

Vice Chancellor for Student  
Affairs

Formerly Vice President for  
Student Affairs

Campus Recreation and  
Intramurals Campus  
Recreation

110.01 Annual Reports (Duplicates)

Dates: 1984 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the annual report for the Cougar Lake Pool and the annual report for Departmental Operation. Campus Recreation maintains a copy of each report and sends the original to the Dean of Vice President of Student Affairs.

Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

110.02 Athletic Towel Check-Out Log (Originals)

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

Data include name of coach and sport, date of issue, number of towels issued, request filled by, date of return, number of towels returned, and return checked by.

Recommendation: Retain in office for thirty (30) days after date of return, then dispose of unless there is a discrepancy then retain until resolved.

Disposition Approved as Amended 05/19/10

Application 07-12

110.03 Audio-Visual Equipment Check-Out Request Form (Originals)

Dates: 1989 -1999  
Volume: 5 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Chronological

This record series consists of documents, completed by faculty, which reserve audio-visual equipment.

Data include date submitted, time/date required, course number, room number, instructor's name/signature, type of equipment requested, and type of request/return.

Recommendation: Retain in office for thirty (30) days after equipment is returned, then dispose of unless there is a discrepancy then retain until resolved and no litigation is pending or anticipated.

Disposition Approved as Amended 05/19/10

110.04 Audio-Visual Monthly Usage Report (Originals)

Dates: 1990 -1999  
Volume: 2 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of statistics pertinent to the usage of audio-visual equipment.

Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

110.05 Campus Recreation "Lost Pass" Replacement Forms (Originals)

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

This record series consists of documents which verify replacement of campus recreation pass cards. Data include type of membership (e.g., alumni, family), type of tower lake pool pass (e.g., student, faculty, staff, alumni, family member), original card member, replacement card number, date of issue, fee collected, and staff initials.

Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved as Amended 05/19/10

110.06 Cash, Check or Charge Receipts

Dates: 1986 -  
Volume: 26 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: numerical\

This record series consists of daily cash register receipts of building membership pool membership pro shop retails, instructional recreation fees, equipment retail, and daily user fees.

Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

Application 07-12

110.07 Daily Collection Reports

Dates: 1986 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

These reports provide detail to the daily cash register records.

Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

110.08 Facilities Set-Up Request Form (Originals)

Dates: 1990 -2007  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of documents used by instructors to reserve facilities at the university's Vadalabene Center.

Data include day/date, time, course number, name of instructor, and a pictorial diagram for table/class arrangement.

Recommendation: Retain in office for thirty (30) days following event, then dispose of.

Disposition Approved 05/19/10

110.09 Facility Use Logs (Originals)

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

This record series consists of log sheets which tally the number of individuals using the weight rooms, fitness and short course, pool, and gymnasium. Data include social security number, identification number, type of individual using the facility (i.e., student, faculty, staff, family, alumni) and attendant's initials.

Recommendation: Retain in office for one (1) year, then destroy of in a secure manner.

Disposition Approved as Amended 05/19/10

110.10 Financial Records (Revenue/Expenditures)

Dates: 1986 -  
Volume: 26 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: By account, Chronological by date

This record series consists of financial records that create revenues such as sale of memberships to facility members, memberships to Cougar LakeSwimming Pool, rental of equipment, sale of merchandise, and revenue from instructional activities. This series also includes expenditure records which show by line item all recreational activities.

Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

110.11 Guest Pass Registration for the Vadalabene Center/Student Fitness Center (Originals)

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

This record series contains data which include name/background information of guest, date of request, amount paid, and name of attendant.

Recommendation: Retain in office for two (2) years, then dispose of in a secure manner provided all audits are complete and no litigation is pending or anticipated.

Disposition Approved as Amended 05/19/10

Application 07-12

110.12 Incident/Theft Reports (Duplicates)

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

Data include name, social security number, and background information of victim; date/time of incident/theft; locker number (if applicable); time police were notified; name of responding officer; and list of missing items (if applicable).

Data of the record series is also within the "Investigation Files" maintained by the University Police for a longer period of time per item 330.02 of Application 07-11.

Recommendation: Retain in office for three (3) years, then dispose of in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

110.13 Item Confiscation Sheet (Originals)

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

This record series consists of documents which verify the return of "locker items" to the owner.

Data include description of items, dates of removal and receipt, locker number, name and social security number of owner, fee paid, and signatures of owner and authorized confiscator.

Recommendation: Retain in office for two (2) years, then dispose of in a secure manner, provided all audits are complete and no litigation is pending or anticipated.

Disposition Approved as Amended 05/19/10

Application 07-12

110.14 Laundry Check Forms (Originals)

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

This record series consists of documents which indicate laundry service for athletes and other participants of the Vadabalene Center.

Contents include an Athletic Uniform Check-In Form (i.e., date, sport, items, quantity, individual checking in/out laundry) and Laundry Log Sheet (i.e., name of participant, bag number, times in and out).

Recommendation: Retain in office for thirty (30) days, then dispose of.

Disposition Approved 05/19/10

110.15 Lost and Found Log (Originals)

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

Data include date in, description of items, location discovered, name of individual who found items, involved supervision, name and social security number of claimant, and date out.

