

5-11-1999

Edwardsville Bulletin: May 11, 1999

Southern Illinois University Edwardsville

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Recommended Citation

Southern Illinois University Edwardsville, "Edwardsville Bulletin: May 11, 1999" (1999). *SIUE "Bulletin"*. 642.
<http://spark.siu.edu/bulletin/642>

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Vol.30, No. 8
May 11, 1999

MEMO TO: Those Responsible for Departmental Records

FROM: David Werner



SUBJECT: State Records Schedules

The Illinois State Archives has recently completed preparation of the final draft version of official state records schedules for SIUE. These drafts are now being distributed to units throughout the University by Gary Dunn of Micro Records and Steve Kerber of the Louisa Bowen University Archives.

When you receive these materials, please check them carefully according to the instructions you will be given and return the materials promptly to Gary or to Steve. The accuracy of these schedules must be verified so that the University may remain in full compliance with Illinois State law regarding these important institutional records.

Thank you for your timely assistance with this project.