

## STUDENT HEALTH PROGRAM/COMMUNICATIONS

### 130.01 Administrative Correspondence File (Agency Record Copy)

Dates: 1981 -  
Volume: 1½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series contains correspondence, most of which pertains to the internal communications of the Student Health Program and responses to requests for the release of medical records which are received from insurance companies, other physicians, attorneys and court subpoenas. A copy of the release is also filed in the patient's medical file.

**Recommendation:** Retain in office for three (3) years, then dispose of provided all administrative value has expired and no litigation is pending or anticipated.

### 130.02 Census Statistics Sheets (Originals)

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

This record series contains the weekly log of the number of people who sign in each day at the Student Health Program. The information from the weekly log is entered into the master computer program from which academic, fiscal and calendar census figures can be generated. The log is retained only long enough for the information to be entered in the computer.

**Recommendation:** Retain until accuracy of information entered in the computer is verified, then dispose of.

### 130.03 Unsuccessful Applicant Files for Nurses

Dates: 1986 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series contains application materials for nurses who have been referred to the Student Health Service for interviews but who were not hired. Also included is a referral list of nurses from Personnel Services.

**Recommendation:** Retain in office for six (6) months after job search completed, then dispose of provided no litigation is pending or anticipated.

**130.04 Reports of Psychiatric Evaluations (DSM-3'S) (Originals)**

Dates: 1971-  
Volume: 4½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical, Numerical

This record series consists of the Psychiatric Evaluation forms (DSM-3'S) which serve as a checklist and contain notes made during initial counseling sessions. The information is then placed in the patients' medical case files in the form of Psychiatric Evaluation Reports. The medical case files are maintained for forty (40) years as per Item #130.08 of Application 87-64.

The Student Health Center does not maintain the information in these forms on computer tape. Once the Psychiatric Evaluation Report is completed, the evaluation forms are used mainly for research purposes.

**Recommendation:** Retain in office for ten (10) years or until all research value has expired, whichever is longer, then dispose of (by shredding) provided no litigation is pending or anticipated.

**130.05 Director of Nurses' Personnel Files (Duplicates)**

Dates: 1974 -

Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series contains convenience copies of personnel files for the Director of Nurses in the Communications Division of the Student Health Program. The Director of Nurses maintains this file because of the office's distance from the main office of the Health Services where the agency record copies are kept. These files include personnel information about student workers and nurses such as referral paperwork for students or appointment papers for nurses, time sheets and evaluations.

**Recommendation:** Retain until administrative value has expired, then dispose of.

#### **130.06 Nurse/Student Worker Personnel Files (Duplicates)**

Dates: 1977 -  
Volume: 1½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series contains applications, referral papers, time sheets and evaluations of nurses and student workers who are employed at the Student Health Program.

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

#### **130.07 Appointment Schedules**

Dates: 1976 -  
Volume: 1½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of appointment schedules stating the dates and times of appointments

for students and other clients to see one of the Student Health Program's directors.

**Recommendation:** Retain in office for one (1) year, then dispose of providing no litigation is pending or anticipated.

### **130.08 Medical Case Files (Originals)**

Dates: 1975 -  
Volume: 276 Cu. Ft.  
Annual Accumulation: 34 Cu. Ft.  
Arrangement: Numerical by terminal digit

This record series consists of original medical/clinical case files for students and University employees who utilize the Student Health Program. Included in these files are: results of physical examinations; X-ray results; doctor's and nurses' notes; morbidity reports; Communicable Diseases Reports (submitted to the Department of Public Health); immunization records; University-wide accident reports; lab slips; results received from outside laboratories; emergency room reports from local hospitals; and correspondence with outside specialists and doctors.

**Recommendation:** Retain in office for two (2) years after date of last visit or separation from employment, then microfilm and dispose of original paper. All record series microforms are to be retained for forty (40) years, then dispose of providing no litigation is pending or anticipated.

### **130.09 Follow-Up Study Notifications**

Dates: 1980 -  
Volume: Negligible  
Annual Accumulation :Negligible  
Arrangement: Chronological

This record series consists of letters sent to students who have tested positive on Class II Pap smears asking them to come back three to six months afterwards to have a follow-up study done. Also

included is a tickler file used by this office to aid in the sending of these letters.

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

### **130.10 Student Immunization Records (Originals)**

Dates: 1989 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Numerical

This record series consists of student immunization tracking records as required under the provisions of the "Communicable Disease Prevention Act" 1992 ILCS 410/315 (1992 State Bar Edition). The forms include the following data: students name, address, I.D. or social security number, birth date, privacy rights waiver, type/date of immunization, and signatures of authorization (i.e. health provider). Federal grant regulations require that all documentation be maintained for a minimum ten year period when the vaccine is provided through federal monies.

**Recommendation:** Retain in office for one (1) year, then microfilm and dispose of hard copy documentation. Retain all microseries format copies in office for ten (10) years, then dispose of provided all audits (federal and state) have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

### **130.11 Non-Student Health Services Referral Records (Duplicate)**

Dates: 1990 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of medical examination and treatment records pertinent to prospective students who failed to enroll, or enrolled and never became a patient with a medical record. File series contents

include Memorial Hospital emergency room treatment/examination records, "dial-a-nurse" sheets, examination notes, immunization/vaccination records, and related correspondence/memoranda.

This series is comprised of the Student Health Program's copies of the case records. The original emergency room records are maintained by Memorial Hospital as the provider of the documented medical services. Also, the documented medical services are predominantly routine in nature pertinent to such matters as physical examinations and immunizations/vaccinations performed to meet admittance requirements. Moreover, these are health services records of prospective students who failed to enroll, or enrolled and never became a patient with a medical record. The actual Student Health Services case files are scheduled for forty-two (42) years from the date of last visit per item 130.08 of this records disposition application.

**Recommendation:** Retain in office until the lapse of five (5) years from the last date of contact with the University's Student Health program, 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.

### **130.12 Master Patient Index Cards**

Dates: 1960 –  
Volume: Negligible  
Annual Arrangement: Negligible  
Arrangement: By last two digits of Social Security Number

This record series consists of the master patient index card files that serve as a key to the location of the medical records for every patient seen. It contains the patient's name, Social Security or ID number, date of birth, and date of first and last visits. The patient index is cross-referenced with the medical case files maintained for forty-two (42) years after date of last visit or separation from employment per approved item 130.08 of this records disposition Application 87-64.

**Recommendation:** Retain in office for two (2) years after the date of generation, then microfilm and dispose of the hardcopy (by shredding). All record series microforms produced accordingly are to be maintained permanently.

### **130.13 Equipment Loan Receipt and Agreement Forms (Originals)**

Dates: 1999 –

Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical and Chronological

This record series consists of a form containing information regarding equipment loaned to students by the Office of Student Health Programs of Southern Illinois University at Carbondale. Included on this form is the student's name, social security number, date of birth, phone number, appointment time and date, clinic name, provider information, chart number, gender, and type of equipment loaned. The student enters into agreement to return the equipment to the office after the medical problem has been corrected.

**Recommendation:** Retain in office for one (1) year after equipment is returned, then dispose of by shredding.