

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

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

AGENCY

Western Illinois University – Quad Cities Campus (WIU – QC)

DIVISION

SUBDIVISION

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

DATE

APPROVED BY
THE
STATE RECORDS
COMMISSION

David A. Joens

CHAIRMAN

Ian Hunt

SECRETARY

November 17, 2021

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.**

RECORDS RETENTION SCHEDULE
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(continued)

Item No.	Record Series Title, Description and Retention	Action Taken
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Western Illinois University–Quad Cities (WIU-QC) located in Moline, Illinois was established in 1997 and relocated to the Mississippi Riverfront in 2012. It is now comprised of a multi-building complex providing all levels of curriculum to its students (i.e., undergraduate, graduate, and doctoral). In 2010, WIU-QC partnered with television broadcaster WQPT, a public television station that serves 600,000 viewers throughout the Quad Cities and surrounding areas. The affiliation endeavors to focus on local and public affairs programming and receives funding from public membership, grants, and state/federal funds.

ADMINISTRATION – ALL OFFICES/CAMPUS-WIDE
(100 SERIES)

100.01 Senior Staff Correspondence and Administrative Records (Including Email Not Related to Another Record Series)

Dates: 2008-
Volume: 25 Cubic Feet/130 Gigabytes
Annual Accumulation: ½ Cubic Feet/11 Gigabytes
Arrangement: Alphabetical by topic or person; chronological by date

This record series consists of all Senior Staff correspondence and administrative records (including email) not related to another record series. Senior Staff may be designated by program function, organizational level title, group, individual’s name, or email address. Senior Staff includes: Administrator in Charge, Directors, Legal Counsel, Legislative Affairs liaisons and/or their equivalents. A breakdown of the file contents would be as follows:

- (1) Administrative organization charts, responsibilities, guidelines, etc.;
- (2) Administrative planning, policy and program development documents;
- (3) Reports (e.g., annual, division, meeting, status/progress, etc.)
- (4) Final Administrative Decision Letters in conformance with the Illinois Administrative Procedure Act;
- (5) Published Position papers;
- (6) Speeches;
- (7) Statistical studies; and
- (8) Any related supporting documents and correspondence.

NOTE: Western Illinois University-Quad Cities Campus reports are sent to the main campus to be combined with University reports per item 1 of State Records Retention Schedule/Application No. 85-145.

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

Item No.	Record Series Title, Description and Retention	Action Taken
RETENTION:	<p>Retain all original (or only existing copies) or until the expiration of all administrative value, then transfer <u>paper records</u> to the University Archives for permanent retention.</p> <p>Retain <u>electronic records</u> (e.g., scanned, born-digital, or other electronic formats) permanently in compliance with 44 Ill. Adm. Code 4400.50, 4400.70 and 4400.80.</p>	Disposition Approved 11/17/2021
100.02	General Correspondence Files (Non-Senior Staff)	
	<p>Dates: 2008- Volume: 4 ¼ Cubic Feet/250 Gigabytes Annual Accumulation: Negligible/14 Gigabytes Arrangement: Chronological</p>	
	<p>This record series consists of incoming and outgoing routine documents that make up miscellaneous correspondence and documents (paper or electronic) exchanged between the Western Illinois University-Quad Cities (WIU-QC) and other internal/external divisions/offices, federal/state agencies, public entities, interested groups and/or individuals that do not become part of any file or belong in another record series. Files may also contain: inter-office memoranda; copies of general policies/procedures; copies of circulars, bulletins, or informational memos/outlines; copies of proposals, memoranda, statistical studies, meeting reports, and progress reports; and any other related supporting documents.</p>	
	<p>RETENTION: Retain for three (3) years after date of generation, then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided all audits have been completed, if necessary; no litigation is pending or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate.</p>	Disposition Approved 11/17/2021

