

**UNIVERSITY OF ILLINOIS ARCHIVES
STATE OF ILLINOIS RECORDS COMMISSION**

<input type="checkbox"/> UNIVERSITY OFFICES <input type="checkbox"/> SPRINGFIELD	<input type="checkbox"/> CHICAGO <input checked="" type="checkbox"/> URBANA-CHAMPAIGN	Application No. UIUC 2002-XX Page 1 of 1 Pages
COLLEGE OR ADMINISTRATIVE UNIT National Center for Laughter Research		APPROVALS
DEPARTMENT Tickle Department		ARCHIVIST _____ DATE _____
OFFICE		UNIVERSITY _____ DATE _____
Pursuant to Article VI, Section 4 of the General Rules Concerning University Organization and Procedure and the provisions of the <i>State Records Act</i> (5 Ilcs 160/1 et Seq.), I find and recommend that the records described in this request have no further administrative value nor will they be of sufficient administrative, legal, or fiscal value to warrant further retention by this college, department, or office. I request that authority for their disposal be granted according to the schedule which follows.		STATE RECORDS COMMISSION _____ DATE _____
_____ HEAD OF COLLEGE, DEPARTMENT OR OFFICE DATE		

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF PROVIDING:

- THE INDIVIDUAL RETENTION PERIOD IS COMPLETE;
- ALL AUDITS HAVE BEEN COMPLETED 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 and the original hardcopy record disposed of if the record is microfilmed in accordance with the standards of the State Records Commission Rules and if the film is retained for the prescribed retention period. **Disposal of records after microfilming must be noted on a Records Disposal Certificate.**

THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES ARE TO BE RETAINED PERMANENTLY.

RECORD SERIES TITLE	DESCRIPTION OF RECORD SERIES: GIVE TITLE, EARLIEST DATE, USE, SUBJECTS COVERED, FORM NUMBERS, STATUTES OR RULES RELATING TO THE FILING OF THE RECORD, FILE ARRANGEMENT, VOLUME OR ANNUAL ACCUMULATION, AND RECOMMENDED RETENTION PERIOD.
---------------------	--

1 Subject File, 1963-

Subject or General Correspondence file includes correspondence, reports, memoranda and publications relating to the administration of the unit and concerning curriculum; academic policy; departmental, college, campus, and university committees; affirmative action; space; equipment; graduate and undergraduate programs; professional organizations; honors; lectures; grant proposals; relations with academic and administrative departments, colleges, schools, centers, and institutes; Graduate College; departmental history; faculty sabbaticals; departmental governance and visitors.

Annual Accumulation: 2.5 cubic feet.
 Arrangement: Alphabetical by subject.
 Recommendation: Retain 20 years and transfer to University Archives for permanent retention, provided that routine documents may be destroyed after 3 years.

2 Payroll Records, 1990-

Payroll Records for civil service and student hourly staff contain daily time reports, student biweekly daily time cards, and office copies of standard time reports and adjustments, payroll account distribution vouchers and obligation reports.

Annual Accumulation: .5 cubic feet.
 Arrangement: Chronological and by type of document thereunder.
 Recommendation: Retain 3 years and destroy provided that all audits pending during the last year of the retention period have been completed and no litigation is pending or anticipated.