

**STUDENT HEALTH PROGRAM/DIRECTOR'S  
OFFICE**

**140.01 Administrative Correspondence and Reference File  
(Originals and Duplicates)**

Dates: 1972 -  
Volume: 7½ Cu. Ft.  
Annual Accumulation: ½ Cu. Ft.  
Arrangement: Alphabetical

This record series contains interdepartmental correspondence within the Student Health Program and with other offices in the university. Correspondence deals with such subjects as requesting funds for particular projects, policy changes, notices of upcoming events, notices of personnel changes and schedules for staff meetings on holidays.

**Recommendation:** Retain in office for three (3) years, then transfer any material having long-term historical value (minutes, policy formulation correspondence, etc.) to the University Archives for permanent retention and dispose of other material that no longer possesses any administrative value provided no litigation is pending or anticipated.

**140.02 General Administrative File**

Dates: 1972 -  
Volume: 15 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: By Subject, then Alphabetical

This record series contains information about various subjects including student fees for health programs and rationales for fee increases since the Student Health Program is funded by student fees; budget reports for planning purposes; reports on number of students served and the diagnoses; research files; surveys of student and faculty satisfaction with the services rendered; final reports of research on specific health problems; and any publications produced as a result of studies done at the Student Health Program.

**Recommendation:** Retain in office for five (5) years, then transfer any material having long-term historical value (i.e. significant reports, etc.) to the University Archives for permanent retention and dispose of other material that no longer possesses any administrative value provided no litigation is pending or anticipated.

#### **140.03 Personnel Files (Duplicates)**

Dates: 1961 -  
Volume: 22½ Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Alphabetical

This record series contains the active and inactive personnel files of the Student Health Program, including civil service employees, administrative/professional staff and graduate assistants. A typical file contains performance evaluations, position descriptions, contracts, change of assignment or status and personnel-related correspondence. The Student Health Program receives numerous requests for references for former staff nurses and physicians and other employees. Original personnel records are maintained by Personnel Services.

**Recommendation:** Retain at least five (5) years following separation from employment, then dispose of provided no litigation is pending or anticipated.

#### **140.04 Payroll Records (Duplicates and Originals)**

Dates: 1982 -  
Volume: 9 Cu. Ft.  
Annual Accumulation: 2 Cu. Ft.  
Arrangement: Chronological

This record series includes time sheets, payroll transmittal and distribution forms, and fringe benefit reports for the administrative/professional staff, civil service employees and student workers of the Student Health Program. Most documents included in this file are duplicates of records maintained by the Payroll

Office; however, the internally used time sheets which are signed by staff and supervisor are originals and are retained as back-up documentation.

**Recommendation:** Retain 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.

**140.05 Insurance Claim Records - Blue Cross/Blue Shield**

Dates: 1985 -  
Volume: 24 Cu. Ft.  
Annual Accumulation: 12 Cu. Ft.  
Arrangement: Chronological and Alphabetical

This record series contains medical records, bills, check drafts, claim forms and correspondence related to Blue Cross/Blue Shield contract for providing insurance to students at SIU. This insurance policy plan replaced the self-insured health program in 1985, as per this application, item 140.06.

**Recommendation:** Retain six (6) years after date of final claim payment, 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.

**140.06 Insurance Claim Records - Self-Insured and Off-Campus Carrier**

Dates: 1980-1985  
Volume: 24 Cu. Ft.  
Annual Accumulation: 4 3/4 Cu. Ft.  
Arrangement: Chronological and Alphabetical

This record series contains the records for the self-insured health benefits program and the off-campus carrier to provide insurance coverage when students are away from the campus. The self-insurance records include hospital bills, bills from other providers such as doctors and clinics, and log monthly books listing the name of the student, the student's identification number, the amounts billed and paid. The off-campus carrier files contains information on claims

which were handled directly by the insurance carrier, copies of bills, copies of payment sheet (occasionally) and correspondence. The program was superseded by the Blue Cross/Blue Shield program, as per this application item # 140.05.

**Recommendation:** Retain six (6) years after date of last claim payment, 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.

**140.07 Student Health Program Accounting Records (Duplicates)**

Dates: 1983 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: 3/4 Cu. Ft.  
Arrangement: Numerical and Chronological

This record series contains the monthly activity reports for each account in the Student Health Program, that are generated by General Accounting, which maintains the original records.

**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.

**140.08 Budget Records (Duplicates)**

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

This record series contains budget records that show budget allocations per line item and any changes made during the fiscal year. Originals are maintained by the Budget Office for (6) years, as per application 87-62, item #110.16.

**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 and all administrative value has expired.

#### **140.09 Purchasing and Payment Records (Duplicates)**

Dates: 1983 -  
Volume: 7½ Cu. Ft.  
Annual Accumulation: 1 3/4 Cu. Ft.  
Arrangement: Alphabetical by Vendor, then  
Chronological

This record series includes copies of vouchers for goods and services, purchase orders and requisitions and other internal fiscal documents generated by the Student Health Program. Originals are maintained on microfilm by Purchasing and Disbursements.

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

#### **140.10 Statistical Reports (Originals)**

Dates: 1975 -  
Volume: 12 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological

This record series contains the "Registration Service Statement" which is 8½ X 14½ 4-part form filled out for each person who uses the Student Health Service. The original is maintained by the Student Health Program while one copy goes to the student; one to the insurance company, if needed; and one is a control copy in case any other copy is lost. The information is entered into the computer to be used to generate reports needed to aid the administration in planning for improved health care services.

**Recommendation:** Retain paper record for six (6) months, then dispose of provided all information has been entered into the computer and verified, all audits

have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**140.11 Student Health Program Accounting Records (Originals)**

Dates: 1983 –  
Volume: 25 Cubic Feet  
Annual Accumulation: 1 Cubic Feet  
Arrangement: Numerical and Chronological

This record series contains the original daily activity receipts/charge slips for each student seen at the Student Health Center. Originals are maintained to validate student Bursar account billings.

**Recommendation:** Retain in office for three (3) years, then transfer to Records Management for microfilming and scanning. Once images have been verified, destroy hardcopy. Retain microfilm and digital images for additional three (3) years, then destroy.