RECORDS RETENTION SCHEDULE
(Application for Authority to Dispose of State Records)
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Item No.	Record Series Title, Description and Retention	Action Taken
100.03	Social Media Correspondence	
	Dates: 2008- Volume: Negligible/Negligible Annual Accumulation: Negligible/Negligible Arrangement: Chronological	
	<p>This record series consists of official Western Illinois University-Quad Cities (WIU-QC) responses to public inquiries via the university/campus' official accounts on social media vendor websites such as, but not limited to: Facebook, Messenger, Twitter, and YouTube. Responses do not include generic referrals to Customer Services or links to the university/campus' website already provided on the media platform.</p>	
	<p>RETENTION: Retain for three (3) years after date of response then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided all audits have been completed, if necessary; no litigation is pending or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate.</p>	Disposition Approved 11/17/2021
100.04	Meeting Minutes	
	Dates: 2010- Volume: 1 Cubic Feet/500 Megabytes Annual Accumulation: Negligible/140 Megabytes Arrangement: Alphabetical/chronological	
	<p>This record series consists of the original written records of open-session meeting minutes as defined by the <i>Open Meetings Act</i> (5 ILCS 120) and agendas of Western Illinois University-Quad Cities (WIU-QC) campus, commissions, boards and advisory boards. Contents of this record series may include, but are not limited to: original meeting minutes, agendas, supporting documents, and related correspondence. Contents also may include only the portions of closed-session minutes, copies of supporting documents and related correspondence reviewed in closed-session and determined to no longer be confidential.</p>	
	<p>Closed-session minutes that require confidential treatment and that are not subject to disclosure under the <i>Open Meetings Act</i> (5 ILCS 120/2.06(f)) and the <i>Freedom of Information Act</i> (5 ILCS 140/7) are maintained permanently in a separate file and are reviewed semi-annually pursuant to the provisions of 5 ILCS 120/2.06(d).</p>	

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RETENTION:	<p>Retain in office for five (5) calendar years, then transfer <u>analog/paper records</u> to the University Archives for permanent retention.</p> <p>Retain <u>electronic records</u> (e.g., scanned, born-digital, or other electronic formats) permanently in compliance with 44 Ill. Adm. Code 4400.50, 4400.70 and 4400.80.</p>	<p>Disposition Approved 11/17/2021</p>
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100.05 Policies, Manuals and Handbooks

Dates:	2008-
Volume:	1 ½ Cubic Feet/Negligible
Annual Accumulation:	1 ¼ Cubic Feet/Negligible
Arrangement:	Alphabetical; chronological

This record series consists of original policies, manuals, handbooks, and guidelines drafted and published by Western Illinois University–Quad Cities (WIU-QC) that record and define processes and expectations of individuals associated with, employed by, and/or attending the university. Contents of this record series may include, but are not limited to: published policies, manuals, handbooks, and guidelines; drafting documentation (e.g., final approvals, requests for changes/corrections, work papers/notes, etc.); addendums; memorandums; policy updates required by legislative/statutory changes or audit finds; supporting documents; and any related correspondence.

RETENTION:	<p>Retain one (1) copy of policies, manuals, and handbooks in office permanently. Retain drafting documents three (3) years after the date the respective policy, procedure, manual, standard, or guideline is no longer in effect or has been superseded, then transfer <u>analog/paper records</u> to the University Archives for permanent retention.</p> <p>Retain <u>electronic records</u> (e.g., scanned, born-digital, or other electronic formats) permanently in compliance with 44 Ill. Adm. Code 4400.50, 4400.70 and 4400.80.</p>	<p>Disposition Approved 11/17/2021</p>
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RECORDS RETENTION SCHEDULE
(Application for Authority to Dispose of State Records)
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Item No.	Record Series Title, Description and Retention	Action Taken
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100.06 Americans with Disabilities Act (ADA) Compliance Files (Agency Record Copies)

