

Vice Chancellor for Student Affairs
Formerly Vice President for Student Affairs
Counseling Services

This item 140.01 cancelled see Application 07-12 A 140.06

140.01 Client Files

Dates: 1977 -
Volume: 16 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of files of SIU-E student who have used Counseling Services. These files include counselor notes, referral sheets, release of information forms, correspondence, intake reports and termination notes of the clients.

Recommendation: Retain in office for five (5) years after separation from the university or date of last attendance, then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

140.02 Closed Intake/Assessment Client Files

Dates: 1987 -
Volume: 11 Cu. Ft.
Annual Accumulation: Negligible.
Arrangement: Alphabetical by name of client

These are assessment records of people who have come to the Counseling Services for counseling, but were rejected or referred to other agencies.

Recommendation: Retain in office for five (5) years after separation from the university or date of last attendance, then dispose of in a secure manner of provided all audits are complete and no litigation is pending or anticipated.

Disposition Approved as Amended 05/19/10

140.03 Networking Agreements

Dates: 1987 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of annual agreements with the SIU-E Police or SIU-E University Housing to report behavioral incidents in which Counseling Services may be necessary.

Recommendation: Retain in office for three (3) years from expiration of agreement, then dispose of providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved as Amended 05/19/10

140.04 Assault Victims Statistical Files for the Illinois Attorney General's Grant

Dates: 1987 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of a statistical report sent to the Attorney General's Office.

This report shows the type of victim, age, race, type of assault, name of town or county of assault, was assault reported, were charges made, and family group, or individual data.

Recommendation: Retain in office for five (5) years following the date of generation, then dispose of in a secure manner providing all audits have been completed and no

litigation is pending or anticipated.

Disposition Approved 05/19/10

140.05 Psychotropic Medication Register Log Book

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

This record series consists of a supply log book displaying an inventory of medications (name and strength), patient name, date, amount of medication (numbers of bottles and/or pills), and caretaker initials which are dispensed to the clients.

Recommendation: Retain in office for seven (7) years, then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

140.06 Client Files (Originals)

Dates: 1977-
Volume: 5 Cubic Feet /1.5 GB
Annual Accumulation: ½ Cubic Feet /150 MB
Arrangement: Alphabetical

This record series consists of medical files of SIUE students who have used Counseling Services. These files include counselor notes, referral sheets, release of information forms, correspondence, intake/assessment reports, and termination notes of the client. These files are currently created (as of Fall, 2010) and maintained in an EMR (Electronic Medical Record) system.

This item supersedes State Records Application 07-12, item 140.01 in order to revise the recommendation to extend the length of the retention period from five (5) years to “seven (7) years after last date of treatment” per agency request.

Application 07-12

Recommendation: Retain for seven (7) years after last date of treatment, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved as Amended 06/20/12

140.07 Training Media Files (Originals)

Dates: 2005-

Volume: 4 Cubic Feet/ 1.2 GB

Annual Accumulation: ½ Cubic Feet/ 150 MB

Arrangement: Chronological/Alphabetical

This record series consists of counselor's personal notes and audio/video tapes of client sessions. SIUE Counseling Services is a training site for masters and doctoral level therapists in training. These trainees are required to audio/video record their sessions for quality control and training purposes only. These recordings will be destroyed and do not become a part of the individual's counseling record.

Recommendation: Retain in office for one (1) semester after the date of course completion, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved as Amended 06/20/12