

Provost and Vice Chancellor for Academic Affairs
School of Nursing
Dean's Office

500.01 Clinical Field Agency Contract Files

Dates: 1992
Volume: 32 Cubic Feet
Annual Accumulation: 4 Cubic Feet
Arrangement: Alphabetical by field agency

This record series consists of files which verify student nurses participating in various field agencies (e.g., hospitals, nursing homes, state hospitals, doctors offices).

Contents include contracts between the university and the participating entities and supporting correspondence. The conditional and durational terms of the contracts vary. Contract files are sent to the agency and SIUE General Counsel.

Recommendation: Retain the record series in office for five (5) years following expiration of contract, then dispose of in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08

500.02 Index Cards to Clinical Field Agencies (Originals)

Dates: 1992-2003
Volume: 4 Cubic Feet
Annual Accumulation: ½ Cubic Feet
Arrangement: Alphabetical by name

Data include agency name, name of responsible individual within the agency, address of the agency, and dates of initial contract.

Recommendation: Retain the record series in office for five (5) years following termination of corresponding clinical agency contracts, then dispose of in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08