Dates: 2012-
Volume: ¼ Cubic Foot/1 Gigabyte
Annual Accumulation: Negligible/1 Gigabyte
Arrangement: Chronological by year; alphabetical by category thereunder

This record series consists of documentation required by the federal government and generated by the University to indicate compliance with the provisions of the *Americans with Disabilities Act of 1990 (ADA)* [42 U.S.C. 12101 *et seq.*, as amended; Pub. L. 101-336 (July 26, 1990); 104 Stat. 327], *ADA Amendments Act of 2008* [Pub. L. 110-325 (Sept. 25, 2008); 122 Stat. 3553], *Environmental Barriers Act (EBA)* (410 ILCS 25), the *Illinois Accessibility Code* (71 Ill. Adm. Code 400), and any other applicable state and/or federal laws, rules or regulations governing accessibility or accommodations for disabled individuals.

These documents outline the changes and renovations to be made to state-owned facilities and properties to meet the needs of disabled individuals (e.g., accessible bathrooms, wheelchair ramps for buildings, etc.). Compliance plan data includes: narratives, cost projections/outlays, related plans/drawings for renovations, supporting documents, and related correspondence.

RETENTION: Retain twenty (20) years after the date of generation, then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided all audits have been completed, if necessary; no litigation is pending or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate.

**Disposition
Approved
11/17/2021**

[Electronic records must be retained in compliance with 44 Ill. Adm. Code 4400.50, 4400.70 and 4400.80.]

RECORDS RETENTION SCHEDULE
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Item No.	Record Series Title, Description and Retention	Action Taken
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FISCAL – ALL OFFICES/CAMPUS-WIDE
(110 SERIES)

110.01 Budget, Fiscal, and Financial Transaction Files (Departmental Copies)

Dates: 2008-
Volume: 1 ¼ Cubic Feet/ 250 Gigabytes
Annual Accumulation: Negligible/ 14 Gigabytes
Arrangement: Chronological by fiscal year; then numerical by account or alphabetical by department/vendor name

This record series consists of original and departmental copies of budget, fiscal and financial transaction administration records and supporting documents. The vouchers are generated to authorize payment of general goods and services provided to the agency and the supporting records provide internal documentation and control of fund expenditures. Contents of this record series may include, but are not limited to, the following:

- A. Purchase Orders and Requisitions with all supporting documentation (e.g., authorizations/approvals, direct pay authorizations, obligation documents, amendments, cancellations, online purchase requisitions/orders, etc.);
- B. Invoice Vouchers with all supporting documentation (e.g., invoices, purchase/product orders, standing/continuous orders, order for delivery forms, receiving reports, Basic Ordering Agreements (BOAs), etc.);
- C. Travel Vouchers with all supporting documentation (e.g., traveler’s receipts, travel request/requisition forms and other related travel documentation);
- D. Procurement Card (PCard) transactions, receipts, and statements;
- E. Personnel Expenditures Summary and Obligations (PESOs) Reports; Accounting Statements and/or Reconciliation/Balancing Reports;
- F. Receipts with daily receipts ledgers, deposit slips, Receipts Deposit Transmittal (RDT) forms;
- G. Refunds with daily refund ledgers, deposit slips, Expenditure Adjustment Transmittal (EAT) forms;
- H. Treasurer’s weekly/monthly clearing account activity reports/deposit sheets;
- I. Annual budget forms submitted to the General Assembly with all supporting documentation (e.g., budget analysis, budget projections, budget requests/spreadsheets, budget estimation compilations, copies of approved budgets, etc.);
- J. Illinois State Legislature (ISL) budget forms with corresponding narrative statements and legislative hearing documents;

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Item No.	Record Series Title, Description and Retention	Action Taken
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- K. GAAP Reporting Package, including WEDGE (Web-Based Electronic Data Gathering Environment) and manual forms, submitted to the Illinois Office of the Comptroller (IOC) annually and any supporting work papers prepared to support the GAAP Reporting Package;
- L. Other supporting documents and related correspondence.

