

INTERCOLLEGIATE ATHLETICS

240.01 Foundation Account Files (Originals and Duplicates)

Dates: 1984 -
Volume: 2½ Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: By fiscal year

These files are maintained to document the receipt and disbursement of University Foundation funds which have been earmarked for the Athletic Department. Included in this record series would be: duplicate copies of vouchers; statements for each separate account; Gift-in-Kind forms; Grants-in-Aid forms, and Excellence Fund forms.

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

240.02 Ticket and Concessions Sales Reports (Originals and/or Record Copies)

Dates: 1980 -
Volume: 10 Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Chronological

These are the department's routine reports of event ticket and concessions sales.

Recommendation: Retain in office for ten (10) years, then dispose of providing no litigation is pending or anticipated.

240.03 Unsold Tickets (Originals)

Dates: 1983 -
Volume: 24 Cu. Ft.
Annual Accumulation: 6 Cu. Ft.
Arrangement: By year, then by sport

This record series consists of original tickets, for SIU-C sporting events, which remain unsold.

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

240.04 Letters of Intent (Record Copy)

Dates: 1980 -
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by sport

The National Letter of Intent Program, administered by the Collegiate Commissioners Association, establishes guidelines in the recruitment of high school and junior college students by institutions which belong to the CCA. The National Letter of Intent was designed to be used when a student has made a decision to accept the offer of an athletic grant-in-aid from a university and wishes to make that decision official and to notify recruiters from other universities of that decision. The Letter of Intent cannot be signed by the student until such time as instructed by the NLI Program guidelines and sets forth restrictions regarding: transfer to other schools, academic requirement of the institution and the NCAA which must be met and maintained, and conditions under which the student's decision to attend the university can legally be reversed. Three copies of the Letter of Intent are produced and distributed as follows: 1) retained by student, 2) retained by institution and 3) sent to appropriate conference commissioner.

Recommendation: Retain in office for six (6) years after graduation or date of last attendance, then dispose of

provided no litigation is pending or anticipated.

240.05 Budget Preparation and Administration File (Originals and Duplicates)

Dates: 1975 -
Volume: 22 Cu. Ft.
Annual Accumulation: 4 Cu. Ft.
Arrangement: Chronological

This record series contains the work papers and the university and/or state governmental forms generated to project, support and control Athletic Department budget line item requests, additions, and expenditures.

Recommendation: Retain in office for five (5) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

240.06 Individual Files on Athletes (Active and Inactive) (Originals or Record Copies)

Dates: 1969 -
Volume: 38 Cu. Ft.
Annual Accumulation: 6 Cu. Ft.
Arrangement: Alphabetical and Chronological

This record series consists of individual files on athletes containing the following forms, letters and supporting documentation showing NCAA and/or conference eligibility status: NCAA Student Athletic Statement; copies of letters notifying students of financial aid awards produced by the Financial Aid Office; summary information on financial aid history; Talent Grant and Tuition Waiver recommendation forms; eligibility physical examination

results and equipment issue forms; summary sheets containing personal information; copies of semester grade slips, and related correspondence.

Recommendation: Retain in the office for ten (10) years, then transfer to the University Archives for a minimum retention period of an additional ten (10) years and subsequent disposal or continuous archival preservation of those files deemed to possess sufficient archival value from University Archives staff review(s). (No disposals are to proceed if any litigation is pending or anticipated.)

240.07 Competition Results and Historical Files (Originals and Duplicates)

Dates: 1913 -
Volume: 67 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: By sport, then Chronological

This record series consists of the university's record copy of the results of all official sporting events (football games, basketball games, track meets, swim meets, etc.). Also included are various score books, statistical books, pictures, and lists of winners of awards and letters.

Recommendation: Retain in office for five (5) years, then dispose of all duplicate, informational or routine items. Retain all remaining records permanently - either in the office or the University Archives.

240.08 Payroll Information Files (Duplicates)

Dates: 1982 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical and Chronological

This record series consists of payroll information for the employees of the Athletic Department. Included would be: time cards, Fringe Benefit printouts, payroll distribution printouts, time transmittal printouts, and student work authorization cards. This information is also maintained by the Payroll Office, the Office of Student Work and Financial Assistance, and the Fringe Benefits Section of Personnel Services.

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

240.09 Fiscal Administration Files (Duplicates)(See 240.19)

Dates: 1974 -
Volume: 19 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: By fiscal year

This record series consists of duplicate copies of requisitions, purchase orders, and vouchers, as well as supply catalogs, price lists, and vendor information.

The originals of these records are maintained by the Purchasing, Disbursements and General Accounting Offices.

Recommendation: Retain purchase orders in office for five (5) years and vouchers for ten (10) years, then dispose of provided all audits have been completed under the supervision

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

240.10 Personnel Files (Duplicates)

Dates: 1970 -
Volume: 16 Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Alphabetical

This record series consists of personnel files for the employees of the Athletic Department. Included are copies of resumes, leave requests, evaluations, records of any disciplinary action taken, and correspondence. Original personnel files are maintained by Personnel Services.

Recommendation: Retain in office for five (5) years following the date of separation from employment, then dispose of provided no litigation is pending or anticipated.

