

## STUDENT HEALTH CENTER

### 120.01 Personnel Files (Duplicates)

Dates: 1970 -  
Volume: ½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of personnel files for the civil service and professional employees of the Student Health Program. Included would be: performance evaluations; time sheets; monthly time summarizations; and requests for vacation/sick leave.

Original personnel files are maintained by Personnel Services for sixty-five years.

**Recommendation:** Retain in office for five (5) years after separation from employment, then dispose of providing no litigation is pending or anticipated.

### 120.02 Director's Correspondence File

Dates: 1970 -  
Volume: 13½ Cu. Ft.  
Annual Accumulation: ½ Cu. Ft.  
Arrangement: Chronological

This record series consists of correspondence to and from the Director of the Student Health Program, as well as the directors of various divisions under him (the Laboratory, the X-ray Laboratory, and the Emergency Student Dental Service).

Included in these files are appointment books, duplicate copies of contracts, duplicate copies of personnel files, and correspondence regarding certain patients, the budget, various programs, and other related topics.

**Recommendation:** Retain in office for three (3) 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.

### 120.03 Cash and No Charge Bills (Discontinued)

Dates:	1975 - 1978
Volume:	Negligible
Annual Accumulation:	N/A
Arrangement:	Numerical by social security number

This record series consists of bills and statements which were used to record health services provided to students by the university on a charge/no charge basis. The Health Services Program no longer generates these forms.

**Recommendation:** Dispose of accumulation (by shredding) upon approval of this application.