NOTE: All original budget, fiscal, and financial transaction files listed above are sent to the main campus and maintained for six (6) years per item 63 of State Records Retention Schedule/Application No. 85-147.

RETENTION:	Retain for three (3) years after closure of the fiscal year in which the records were generated, then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided all audits have been completed, if necessary; no litigation is pending or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate.	Disposition Approved 11/17/2021
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Item No.	Record Series Title, Description and Retention	Action Taken
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LEGAL – ALL OFFICES/CAMPUS-WIDE
(120 SERIES)

120.01 Contract and Agreement Files (Agency Record Copies)

Dates: 2009-
Volume: 7 Cubic Feet/34 Megabytes
Annual Accumulation: 1 ¼ Cubic Feet/Negligible
Arrangement: Alphabetical; chronological

This record series consists of contracts and/or agreements entered into between Western Illinois University-Quad Cities (WIU-QC) and other agencies or private/public entities pursuant to the *Illinois Procurement Code* (30 ILCS 500) for the procurement, use, or disposal of supplies, goods, equipment, services, professional or artistic services, event venues; facility construction/repairs; or lease of real property. The files serve as verification of the legal obligation between concerned parties.

Contents of the record series may include, but are not limited to: vendor/venue contact lists and information; requests for bids and other bid letting documents (e.g., quotes, negotiations, etc.); initial drafts and finalized contracts, agreements, and/or leases; renewals; amendments; release/change orders; specifications; supporting documents; and related correspondence.

Note: Original contracts and/or agreements are maintained at the main campus by the Office of General Counsel.

RETENTION: Retain for ten (10) years after the completion, expiration, or termination of the respective contract and/or agreement, then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided all audits have been completed, if necessary; no litigation is pending or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate.

**Disposition
Approved
11/17/2021**

[Electronic records] must be retained in compliance with 44 Ill. Adm. Code 4400.50, 4400.70 and 4400.80].

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

Item No.	Record Series Title, Description and Retention	Action Taken
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120.02 Legislative Bill Files

Dates: 2008-
Volume: 1 Cubic Foot/Negligible
Annual Accumulation: Negligible/Negligible
Arrangement: Chronological

This record series consists of all documentation and research relating or pertaining to legislation affecting/impacting Western Illinois University-Quad Cities (WIU-QC) operations or program objectives. Contents of the record series may include, but are not limited to: legislative proposals; bill synopses and analyses; bill amendments; legislative history; and related supporting documentation and correspondence.

RETENTION:

A. Retain *final bill analyses* in office until final adjournment of the General Assembly in which the legislation was introduced, or until the expiration of all administrative value, then transfer *paper records* to the University Archives for permanent retention.

**Disposition
Approved as
Amended
11/17/2021**

Electronic records must be retained in compliance with 44 Ill. Adm. Code 4400.50, 4400.70 and 4400.80.]

B. Retain *all other documents in this record series* for five (5) years after the final adjournment of the General Assembly in which the legislation was introduced, then destroy or delete/over-write in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

RECORDS RETENTION SCHEDULE
(Application for Authority to Dispose of State Records)
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Item No.	Record Series Title, Description and Retention	Action Taken
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PERSONNEL – ALL OFFICES/CAMPUS-WIDE
(130 SERIES)

130.01 Personnel Files (Departmental Copies)

Dates: 1996-
Volume: 14 ½ Cubic Feet/50 Megabytes
Annual Accumulation: 1 ¼ Cubic Feet/Negligible
Arrangement: Alphabetical by last name; chronological by date

This record series consists of departmental copies of personnel files for all Western Illinois University-Quad Cities (WIU-QC) civil service, faculty, and professional/administrative personnel (active and inactive). Files contain personnel documents which may include, but are not limited to: job descriptions, applications, resumes, cover letters, offer/recommendation/accommodation letters, certifications, performance evaluations, annual reviews/evaluations, disciplinary records, recognitions, transaction forms, emergency contact data, attendance reports/time sheets, and related correspondence.

