of enrollment; then dispose in a secure manner or delete from the system after verification that scanned copies are true and accurate.

561.18 Registration Documents

Dates: 1977-
Volume: 18 Cubic Feet/5 GB
Annual Accumulation: 9 Cubic Feet/2.5 GB
Arrangement: Alphabetical and Chronological

This record series consists of individual student documents of all student registration activities for each term of enrollment. These documents consist of registration forms, add/drop forms, withdrawal forms, and cancellation of registration notifications.

This item supersedes State Records Application 86-27 item 215 to rewrite the description and recommendation and to update the method of numbering items within the application.
RETENTION: Scan all paper and born digital documents to microfilm in accordance with Ill. Admin. Code 4400.50. Retain microfilm permanently. Transfer a security negative copy of this microfilm to the Illinois State Archives for permanent retention. Dispose of or delete records in a secure manner after verification that scanned copies are true and accurate.

561.19 Student Information Change Forms

Dates: 1983-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological/alphabetical

This record series consists of a form used to update student information including, but not limited to: name, address, telephone number, etc.

This item supersedes State Records Application 86-27 item 218 to rewrite the title, description and recommendation, and to update the method of numbering items within the application.

RETENTION: Retain on the system until completion of the corresponding student transaction, then dispose in a secure manner or delete for the system.

561.20 Student Employee Time Sheets

Dates: 1984-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

These records are copies of time sheets of student workers in the Registrar’s Office.

This item supersedes State Records Application 86-27 item 219 to rewrite the description and recommendation and to update the method of numbering items within the application.
| RETENTION: | Retain in office for two (2) fiscal years after the corresponding pay period, then dispose in a secure manner or delete from the system provided all audits have been completed and no litigation is pending or anticipated. | Deferred 12/19/18, Approved 1/16/2019 |

### 561.21 Transcript Requests

| Dates: | 1983- |
| Volume: | 4 Cubic Feet/500 MB |
| Annual Accumulation: | Negligible |
| Arrangement: | Alphabetical |

This record series includes both electronic and written requests of alumni or former students for the Registrar’s office to transmit copies of their transcripts to other educational institutions and employers.

This item supersedes State Records Application 86-27 item 220 to rewrite the title, description and recommendation, and to update the method of numbering items within the application.

| RETENTION: | Retain in office for two (2) years after completion of the corresponding student transaction, then dispose in a secure manner or delete from the system provided all audits have been completed, and no litigation is pending or anticipated. | Deferred 12/19/18, Approved 1/16/2019 |

### 561.22 Updated Change Register List

| Dates: | 1983- |
| Volume: | Negligible |
| Annual Accumulation: | Negligible |
| Arrangement: | Chronological |

This record series is a list that is updated each time the Registrar’s system is changed and contains each transaction entered at the time of the update.

This item supersedes State Records Application 86-27 item 221 to rewrite the description and recommendation and to update the method of numbering items within the application.

| RETENTION: | Retain for one (1) year after a change is made, then delete from the system or destroy in a secure manner provided all audits have been completed, and no litigation is pending or anticipated. | Deferred 12/19/18, Approved 1/16/2019 |
561.23  University Catalogs

Dates:  1971-
Volume:  2 Cubic Feet/250 MB
Annual Accumulation:  Negligible
Arrangement:  Chronological

This record series is a catalog of course offerings. The catalog is only offered online. The online catalog is continually updated and is considered a work in progress throughout the academic year. No attempt is made to capture these incremental changes. Once a year an annual version is created as a PDF file of the Catalog that captures all of the changes made during the academic year. This annual PDF version is stored by the University Archives in the University’s Open Access Repository.

This item supersedes State Records Application 86-27 item 222 to rewrite the description and recommendation and to update the method of numbering items within the application.

RETENTION:  Retain the electronic catalog permanently in compliance with 44 Ill. Admin. Code 4400.50, 4400.70, and 4400.80. Microfilm the electronic version (PDF) of the catalog and transfer negative security microfilm (reel film only) to the Illinois State Archives for permanent retention.

This Application was deferred 12/19/18 in order to put triggers on the retention of several items.