

**STUDENT HEALTH CENTER
SPORTS MEDICINE**

The item numbers listed are not correct. This application is being worked on by the State Records Commission. This will be updated as soon as the information is received.

460.17 Employee Health Promotion Program Pilot Study Records (Originals)

Dates: 1987 -
Volume: 1½ Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Alphabetical and Chronological

This file series includes the Sports Medicine Program Director's files of the Employee Health Promotion Program Pilot Study containing for individual employees participating in the study the following forms or narratives: fitness assessments, exercise recommendation(s), blood test results, records of visits/calls, and program presentation materials.

A minimum retention period of five (5) airways is recommended to meet anticipated internal administrative value. (Because employee personal medical information is contained within this series, the Sports Medicine Program Coordinator considers most of the file series data confidential.)

Recommendation: Retain in office for five (5) 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.

460.18 Planning and Project Activities Files of the Sports Medicine Consortium and the Fitness and Sports Medicine Consortium (Originals)

Dates: 1986 -
Volume: 1½ Cu. Ft.
Annual Accumulation: ¾ Cu. Ft.
Arrangement: Chronological

This file series documents the overall aspects of the planning and project coordinating activities of the Sports Medicine Consortium and the Sports Medicine Steering Committee. File documents formats include minutes of meetings, correspondence, lists of participants and associated literature.

Recommendation: Retain three (3) years in office, then with the assistance of the University Archives staff, review files and retain on a permanent basis in either the office or the University Archives (if accepted by Archives) materials possessing archival/research value and dispose of the balance of materials after completion of the foregoing review(s), providing no litigation is pending or anticipated.

460.19 Administrative Correspondence Files (Originals and Duplicates)

Dates: 1984 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Less than ½ Cu. Ft.
Arrangement: Chronological

This record series includes the files of administrative correspondence exchanged by the Sports Medicine Program Director with related professional organizations. Also included are Sports Medicine Program evaluations and End-of-Year reports highlighting program achievements and statistics.

Recommendation: Retain three (3) years in office, then with the assistance of the University Archives staff, review files and retain on a permanent basis in either the Department's office or the University Archives (if accepted by Archives) materials possessing archival/research value and dispose of the balance of materials after completion of the foregoing review(s), providing no litigation is pending or anticipated.

460.20 Injury Assessment and Treatment Case Files (Originals or Record Copies) (see 460.25 recommendations were rewritten)

Dates: 1984 -
Volume: 4½ Cu. Ft.

Annual Accumulation: $\frac{3}{4}$ Cu. Ft.
Arrangement: Alphabetical

These are the Sports Medicine Program case files of the assessment, treatment, and clinical evaluation of injuries assessed and treated by the Sports Medicine Program Coordinator. The files contain Intake Data Form, Physician's Referral, Medical Advisor's Report, Accident Report Form, Rehabilitation Record, Evaluation Form and physician's prescriptions.

Recommendation: Retain in office for forty (40) 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.

460.21 Fitness Assessment Files (Originals or Record Copies)

Dates: 1985 -
Volume: $4\frac{1}{2}$ Cu. Ft.
Annual Accumulation: $\frac{3}{4}$ Cu. Ft.
Arrangement: Alphabetical

These are the Sports Medicine Program case files of fitness assessment and prescriptions for clients. The files contain Medical History Form, Informed Consent Form, Data Sheet, Results Sheet, a copy of the Exercise Prescription, Physician's Referral, Medical Advisors' Report, and Evaluation Form.

Recommendation: Retain in office for ten (10) 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.

460.22 Nutrition Assessment Forms (Originals)

Dates: 1985 -
Volume: $1\frac{1}{2}$ Cu. Ft.
Annual Accumulation: $\frac{1}{2}$ Cu. Ft.
Arrangement: Alphabetical

This file contains the completed forms for assessing nutrition levels and needs of individuals evaluated. The forms contain personal demographic, dietary, and activities data pertinent to individuals assessed.

Recommendation: Retain in office for two (2) 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.

460.23 Sports Medicine Program Budget and Fiscal Records (Duplicates)

Dates: 1984 -
Volume: 1½ Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological

This file series contains copies of budget requests and supporting papers, vouchers, requisitions, and expenditure reports. University-wide record copies of these forms and records are maintained by the Accounting and Disbursements Office.

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.

460.24 Sports Medicine Program Internal Office Scheduling and Activity Records (Originals)

Dates: 1984 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This file series contains original (internally generated and maintained) documentation in the form of office schedules of presentations to be given on and off campus, weekly appointment sheets, office schedules, and daily intake sheets maintained as a record of daily office client centered activities.

Recommendation: Retain in office for until expiration of administrative value, then dispose of providing no litigation is pending or anticipated.

460.25 Injury Assessment and Treatment Case Files (Originals or Record Copies)

Dates: 1984 -
Volume: 20 Cu. Ft.
Annual Accumulation: $\frac{3}{4}$ Cubic Feet
Arrangement: Alphabetical

These are the Sports Medicine Program case files of assessment, treatment, and clinical evaluation of injuries assessed and treated by the Sports Medicine Program Coordinator. These files contain Intake Data Forms, Physician's Referrals, Medical Advisor Reports, Accident Report Forms, Rehabilitation Records, Evaluation Forms, and physician's prescriptions.

Eastern Illinois University maintains Student Athlete Medical Files for ten (10) years per approved State Records Application 96-32, item 530.19.

This item supersedes item 460.20 of this application to provide for a change in the retention in order to allow for microfilming of the record series and to reduce the retention from forty to ten years.

Recommendation: Retain in office for two (2) years after date of last visit, then microfilm and dispose of hard copies by shredding. Retain all record series microforms for an additional eight (8) years, 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.