Original personnel files for civil service employees are retained at the main campus by the University’s Vice President of Business Affairs, Civil Service Personnel Department per item 120 of State Records Retention Schedule/Application No. 85-147. Original personnel files for University Faculty and Professionals are retained at the main campus by the University’s Vice President for Academic Affairs per item 5 of State Records Retention Schedule/Application No. 85-149.

NOTE: Original and departmental copies of “Student Employment Files” are retained for five (5) years after date of graduation or last date of attendance, per item 3 of State Records Retention Schedule/Application No. 18-22.

RETENTION: Retain for five (5) years after date individual leaves department or separation from employment, whichever is applicable, then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided all audits have been completed, if necessary; no litigation is pending or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate.

**Disposition
Approved
11/17/2021**

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

Item No.	Record Series Title, Description and Retention	Action Taken
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130.02 Employee Medical Files (Departmental Copies)

Dates: 1996-
Volume: ½ Cubic Feet/50 Gigabytes
Annual Accumulation: Negligible/5 Gigabytes
Arrangement: Alphabetical by last name

This record series consists of departmental copies of employee medical files for Western Illinois University- Quad Cities (WIU-QC) employees who have received conventional medical treatment resulting in a medical leave of absence and/or treatment due to the *Family Medical Leave Act of 1993* (FMLA) [29 U.S.C. 2601 *et seq.*, as amended; Pub. L. 103-3 (Feb. 5, 1993), 107 Stat. 6]. Files may contain medical statements from doctors; FMLA leave sheets; leave of medical absence request forms; the doctors’ certifications; requests for additional information; and documents regarding return to service. Pursuant to the provisions of the *Health Insurance Portability and Accountability Act (HIPAA) of 1996* [Pub. L. 104-191 (Aug. 21, 1996); 110 Stat. 1936; as amended], these files must be maintained separately from an employee’s official personnel file.

NOTE: Original “Employee Medical Records” are retained at the main campus for thirty (30) years per item 500.01 of State Records Retention Schedule/Application No. 85-148.

RETENTION: Retain in office for ten (10) years after date individual leaves department or separation from employment, whichever is applicable, then destroy or delete/overwrite in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided all audits have been completed, if necessary; no litigation is pending or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate.

[Electronic records must be maintained in compliance with 44 Ill. Adm. Code 4400.50, 4400.70 and 4400.80.]

**Disposition
Approved
11/17/2021**

RECORDS RETENTION SCHEDULE
(Application for Authority to Dispose of State Records)
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Item No.	Record Series Title, Description and Retention	Action Taken
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130.03 Workers' Compensation Case Files (Departmental Copies)

Dates: 2008-
Volume: 4 ¼ Cubic Feet/250 Gigabytes
Annual Accumulation: Negligible/14 Gigabytes
Arrangement: Chronological; alphabetical

This record series consists of files and documentation relevant to all students, employees, and workers of Western Illinois University-Quad Cities (WIU-QC) seeking financial support due to work related injury or illness pursuant to the provisions of the Illinois *Workers' Compensation Act* (820 ILCS 305) and *Workers' Occupational Diseases Act* (820 ILCS 310). Employees/workers must complete and submit a Workers' Compensation Packet.

Contents of the record series may include, but are not limited to: copies of Illinois Form 45: Employer's First Report of Injury; employee's/worker's notice of injury; authorization to use or disclose/release information; witness reports; supervisor's report of injury or illness; job descriptions and American with Disabilities Act (ADA) Job Requirements Questionnaires; initial workers' compensation medical report; summary of disability report; wage statement; medical notes; medical bills; medical leave certification/return to work certification/leave of absence request; and related correspondence.

