

**STUDENT HEALTH CENTER  
WELLNESS CENTER**

**190.01 Wellness Center Client Files**

Dates:	1979 -
Volume:	9 Cu. Ft.
Annual Accumulation:	1 Cu. Ft.
Arrangement:	Alphabetical by student's name

This record series includes the client files of the Wellness Center, which is a satellite office of the Student Health Program located in the Student Center. These files contain in-take documents, questionnaires, counselor's notes, medical records and other health-related correspondence and information. The record series is a confidential medical record. Medically significant record series data are maintained centrally within the master patient case files. as described per item 130.08 of this records disposition application.

**Recommendation:** Retain in office for five (5) years after the last record of health service usage or five (5) years after the patient reaches the age of majority, whichever is longer, then dispose of provided no litigation is pending or anticipated.

**190.02 Administrative Correspondence and Reference for the Wellness Center**

Dates:	1978 -
Volume:	1½ Cu. Ft.
Annual Accumulation:	Negligible
Arrangement:	Chronological

This record series contains the correspondence and miscellaneous reference material of the Wellness Center and all its components: Lifestyle and Nutrition, Sexuality, Substance Abuse and Health Advocacy. Since 1987, the correspondence is maintained on computer disk.

**Recommendation:** Retain in office for three (3) years, then dispose of provided all administrative value

has expired.

**190.03 Statistical Records of the Wellness Center**

Dates: 1979 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series contains data on student participation in workshops or counseling sessions as well as time spent on various activities by the staff. The program components of the Wellness Center include Lifestyle and Nutrition, Sexuality, Substance Abuse and Health Advocacy. The record series consists of evaluation forms filled out by students after attending any workshop and final reports prepared by the staff, including such data as the number who attended the session and the age and sex distribution of attendees.

**Recommendation:** Retain in office for five (5) years, then transfer to the University Archives for review and possible permanent retention.

**190.04 Student Alcohol and Drug Use CORE Survey Files (Hardcopy) (Computer/Digital Media)**

Dates: 1977 –  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Numerical by demographic data

The CORE Drug and Alcohol Survey was developed in the late 1980's by the U.S. Department of Education and advisors from several universities and colleges. The survey is used by universities and colleges nationwide to determine the extent of substance use and abuse on their campuses. The survey is now administered by the CORE Institute at Southern Illinois University – Carbondale (SIUC) which is the leading research, assessment and development organization serving alcohol and drug prevention programs across the nation.

This record series consists of alcohol and drug use survey data generated from questionnaires administered to student respondents by participating universities, and scored by an optical scanner. Each individual institution's raw data are then converted into a computerized statistical report that describes the data in detail. (No personal

identifiers are used.) The reports are also available to the core data base users. The individual institutions also receive the raw data on disk for further analysis.

Final report data is contained within the "Executive Summary Reports" and "Cross Tab Reports" which are maintained permanently by the Core Institute.

**Recommendations:** Retain the hardcopy documentation in office or until transferal to the electronic data base, then dispose of. For information maintained electronically since 1997, retain the computer magnetic tape/diskettes in office for ten (10) years from the date of data entry, then reuse and/or dispose of providing all administrative use is complete. (All computer/digital media maintenance and preservation procedures are to be fully applied. If equipment and programs which provide access to the database(s) involved are updated or replaced, the existing data must remain accessible in the successor format for the duration of the approved retention period.) Retain one copy of each "executive Summary Report" and "Cross Tab Report" in office permanently.