Illinois Freedom of Information Act - Types of Campus Documents

This list of types or categories of records held at the Governors State University is intended to aid you in obtaining access to public records under the Illinois Freedom of Information Act. It covers documentation in published, unpublished, machine-readable and audiovisual forms.

The list is generic in nature, describing administrative and routine housekeeping files likely to be found in most university offices. Special or unique files documenting functions specific to a given office may be found by consulting the appropriate office.

Because of variations in record-keeping practices, it is unlikely that all offices will organize their files as outlined on this list or that any one office will have every item listed. Some types of information may be available in more than one office. Special or unique files documenting functions specific to a given office may also be available. Because records retention practices provide for periodic destruction or archival transfer of information, a listed record may not be in a given office at a particular time. Some of the records described in this list, or certain portions of them, may be exempt from inspection and copying. Under the Family Educational Rights and Privacy Act, the university is prohibited from releasing some records. Some public records are published and may be available for purchase, or may be available under library lending procedures.

1. Administrative files
These include correspondence, reports, memoranda and publications concerning administration of the unit and its relations with other units and with external agencies.

In academic units these files can also concern curriculum, academic policy, departmental, college, and university committees, graduate and undergraduate programs, honors, lectures, departmental 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. Budget files
These include correspondence, memoranda, internal budget-statement printouts and working papers showing proposed expenditures for salaries, equipment, supplies and other purposes.

3. Financial records
These include statements of account, requisitions, purchase orders, vouchers and related correspondence documenting receipts and disbursements for activities supported by university, foundation, state and federal funds.

4. Property files
These include deeds, leases, and documentation concerning the acquisition, maintenance and sale of real property.

5. Building files
These include plans and drawings, specifications, operations and maintenance records.

6. Property control and supply records
These include movable-equipment inventories and records of the acquisition, inventory and distribution of consumable supplies.

7. Course and curriculum files
These include class and grade rosters, course catalogs, outlines, syllabi, reading lists, textbook order forms, records concerning degree requirements and timetable files concerning course and section scheduling and enrollment limits.

8. Personnel files
These include employment applications, test scores, applicant referrals, appointment and change-of-status forms, performance evaluation reports, medical records, correspondence and records of sabbaticals, leaves and grievances.

9. Salary records
These include salary information and payroll accounting documents for all personnel.

10. Academic staff applicant files
These include job announcements, letters of application, vitae, candidates' publications and supporting documents, letters of recommendation, correspondence and notes and affirmative action forms. Documentation for applicants who are hired is normally transferred to the Personnel File.

11. 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.

12. Student files
These include notices of admission, semester grade reports, transcripts, academic progress forms, registration documents, student discipline, financial aid, student job placement records and correspondence.

13. Board, committee and task force records
These include minutes, agenda, completed reports, working documents, and correspondence.

14. Contract files
These include contracts and agreements, financial records and correspondence.

15. Research and project files
These include research and project proposals, funding applications, financial and budget records, research data, reports and correspondence.

16. Conference, symposium, institute and seminar files
These include announcements, programs, registrant lists, papers, syllabi, photographs, correspondence and financial records.

17. Entertainment and events files
These include announcements, correspondence, contracts, programs and financial records for athletic, cultural and other events.

18. Library and information center records
These include files documenting the acquisition, cataloging and use of published information, surveys and statistical data.

19. Public Relations files
These include brochures, news releases, photographs, signs and posters, supporting documentation, news clippings and mailing lists.