Note: Agency record copies of "Workers Compensation Files" are maintained by the Office of Human Resources at the main campus for five (5) years per item 121A of State Records Retention Schedule/Application No. 85-147. Central Management Services' Bureau of Benefits retains original "Workers' Compensation Case Files" for ten (10) years from date of last payment per item 1 of State Records Retention Schedule/Application No. 12-45.

RETENTION: Retain for three years (3) years following closure of case, then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40 provided all audits have been completed, if necessary; no litigation is pending or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate.

**Disposition
Approved
11/17/2021**

RECORDS RETENTION SCHEDULE
(Application for Authority to Dispose of State Records)
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Application No. 21-12
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Item No.	Record Series Title, Description and Retention	Action Taken
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DIRECTOR OF ACADEMIC ADVISING
(200 SERIES)

200.01 Student Disability Case Files

Dates: 2012-
Volume: 1 ½ Cubic Feet/1 Gigabyte
Annual Accumulation: ½ Cubic Foot/330 Megabytes
Arrangement: Chronological; alphabetical by name

This record series consists of files which identify students who apply for disability status pursuant to the federal *Americans with Disabilities Act of 1990 (ADA)* [42 U.S.C. 12101 *et seq.*, as amended; Pub. L. 101-336 (July 26, 1990); 104 Stat. 327] and *ADA Amendments Act of 2008* [Pub. L. 110-325 (Sept. 25, 2008); 122 Stat. 3553]. The files are used by staff to guide, assist, coordinate, and/or provide disability services (e.g., unique accommodations, media for testing, etc.) to eligible students enrolled at the University.

Contents of the record series may include, but are not limited to: intake/registration forms, consent forms granting permission to release the accommodation memo to faculty, release of information forms, American Disabilities Act (ADA) accommodation memos, Individualized Education Plans (IEP's), any supporting documents validating the disability (e.g., medical documentation, counselor's reports, case notes, etc.), and related correspondence.

RETENTION: Retain for ten (10) years after date of graduation or last date of attendance, whichever is later, then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided all audits have been completed, if necessary; no litigation is pending or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate.

**Disposition
Approved as
Amended
11/17/2021**

[Electronic records must be retained in compliance with 44 Ill. Adm. Code 4400.50, 4400.70 and 4400.80].

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DIRECTOR OF FACILITIES – PLANNING AND CONSTRUCTION
(300 SERIES)

300.01 Construction Project Files

Dates: 2000-
Volume: 10 Cubic Feet/300 Megabytes
Annual Accumulation: 1 ½ Cubic Feet/100 Megabytes
Arrangement: Alphabetical; chronological

This record series consists of the construction project files for Western Illinois University-Quad Cities (WIU-QC) campus buildings and facilities.

Contents of the record series may include: construction/remodeling designs/plans/layouts; specifications (e.g., blueprints); feasibility or locations studies; research, development, planning, or other investigative studies regarding construction; requests to the Capitol Development Board (CDB) for technical assistance and copies of CDB’s responses; project progress, activity and status reports; inspections; notes from meetings with contractors during construction; information regarding what company was responsible for the plumbing, wiring and other aspects of the building; supporting documents; and any related correspondence.

NOTE: The Capital Development Board must be consulted for construction or remodeling of State-owned facilities pursuant to the provisions of the *Illinois Procurement Code* (30 ILCS 500/1-15.20 and 1-15.25).

RETENTION: Retain in office permanently or until the expiration of all administrative value, then transfer to the University Archives for permanent retention.

**Disposition
Approved as
Amended
11/17/2021**

[Electronic records] must be retained in compliance with 44 Ill. Adm. Code 4400.50, 4400.70 and 4400.80].

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Item No.	Record Series Title, Description and Retention	Action Taken
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DIRECTOR OF MARKETING AND PUBLIC RELATIONS
(400 SERIES)

400.01 Marketing and Promotional Audio/Visual Records

Dates: 2006-
Volume: 5 Cubic Feet/5 Gigabytes
Annual Accumulation: ¼ Cubic Feet/2 Gigabytes
Arrangement: Chronological

This record series consists of marketing and promotional audio/visual records documenting events and activities (e.g., orientations, recruitment, fund-raising, entertainment, etc.) hosted or sponsored by Western Illinois University-Quad Cities (WIU-QC).

