

**CLINICAL SCIENCES DEPARTMENT/SPRINGFIELD
FAMILY PRACTICE
FAMILY PRACTICE CLINIC – CARBONDALE**

530.01 Administrative Correspondence (Originals and Duplicates)

Dates: 1987 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year,
Alphabetical by name

This record series consists of incoming and outgoing letters exchanged by the above office, other units of the SIU School of Medicine, and interested groups or individuals external to the agency. Files also include memos, drafts, and working papers.

Recommendation: Retain in office for three (3) years, then dispose of providing no litigation is pending or anticipated.

Dates: 1985 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

Recommendations: Retain in office for twenty five (25) years following termination of employment from the department, then dispose of (by shredding) providing no litigation is pending or anticipated.

**530.02 Auxiliary Services Billing Listings (Computer Printouts)
(Duplicates)**

Dates: 1987 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of computer printout copies of billings for school auxiliary services. Originals are maintained by the Central Services Office and are to be scheduled for disposition accordingly.

Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the

supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

530.03 Fiscal Administration Files (Duplicates)

Dates: 1987 –
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

Record series contents include documents showing operating and entity budget submissions, reappraisal budget submissions, budget allocation forms, fiscal officer reports, and expenditure logs/ledgers. Originals are scheduled by the Office of Management and Budget. Original fiscal officer reports are scheduled by the agency's General Accounting Office.

Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

530.04 Cash Receipts (Originals)

Dates: 1984 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

Recommendation: Retain in office for six (6) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

530.05 Patient Fee Charge Tickets (Duplicates)

Dates: 1990 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of fees charged to patients by the Family Practice Clinic. Record series data include names of departments, names of doctors and patients, patient ID numbers, dates of service, types of services performed, charges assessed, total charges, and any applicable medical instructions to the

patients. The data in this series are posted to the COM (Clinical Information System) and maintained permanently.

Recommendation: Retain in office for thirty (30) days, then dispose of providing all essential data are posted to the Clinical Information System.

530.06 Fee and Billing Collection Reports (Duplicates)

Dates: 1987 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

Originals are scheduled by the agency's General Accounting Office.

Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

530.07 Employee Time Records (Originals and Duplicates)

Dates: 1985 –
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Record Series contents include time sheets, vacation/sick leave requests, absent without pay reports, requests for overtime, fringe benefit reports, and A-21 Staff Effort/Payroll Distribution Reports. Original absent without pay reports, overtime requests and A-21 Staff Effort/Payroll Distribution Reports are scheduled by the Payroll Office. Original fringe benefit reports are filed in the Personnel Office and are to be scheduled for disposition by that office.

Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

530.08 Performance Evaluations of Residents (Originals)

Dates: 1976 –

Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of evaluations of residents who have practiced in the clinic.

Recommendation: Retain in office permanently.

530.09 Staff Performance Evaluations (Non-Civil Service) (Originals)

Dates: 1985 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

Recommendation: Retain in office for twenty five (25) years following termination of employment from the department, then dispose of (by shredding) providing no litigation is pending or anticipated.

530.10 Executive Correspondence (Originals and Duplicates)

Dates: 1976 –
Volume: 20 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological by year,
Alphabetical by topic

This record series consists of administrative correspondence exchanged by the Executive Office of the Family Practice Clinic and other units of SIU School of Medicine, other medical institutions, and interested groups or individuals external to the agency. Files also include drafts, memos, and working papers.

Recommendation: Retain in office for three (3) years, then review files with the assistance of the University Archives, microfilm original paper possessing archival value and dispose of extraneous materials. Retain all record series microforms in office permanently. Offer and/or transfer to University Archives for permanent retention Archives use record series microforms.

530.11 Laboratory Test Logs (Originals)

Dates: 1990 -
Volume: Negligible
Annual Accumulation: Negligible

Arrangement: Chronological by year

Record series data include patient identification information, dates of tests, types of tests, names of persons or labs performing tests, names of physicians ordering tests, and results of tests. This record series is maintained pursuant to provisions of CFR, Vol. 42, Part 74 et seq.

Recommendation: Retain in office two (2) years then microfilm and dispose of original paper (by shredding). Retain all record series microforms in office permanently.

530.12 Minutes of Council and Committee Meetings (Originals)

Dates: 1976 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

Recommendation: Retain in office three (3) years after the end of the fiscal year, then transfer to SIU Records Center for microfilming and permanent retention on microfilm. (Evaluate at that time for possible transfer of hard copy after microfilming to the University Archives for permanent retention as historical material). After microfilming, destroy all remaining material not sent to the Archives. Also, offer to transfer to the University Archives for permanent retention Archives use record series microforms.

530.13 Minutes (Council and Committee Meetings) (Duplicates)

Dates: 1990 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

Originals are to be scheduled by the committee, department, and council chairs for permanent retention.

Recommendation: Retain in office for three (3) years, then dispose of providing all administrative value has expired.

530.14 Office Calendars (Patient Appointments) (Originals)

Dates: 1985 –
Volume: Negligible
Annual Accumulation: Negligible

Arrangement: Chronological by year

Record series entries include date, time, name of patient, and identification of physician.

Recommendation: Retain in office for two (2) years, then dispose of (by shredding) providing no litigation is pending or anticipated.

530.15 Patient Medical Records (Originals)

Dates: 1990 –
Volume: 675 Cu. Ft.
Annual Accumulation: 200 Cu. Ft.
Arrangement: Numerical by file number

This record series consists of files detailing the examination and treatment of patients by the SIU School of Medicine. (Documents are referred to actively until the patient account is zero and three (3) years have elapsed from the last day of treatment).

