

## STUDENT SERVICES/COUNSELING CENTER

### 400.01            **Counseling            Center's            Administrative** **Correspondence and Reference Files**

Dates:                            1977 -  
Volume:                        12 Cu. Ft.  
Annual Accumulation:    1 Cu. Ft.  
Arrangement:                Alphabetical

This record series contains the Counseling Center's correspondence and reference file, including items such as annual reports, proposed changes, agreements with local mental health agencies, information and accreditation procedures from professional organizations like the American Psychological Association or the International Association of Counseling Services, and letters of recommendation written for former staff and interns.

**Recommendation:**    Retain in office for three (3) years, then review file and dispose of all informational or routine items which are not current or have been updated. Transfer all original minutes of meetings, special surveys or reports, etc. which have long-term historical value to the University Archives for permanent retention.

### 400.02            **Fiscal File (Duplicates)**

Dates:                            1978 -  
Volume:                        6 Cu. Ft.  
Annual Accumulation:    4½ Cu. Ft.  
Arrangement:                Chronological by line item

This record series contains the fiscal files of the Counseling Center which includes purchase orders, invoice vouchers, monthly budget reports, and copies of computer printouts of expenditures.

**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.

**400.03 Department of Children and Family Services  
Contract File (Originals)**

Dates: 1986 -  
Volume: 4½ Cu. Ft.  
Annual Accumulation: 4½ Cu. Ft.  
Arrangement: Alphabetical

This record series contains the documents related to the Counseling Center's contract with the Illinois Department of Children and Family Services (DCFS) to provide consulting and assessment services to DCFS. This series contains both the financial documents and contract terms and the results of the assessment of DCFS clients.

**Recommendation:** Retain in office for six (6) years after the completion of the contract, then transfer to the University Archives for permanent retention.

**400.04 Weekly Activity Sheets**

Dates: 1983 -  
Volume: 1½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series is the weekly activity sheets submitted by the Counseling Center staff and Women's Services staff as an internal accountability tool in which a summary of what each staff person does is used for evaluations, annual reports and statistical information requested. This information is being put on computer disk.

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

**400.05 Client Files (Originals)**

Dates: 1980 -  
Volume: 21 Cu. Ft.  
Annual Accumulation: 3½ Cu. Ft.  
Arrangement: Active - Alphabetical by

counselor's name; Inactive -  
Alphabetical by client's  
name

This record series contains the client files for the Counseling Center which includes intake material such as family history and demographic information, the counselor's intake report, testing materials, LD/ADHD documentation, and the counselor's closing summary. The Counseling Center is available to serve students, faculty, staff or any of their dependents.

**Recommendation:** Retain in office for six (6) years from date of inactive status, then dispose of by shredding.

**400.06 Internship Search Organization Files (Originals & Duplicates)**

Dates: 1969 -  
Volume: 1½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by title of  
internship

This record series contains the announcements of internships available, lists of applicants, the evaluation rating form on each candidate, copies of purchase orders for items such as advertising and correspondence.

**Recommendation:** Retain in office for five (5) years after the search has been completed, then dispose of providing no litigation is pending or anticipated.

**400.07 Internship Applicant File (Originals)**

Dates: 1969 -  
Volume: ¾ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by title of  
internship

This record series contains material from students applying for internships with the Counseling Center, including applications, letters of

recommendation, transcripts, curriculum vitae and correspondence.

**Recommendation:** Retain in office for five (5) years after the internships have been awarded, then dispose of providing no litigation is pending or anticipated.

**400.08 Internship Files (Originals and Duplicates)**

Dates: 1969-  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

The SIU Counseling Center, in cooperation with other universities, offers the opportunity for students to complete an internship with the Counseling Center. The interns who participate in this internship are completing requirements towards a Ph.D. in Professional Psychology. The files contain the application for internship acceptance, letters of recommendation, transcripts and performance evaluations. The performance evaluations are returned to the interns' respective university.

**Recommendation:** Retain in office for five (5) years following completion of internship, 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 and providing all essential data pertaining to program participation and performance by SIU students are incorporated in the corresponding master student file maintained permanently under Application 87-63, Item 125.

**400.09 Staff Search Organization File (Originals and Duplicates)**

Dates: 1978 -  
Volume: 1½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by title of search

This record series contains the request for the position (through Personnel), job announcements,

correspondence about advertising, lists of applicants to be interviewed, master copy of correspondence sent to the applicants, evaluation rating system and scoring of applicants, affirmative action forms, copies of purchase orders for advertising positions and copies of any purchase orders for items such as motel expenses for applicants brought in for interviews.

**Recommendation:** Retain in office for five (5) years after the search has been completed, then dispose of providing no litigation is pending or anticipated.

**400.10 Staff Search Files (Originals)**

Dates: 1978 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by title of position,  
then Chronological

This record series contains applications, letters of reference, curriculum vitae, transcripts, correspondence, including those acknowledging acceptance or rejection.

**Recommendation:** Retain in office for five (5) years after the search has been completed, then dispose of providing no litigation is pending or anticipated.

**400.11 Personnel Files (Duplicates)**

Dates: 1966 -  
Volume: 3 ¾ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series contains the personnel files for the Counseling Center, including in a typical file the following items: hiring and termination material, absence reports, change of status forms, evaluations, and letters of recommendation and commendation.

**Recommendation:** Retain in office for five (5) years after separation of employment, then dispose of

providing no litigation is pending or anticipated.

**400.12 Brief Counselor on Duty Report**

Dates: 1999 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series contains information on students experiencing emotional problems and who have an emergency need for counseling services. The following information is contained on the duty report: name of counselor; date and time of service; shift worked; type of contact; client/consultee's name; social security number, date of birth; brief description of intervention; and disposition of case.

**Recommendation:** All certified microfilm or digitized copies will be made in accordance with the standards of the State Records Commission and will be adequate substitutes for the original records.

Retain in office for one (1) year, then transfer to Records Management for microfilming and scanning. Once images have been verified, destroy hardcopy. Retain microfilm and scanned images for an additional seven (7) years, then destroy.