240.11 Administrative Correspondence and Reference Files (Originals and Duplicates)

Dates: 1970 -
Volume: 47 Cu. Ft.
Annual Accumulation: 10 Cu. Ft.
Arrangement: Chronological and Alphabetical

This record series contains the administrative correspondence of the Athletic Department documenting the scheduling of athletic contests, NCAA policy and conference matters involving event promotions, event ticket sales, team or participant travel arrangements, game management, fund-raising activities, personnel promotions, and regulatory matters involving the recruitment and retention of Athletic Department students. Also included are: duplicate meeting minutes of various committees and organizations; copies of professional articles; football, basketball, etc. promotional materials; weight training information; athletic statistics, and travel brochures.

Recommendation: Retain in office for five (5) years, then dispose of all duplicate, informational or routine items. Transfer remaining accumulation to the University Archives for evaluation and possible accessioning of records possessing archival value.

240.12 Drug Education and Prevention Committee Files (Originals)

Dates: 1986 -
Volume: 1½ Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: By category, then Chronological

This record series contains files relating to the Drug Education and Prevention Committee, which is part of the Athletic Department. Included are original meeting minutes, agenda and correspondence.

Recommendation: Retain three (3) years in office, the transfer all original meeting minutes, agenda and other materials possessing archival value to the University Archives. All remaining material may be disposed of.

240.13 Sports Information Office Statistical Files on Events and Athletes' Performance (Originals)

Dates: 1967 -
Volume: 40 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological

This file series contains reports, narrative accounts, score sheets, copies of news clips (etc.) showing individual athletes' performance statistics, team statistics, attendance statistics, final results and End-of Season Reports giving totals and recaps of the whole season.

Recommendation: Retain five (5) years in office, then with the assistance of the University Archives staff, review files and retain on a permanent basis in either the Department's office or the University Archives (if accepted by Archives) materials possessing archival/research value and dispose of the balance of materials after completion of the foregoing review(s), providing no litigation is pending or anticipated.

240.14 Competition and Officials' Contracts with Related Correspondence (Originals and Duplicates)

Dates: 1983 -
Volume: 2 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological

These are predominately annual contracts.

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

240.15 Sport/Program Head Coaches and Directors Files (Originals and Duplicates)

Dates: 1960 -
Volume: 75 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Chronological and by subject/sport/program

These are recruitment materials, correspondence, travel/hotel accommodation papers, and duplicate fiscal/budget administration reports and records. Included within this series additionally are various written descriptions of the program or sports' nutritional guidelines, weight

training or other working techniques or aids conceptualized or utilized in coaching or directing the specific sport or program. Also included are duplicate NCAA Council minutes from faculty membership or representation on the Council and any other duplicate minutes from professional service on other related intra and inter-collegiate entities.

Recommendation: Retain in office for three (3) years, then with the assistance of University Archives staff, review the series and retain on a permanent basis in either the Department's office or the University Archives (if accepted by Archives) materials possessing archival/research value and dispose of the balance of materials after completion of the foregoing review(s), providing all audits (including any required NCAA regulatory audits) have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

240.16 Completed and Executed Buckley Amendment Forms for the Authorization of the Release of Personal Information (Originals and Duplicates)

Dates: 1982 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

Recommendation: Retain six (6) years from signing date, then dispose of providing no litigation is pending or anticipated.

240.17 Athletes' Eligibility Reports, NCAA Student-Athlete Statements and NCAA Financial Aid Affidavits (Originals)

Dates: 1974 -
Volume: 10 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical and Chronological

These are NCAA, conference and scholarship regulations compliance evidential documents that are not maintained within other files or file locations within the department and are thus maintained as originals or copies of record.

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

240.18. Athletes' Medical Records

Dates: 1980-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical, then Chronological

This series consists of various medical examination and treatment records pertinent to student athletes. File series contents include physical examination and related health appraisal reports, medical histories, daily rehabilitation documentation forms, signed release forms for professional communications,

records of referrals including outside professional appointments with doctors and nurse specialists, and all relevant insurance information. This series is only partially copied to the medical case files maintained by Student Health Programs for forty-two (42) years after the date of last visit or separation from employment per approved Application 87-64, item 130.08.

Recommendation: Retain in office for five (5) years after the date of last visit and/or treatment rendered, then microfilm and dispose of the hard copy (by shredding). All record series microforms are to be retained for thirty-seven (37) years following the date of generation, then dispose of (by shredding) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

240.19 Fiscal Administration Files (Duplicates)

Dates: 1974 –
Volume: 79 Cubic Feet
Annual Accumulation: 3 Cubic Feet
Arrangement: Chronological

This record series consists of duplicate copies requisitions, purchase orders, and vouchers, as well as supply catalogs, price lists, and vendor information. The originals of these records are maintained by Accounting Services and Procurement Services. This item supersedes item 240.09 of this Application 87-62 in order to change the retention period for these duplicates from retain purchase orders in of five for five (5) years and vouchers for ten (10) years, to the current standard retention period of three (3) years for fiscal duplicates, then destroy in a secure manner provided

all audits have been completed, if necessary and no litigation is pending or anticipated. (No change in the previously approved record series description is proposed).

Recommendation:

Retain in office for three (3) years, then destroy in a secure manner provided all audits have been completed, if necessary and no litigation is pending or anticipated.