Recommendation: Retain in office for sixty (60) days after resolution of claim, then dispose of in a secure manner.

Disposition Approved 05/19/10

110.16 Physical Education Equipment Inventory (Originals)

Dates: 1990 -1999  
Volume: 1 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

Data include type, number, and condition of equipment.

Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

110.17 Physical Education Equipment Requests (Originals)

Dates: 1990 -2007

Volume: 1 Cubic Feet

Annual Accumulation: Negligible

Arrangement: Chronological

This record series consists of documents used by faculty to reserve physical education equipment. Data include instructors name, course number, date(s)/time requested, location, type of delivery and return, quantity, item description and return date.

Recommendation: Retain in office for thirty (30) days after equipment is returned, then dispose of unless there is a discrepancy then retain until resolved.

Disposition Approved as Amended 05/19/10

110.18 Recreation Facility Scheduling Records

Dates: 1986 -

Volume: 57 ½ Cu. Ft.

Annual Accumulation: 2 1/2 Cu. Ft.

Arrangement: Chronological

This record series consists of reservations/confirmation notices, daily calendars, and daily room schedules of the Campus Recreational Department.

Recommendation: Retain in office for one (1) year, then dispose of.

Disposition Approved 05/19/10



110.19 Safety Checklists for Equipment and Facilities (Originals)

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

This record series consists of documents which evaluate the degree of safety concerning recreational equipment/facilities. (Checklists are completed on a random basis.)

Recommendation: Retain in office for three (3) years after superseded by report for subsequent safety check or disposal of equipment, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved as Amended 05/19/10

110.20 Student Welfare and Activity Fee Comprehensive Advisory Committee Minutes

Dates: 1984 -1999  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

These files contain original minutes from the student Welfare and Activity Fee Comprehensive Advisory committee.

Recommendation: Retain in office for ten (10) years, then transfer to the University Archives for permanent retention.

Disposition Approved 05/19/10

Application 07-12

110.21 Cougar Lake Pool Season Pass Application (Originals)

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

Data include name, background information of applicant; Southern Illinois University at Edwardsville affiliation (i.e., enrolled student, non-enrolled student, faculty/staff, alumni); family member; card number and fees.

Recommendation: Retain in office for three (3) years, then dispose of in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

110.22 Transaction Ledger

Dates: 1986 -  
Volume: 1/4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of information used to show the current status of purchase orders, requisitions, invoices, etc. within the department.

Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

Application 07-12

110.23 Vadalabene Center Advisory Committee Minutes

Dates: 1984 -1999  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of original minutes and agenda of meetings held by the Vadalabene Center Advisory Committee.

Recommendation: Retain in the office for ten (10) years, then transfer to the University Archives for permanent retention.

Disposition Approved 05/19/10

110.24 Student Fitness Center Family Membership Applications

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

The application data includes the name and background information of applicants, type of application (i.e., faculty, staff, student, alumni) renewal status, name of person checking data, name of person receiving payment, amount of monies received, number of cards issued, and total fee assessment.

This item 110.24 supersedes item 110.24 to revise recommendation to include a trigger event and provide for media neutral disposition of the record series.

Recommendation: Retain for three (3) years after the date of annual renewal, then destroy in a secure manner or delete from system provided all audits have been completed, of necessary, and no litigation is pending or anticipated.

Disposition Approved 05/19/10

Application 07-12

110.25 Weight Room Equipment Maintenance Records

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

The record information includes the date, type of equipment, type of problem, and date and type of repair performed. Preventive maintenance by external staff is performed annually with notes retained on date of maintenance, equipment concerns that need to be addressed, and date the repairs were performed.

This item 110.25 supersedes item 110.25 to revise recommendation to include a trigger event and provide for media neutral disposition of the record series.

Recommendation: Retain in office three (3) years after the date of generation, then destroy in a secure manner or delete from system provided all audits have been completed, of necessary, and no litigation is pending or anticipated.

Disposition Approved 07/20/16

110.26 Confiscation Sheets

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

This record series consists of original documents which verify the return of “locker items” to the owner. The data includes a description of the items, date of removal and receipt, and locker number.

This record series item supersedes State Records Application 07-12, item 110.13 in order to reduce the retention period from two (2) years to thirty (30) days per agency request.

Recommendation: Retain in office for ninety (90) days from date of generation, then destroy in a secure manner or delete from system provided all audits have been completed, of necessary, and no litigation is pending or anticipated.

Deferred 07/20/16

Disposition Approved as Amended 08/17/16

110.27 Physical Activity Readiness Questionnaire

Dates: 2006-

Volume: 600 MB

Annual Accumulation: Negligible

Arrangement: Chronological

This record series item consists of a questionnaire/waiver that measures a faculty member, staff member, or student guest for physical activity readiness in order to join the Student Fitness Center. The PAR-Q is completed by the participant, signed by a parent/guardian, if the participant is under 18 years of age, and a Student Fitness Center staff member. A Health History questionnaire (HHQ) may also be included in the file. The HHQ details the health history of the participant and his/her family.

Recommendation: Retain in office for two (2) years after membership expiration or date of last university attendance, then delete from system, provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved as Amended 07/18/18