Contents of this record series may include: photographs, video and audio recordings (regardless of media format or storage), artwork, promotional literature, event schedules/calendars, supporting documentation, and related correspondence.

RETENTION:

Retain *analog/paper records and photographs* in office permanently or until the expiration of all administrative value, then transfer to the University Archives. University Archives staff will review and dispose of all routine documents and non-historical/non-archival material. Any remaining accumulation of the series will be accessioned into the University Archives for permanent retention.

Retain *electronic records* (e.g., audio/visual, scanned, born-digital, or other electronic formats) permanently in compliance with 44 Ill. Adm. Code 4400.50, 4400.70 and 4400.80. University Archives staff will review and dispose of all routine documents and non-historical/non-archival material. Any remaining accumulation of the series will be accessioned into the University Archives for permanent retention.

**Disposition
Approved
11/17/2021**

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(Application for Authority to Dispose of State Records)
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Application No. 21-12

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Item No.

Record Series Title, Description and Retention

Action Taken

DIRECTOR OF WQPT PUBLIC TELEVISION
(500 SERIES)

500.01 WQPT Station Operation and License Administration Files

Dates: 2010-
Volume: 1 Cubic Foot/Negligible
Annual Accumulation: Negligible/Negligible
Arrangement: Alphabetical; chronological

This record series consists of original licenses issued to the station by the Federal Communications Commission (FCC), copies of applications for FCC Licenses, all documents pertaining to license modifications (e.g., increases in power, etc.), production schedules/program information, printed publications, and all related correspondence (e.g., customer service inquiries/responses, etc.).

Licenses are renewable every eight (8) years pursuant to the provisions of the *Communications Act of 1934* [47 U.S.C. 151 *et seq.*; Ch. 652, 48 Stat. 1064 (1934)] as subsequently amended by the *Telecommunications Act of 1996* [47 U.S.C. 307, 308 and 309; Pub. L. 104-104 (1996), 110 Stat. 56]; and pursuant to the provisions of 47 C.F.R. 73.1020, and 47 C.F.R. 74.15.

RETENTION: Retain for ten (10) years after the date of license expiration, then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided all audits (state and federal) have been completed, if necessary; and no litigation is pending or anticipated **OR** offer to the University Archives for permanent retention.

**Disposition
Approved as
Amended
11/17/2021**

[Electronic records] must be retained in compliance with 44 Ill. Adm. Code 4400.50, 4400.70 and 4400.80].

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

Item No.	Record Series Title, Description and Retention	Action Taken
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500.02 WQPT Membership Communications Files

Dates: 2015-
Volume: Negligible/71 Gigabytes
Annual Accumulation: Negligible/70 Megabytes
Arrangement: Chronological; Alphabetical by topic

This record series consists of WQPT’s membership communications files, including contact information and lists of members/supporters; membership solicitations; pledge cards; fund-raising requests; thank you letters; payment transaction files; and other supporting membership documentation and/or related correspondence.

NOTE: All member donations and financial transactions with associated records are managed by the main campus Foundation Office for six (6) years per item 91A of State Records Retention Schedule/Application No. 85-146.

RETENTION:

A. Retain contact information and lists of members/supporters for ten (10) years after date of supersession, then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided all audits have been completed, if necessary; no litigation is pending or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate.

[Electronic records must be retained in compliance with 44 Ill. Adm. Code 4400.50, 4400.70 and 4400.80].

B. Retain all other documents in this series for five (5) years after date of generation, then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided all audits have been completed, if necessary; no litigation is pending or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate.

**Disposition
Approved
11/17/2021**