Record series contents include: physician notes; laboratory test results; copies of records from other physicians, hospitals, and clinics; treatment consent forms; patient identification data; photographs or drawings showing the patients' condition; X-ray/pathology reports; and supporting correspondence.

Code of Federal Regulations (Ref. Vol. 42, Part 491.10, subpart C) requires patient records to be maintained for over six (6) years from the last date of treatment. Medical patient files are exempt from public inspection and copying pursuant to Ill. Rev. Stat. 1991, ch. 116, par. 207 (b).

Recommendation: Retain in office until the files become inactive, then microfilm and dispose of paper (by shredding). Retain all record series microforms in office permanently.

530.16 Reports of Patient Laboratory Test Results (Duplicates)

Dates: 1987 –
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

Record series entries include patient identification data, dates of tests descriptions of tests, test results, names of physician ordering tests, and names of persons or labs performing tests.

“Serology Tests” and “Diagnostic Microbiology Tests” are both retained for two (2) years per items 2 and 4 of application 77-120 of the Department of Public Health. Originals are scheduled within the scope of the patient medical records.

Recommendation: Retain in office for two (2) years, then dispose of (by shredding) providing no litigation is pending or anticipated.

530.17 Personnel Files (Civil Service) (Duplicates)

Dates: 1985 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

Record series contents include employee evaluations, personnel/payroll information forms, and personnel request/salary budget adjustment forms. Original personnel files of civil service staff are scheduled by the agency’s Personnel Department for a longer period of time.

Recommendation: Retain in office for five (5) years following termination of employment, then dispose of (by shredding) providing no litigation is pending or anticipated.

530.18 Personnel Files (Non-Civil Service) (Duplicates)

Dates: 1985 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

Contents in the file include appointment papers, salary adjustment requests, and related correspondence. Agency record copy data are to be maintained by the Academic Appointments Office for a longer period of time per this application.

Recommendation: Retain in office for five (5) years following termination of employment, then dispose of (by shredding) providing no litigation is pending or anticipated.

530.19 Annual Property Inventory Records (Over \$100) (Computer Printouts) (Duplicates)

Dates: 1986 –

Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Numerical by tag number

Record series contents include annual listings of equipment and property, change of status forms, and change of location reports. School Central copies are scheduled by the agency's Inventory Control Unit.

Recommendation: Retain in office for one (1) year or until expiration of administrative value, whichever is longer, then dispose of.

530.20 Purchasing/Disbursement Record Files (Duplicates)

Dates: 1985 –
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical by file number

Record series contents include requisitions, requirement clarifications or notes, purchase orders, receiving reports, and invoice/vouchers. The documents are duplicates with central copies scheduled by the Purchasing Department and the agency's General Accounting Office for longer periods of time. Original purchase orders/requisitions are maintained for ten (10) years following completion of contracts by the Department of Central Management Services per item 1 of application 90-86. Original invoice vouchers are filed by the State Comptroller's Office for five (5) years per item 1 of application 89-34.

Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

530.21 Staff Recruitment Files (Non-Civil Service Employees) (Not Hired) (Originals)

Dates: 1985 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of documents submitted by individuals seeking non-civil service positions within the office (i.e.

faculty, research assistants, administrative/professionals, graduate assistants). Record series contents include formal applications, copies of curriculum, vitae, letters of reference, and supporting correspondence.

Recommendation: Retain in office for five (5) years (following the date of record generation), then dispose of (by shredding) providing no litigation is pending or anticipated.

530.22 Annual Reports (Duplicates)

Dates: 1988 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

Originals are scheduled by the Office of Dean and Provost.

Recommendation: Retain in office for three (3) years, then dispose of providing all administrative value has expired.

530.23 Residency Application Files (Originals) (Denied)

Dates: 1985 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year,
Alphabetical by name

This record series consists of applications and supporting documents submitted by individuals seeking acceptance into the department's Residency Program. This series consists of only the files of applicants who were denied acceptance.

Recommendation: Retain in office for five (5) years from the date of application denial, then dispose of (by shredding) providing no litigation is pending or anticipated.

53.24 Residency Recruitment Correspondence (Originals)

Dates: 1987 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of incoming correspondence from prospective applicants requesting information regarding the department's Residency Program

Recommendation: Retain in office for three (3) years, then dispose of providing litigation is pending or anticipated.

530.25 Travel Files (Duplicates)

Dates: 1987 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

Record series contents include travel requests, out-of-state travel request forms, and travel vouchers. Original travel vouchers are maintained for five (5) years by the State Comptroller's Office per item 1 of application 89-34. Original travel requests and out-of-state travel requests are scheduled by the agency's General Accounting Office.

Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

530.26 Telecommunications Invoices

Dates: 1987 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by month

Record series contents include invoices and allocations detail sheets that summarize monthly charges for telephone tolls. Original invoices are maintained for five (5) years by the State Comptroller's Office per item 1 of application 89-34. Original allocation detail sheets are filed at the Department of Central Management Services for eight (8) years per item 1 of application 81-7.

Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

530.27**Resident Files**

Dates: 1991 –
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by resident name

This record series includes applications for residence admissions, annual contracts, licensure data, Dean's letter of recommendations, resumes, questionnaires, resident evaluations of the program, evaluations of residents, and related correspondence.

Recommendation: Retain in office for four (4) years or until the termination of the respective residencies (whichever is longer), then microfilm and dispose of hardcopies. Retain microfilm permanently.