

## SUMMARY OF AVAILABLE RECORDS

This list is maintained in accordance with Section 5 of the Illinois Freedom of Information Act. (5 ILCS 140/5). It is a summary of files kept on the Southern Illinois University Carbondale campus. However, even though these records are maintained by the University, some information is exempt from release as defined in Section 7 of the Act. In addition, the Family Educational Right and Privacy Act also puts limits on certain student records as well.

- 1.)       **Administrative Subject Files.** These include correspondence, reports, memoranda, and publications concerning administration of the unit and its relations with other units and external agencies.  
          In academic units, these files can also concern curriculum, academic policy, departmental, college and university committees, graduate and undergraduate programs, honors, lectures, department history and governance. In administrative, service and research offices, these files can also concern the policies and procedures relating to the office's mission and programs.
- 2.)       **Case Files.** These include correspondence, forms, and reports documenting such matters as accident compensation, counseling records, donor files, legal action, medical records patents and copyrights, police records, student discipline, student financial aid and student job placement.
- 3.)       **Budget Files.** These include correspondence, memoranda, internal budget-statement printouts, and working papers showing proposed expenditures for salaries, equipment, supplies and other purposes.
- 4.)       **Financial Records.** These include monthly statements of account, requisitions, purchase orders, vouchers and related correspondence documenting receipts and disbursements for activities supported by university, foundation, stand and federal funds.
- 5.)       **Property Files.** These include deeds, leases, and documentation concerning the acquisition, maintenance and sale of real property.
- 6.)       **Building Files.** These include plans and drawings, specifications, operations and maintenance records.
- 7.)       **Property Control and Supply Records.** These include moveable-equipment inventories and records of the acquisition, inventory and distribution of consumable supplies.
- 8.)       **Academic Statistical Report Files.** These include statistical reports on academic staff teaching, research and service time, classroom space and course enrollments.

- 9.) **Course and Curriculum Files.** These include class and grade rosters, course catalogs, outlines, syllabi, reading lists, textbook order forms, records concerning degrees requirements and timetable files concerning course and section schedule and enrollment limits.
- 10.) **Non-academic Personnel Files.** These include employment applications, test scores, applicant referrals, appointment and change-of-status forms, performance evaluation reports, correspondence and records of leaves and grievances.
- 11.) **Salary Records.** These include salary information and payroll accounting documents for all personnel and times reports for civil service and student hourly staff.
- 12.) **Academic Staff Applicant Files.** These include job announcements, letters of application, vitae, candidates' publications and support documents, letters of recommendation, correspondence and notes, and affirmative action forms. Documentation for applicants who are hired is normally transferred to the Academic Personnel File.
- 13.) **Academic Personnel Files.** These include employment applications, appointment and change-of-status forms, letters of recommendation, performance-evaluation reports, correspondence and records of grievances, sabbaticals and other leaves.
- 14.) **Promotion and Tenure Files.** These include documents used in reviewing faculty for promotion and/or tenure, including vitae, lists of publications and professional activities, course-evaluation reports, letters of evaluation, reports of review committees and administrators, recommendations for action, summary of action, and related correspondence.
- 15.) **Undergraduate Student Files.** These include ACT and/or SAT scores, notices of admission, semester grade reports, college-curriculum changes, pass/fail options, transcripts, department records recording academic progress, and correspondence regarding transfers, petitions and students' work. Similar pre-enrollment documentation is held for students who withdrew and for individuals whose applications were incomplete or denied.
- 16.) **Graduate Student Files.** These include applications, transcripts, letters of recommendation, GRE and other test scores, permits to enter, notification of appointment and change-of-status forms for fellowships and assistantships, grade reports, evaluations, preliminary examinations, Ph.D. candidacy papers, dissertation proposals, department forms recording academic progress and related correspondence. Similar pre-enrollment documentation is held for students who withdrew and for individuals whose applications were incomplete or denied.
- 17.) **Board, Committee and Task Force Records.** These include minutes, agenda, completed reports, working documents and correspondence.

- 18.) **Contract Files.** These include contracts and agreements, financial records, correspondence, interim progress and final reports.
- 19.) **Research and Project Files.** These include research and project proposals, funding applications, financial and budget records, research data, reports and correspondence.
- 20.) **Conference, Symposium, Institute and Seminar Files.** These include announcements, programs registrant lists, papers, syllabi, photographs, correspondence and financial records.
- 21.) **Entertainment and Events Files.** These include announcements, correspondence, contracts, programs and financial records for athletic, cultural and other events.
- 22.) **Field-Worker's Files.** These include reports and supporting documentation from county extension agents and field persons on work activities, site visits and observations.
- 23.) **Library and Information Center Records.** These include files documenting the acquisition, cataloging and use of published information, surveys and statistical data.
- 24.) **Public Relations Files.** These include brochures, news releases, photographs, signs and posters, supporting documentation, and mailing lists.
- 25.) **Publications Files.** These include editors' files, proposal, manuscripts, reader and reviewer comments, page and galley proofs, production, publication and sales information, subscription and mailing records, copyright documentation, samples of completed publications and correspondence.