

**ASSOCIATE VICE CHANCELLOR FOR ACADEMIC AFFAIRS**  
**(SERVICES)**  
**COLLEGE OF EDUCATION**  
**ACHIEVE PROGRAM - CLINICAL CENTER**

**385.01      Student Case File Records**

Dates:                                1977 -  
Volume:                              62 Cu. Ft.  
Annual Accumulation:          6 Cu. Ft.  
Arrangement:                      Numerical by case number

The Achieve Program is used as a database for psychological research of students with learning disabilities. A file may consist of their student medical history, student grade history, student contracts between student and Achieve Program, student testing results, progress reports, grade slips, correspondence between Achieve Program and student and parent, and consent forms to disclose records information. Case files may be active, inactive, pending, accepted but not entered or rejected.

This item supersedes State Records Application 87-63, item 1185, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office until microfilmed, then dispose of original paper. All record series microforms are to be maintained by the university on a permanent basis.

Disposition  
Approved  
1/21/98

**385.02      Student Case Log Book (Originals)**

Dates:                                1977 -  
Volume:                              Negligible  
Annual Accumulation:          Negligible  
Arrangement:                      Numerical

This record series consists of log books listing the name and case number of students participating in the Achieve Program.

This item supersedes State Records Application 87-63, item 1186, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office until microfilmed, then dispose of original paper. Retain microfilm in the office for sixty (60) years, then dispose of.

Disposition  
Approved  
1/21/98

### 385.03 Administrative Correspondence & Reference File

Dates: 1977 -  
Volume: 8 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Alphabetical by subject

This file consists of reference materials of the Achieve Program Director. These materials may include: correspondence, clinical publications, copies of reports from professional organizations that the director belongs to, catalogs, etc.

This item supersedes State Records Application 87-63, item 1187, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain three (3) years in office, then review files and weed out any material possessing long term historical value (minutes of meetings, policy formulation correspondence, significant department reports, etc.) and transfer these records to the University Archives for permanent retention. Records which do not possess any historical value are to be disposed of.

Disposition  
Approved  
1/21/98

385.04

**Non-Admitted Application Files for the Achieve Program**

Dates: 1977 –  
Volume: 18 Cubic Feet  
Annual Accumulation:  $\frac{3}{4}$  Cubic Feet  
Arrangement: Numerical by case number

This record series consists of the non-admitted applications files for the Achieve Program at Southern Illinois University – Carbondale. The Achieve Program is a comprehensive academic support program for college students with learning disabilities and/or attention deficit disorders. Files may contain student name, birthdate, social security number, and address; program application; application statement; consent to disclosure forms; professional reference forms; learning style evaluations; programmatic reports; application status reports; copies of medical history and academic history; copies of grade and progress reports; and correspondence between Achieve program and student and/or parent.

These students never attended program due to being a rejected applicant; the applicant declined acceptance offer; or the applicant never completed application process.

Recommendation: Retain for two (2) years from date of application, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition  
Approved  
8/15/12