

Provost and Vice Chancellor for Academic Affairs
Academic Counseling and Advising
Disability Support Services

601.01 Disabled Student Counseling and Advisement Case Files (Originals)

Dates: 1982-
Volume: 15 Cubic Feet
Annual Accumulation: 1 Cubic Foot
Arrangement: Alphabetical by Name

This record series consists of files which are used by counselors to assist the educational, vocational, and/or psycho-social development of students with the following disabilities: visual impairment, hearing impairment, mobility impairment, learning impairment, epilepsy, aids, chronic cancer, and chronic heart disease. Files are principally comprised of referral/intake forms and counselors' notes.

Southern Illinois University at Carbondale maintains Student Files for Disabled Students for five (5) years after the date of last attendance per item 185 of Application 87-64.

Recommendation: Retain in office for five (5) years following date of last attendance, then destroy 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 8/20/08

601.02 Office Activity Logs and Schedules (Originals)

Dates: 1987-
Volume: 2 Cubic Feet
Annual Arrangement: Negligible
Arrangement: Chronological

Data includes daily appointments and itineraries of the Disabled Student Counselors.

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.
Disposition Approved 8/20/08

601.03 Time Sheets for Interpreting to the Hearing Impaired (Duplicates)

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

Data includes the name and address of the interpreter; social security number; pay period dates; rate of pay; date, hours, and fee of performed duties; and student's signature.

Recommendation: Retain in office for two (2) years, then destroy in a secure fashion provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.
Disposition Approved 8/20/08