

Office of The Chancellor
Intercollegiate Athletics

130.01 Administrative Correspondence and Related Documents (Originals and Departmental Copies)

Dates: 1987-
Volume: 50 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Chronological, Alphabetical

This record series consists of incoming and outgoing correspondence exchanged by the Athletic Director's Office and other agency offices, students, and interested groups/individuals external to the university (e.g. issues concerning NCAA). Files also include memos, drafts, and working papers.

Recommendation: Retain in office for three (3) years, then destroy routine documents in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Transfer remaining accumulations to the University Archives for permanent retention.

Disposition Approved as Amended 06/20/12

130.02 Athletic Foundation Files (Departmental Copies)

Dates: 1987-
Volume: 25 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Alphabetical by name

This record series consists of files which document fund raising sources for the university's athletic programs. Contents include name and type of source (i.e., individual donors, corporations, promotional groups), fiscal history of contributors, and fiscal pledges. Originals are retained at the SIUE Foundations Office.

Recommendation: Retain in office for three (3) years, 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

130.03 Intercollegiate Student Athletic Files (Originals and Departmental Copies)

Dates: 1980-
Volume: 32 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Alphabetical by Name

This record series consists of files documenting personal and academic backgrounds of student athletes. Contents in the record series include scholarship forms, National Collegiate Athletic Association (NCAA) Eligibility Forms, copies of grade transcripts, personal and demographic data, selective service information, and any award documentation. The files are duplicates with the exception of the demographic and award information.

Original documents of scholarships, NCAA Eligibility Forms, grades, and selective service status are respectively maintained by the university's Office of Financial Aid, the NCAA, Office of Admissions and Records, and the Selective Service System. The NCAA requires the retention of eligibility documents for one (1) year after the last date of eligibility.

Confidential material may include correspondence with potential donors, recruits, and/or students, material which contains unique personal identifiers such as social security numbers or university identification numbers or other personal information, material pertaining to actual or potential legal issues, or material required to be destroyed or disposed of confidentially by federal or state law.

Recommendation: Retain in office for five (5) years from the date of generation or the end of eligibility period whichever is longer than 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

130.04 NCAA Squad Lists (Originals)

Dates: 1980-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by Name

This record series consists of annual listings of student athletes participating in intercollegiate sports programs. Data include name of student, year of eligibility, name of sport, financial aid statement, and limitation data to financial aid.

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

Disposition Approved 06/20/12

130.05 Sports Medicine File (Originals and Departmental Copies)

Dates: 1982-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of files which summarize medical treatment of students having sports related illnesses/injuries.

Contents include physical exams, medical histories of students, off-campus records of treatment, and pertinent insurance papers. The documents are originals with the exception of off-campus medical records and insurance papers. The originals of the latter documents are respectively retained by the off-campus health facility/doctor and the participating insurance company.

Recommendation: Retain in office for ten (10) years, 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

130.06 Unsold Tickets to Miscellaneous Athletic Events (Originals)

Dates: 1984-
Volume: 28 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Chronological

This record series consists of unsold tickets to university athletic events.

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

Disposition Approved as Amended 06/20/12

130.07 Independent Contractor Analysis Form (Departmental Copies)

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

This record series consists of a form which is required to process payment for services to an individual as an independent contractor. The form includes name, social security number, taxpayer ID#, start and end date, location of

services, purpose of work, etc. The form establishes proper tax withholding and reporting. Referees and umpires are examples of independent contractors required to complete the form. The originals are retained by the Office of Human Resources.

Recommendation: Retain in office for three (3) years, 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

130.08 Scheduling Records (Originals)

Dates: 1984-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of competition schedules set up with other institutions by coaches and the athletic director. This series may include but is not limited to correspondence; phone notes; contracts; final schedules; and related documentation and correspondence.

Recommendation: Retain in office for two (2) years, 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 06/20/12

130.09 Student Athlete Eligibility Records (Departmental Copies)

Dates: 2007-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical and Chronological

This record series consists of documentation (e.g. copies of grades, class attendance) verifying student athletes' academic progress by the Office of the Registrar and Intercollegiate Athletics to the NCAA. Originals are retained in the Office of the Registrar.

Recommendation: Retain in office for two (2) years, 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

130.10 Catastrophic Injury Records (Departmental Copies)

Dates: 1982-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of on-going insurance activity on cases that qualified for catastrophic status by having claims of over \$50,000 for NCAA schools in the first two years of the claim. This series may include but is not limited to accident reports; annual insurance questionnaires; notes; claim forms; and related documentation and correspondence. Originals are retained by the SIU Risk Management Office.

Recommendation: Retain in office for seven (7) years after date of settlement of the claim, 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

130.11 Claims Payment Records (Departmental Copies)

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

This record series consists of verification and payment of secondary coverage insurance claims of injured student athletes. This series may include but is not limited to lists of requests for claims payment; transmittal letters for reimbursement of the institution; Proof of Loss forms; ledgers of providers, payment amounts, and reference numbers; and related documentation and correspondence. Originals are retained in the SIU Risk Management Office.

Recommendation: Retain in office for seven (7) years, 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

130.12 Competition Records Forms (Originals)

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

This record series consists of forms retained on individual games and competitions that are used to comply with NCAA reporting requirements for both revenue and non-revenue producing sports. Information on the individual forms includes sport name; opponent name; date; event location; final score; player names and positions; time played per athlete; and the signature of the head coach or athletic director.

Recommendation: Retain in office for ten (10) years, then dispose of or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 06/20/12

130.13 Game Arrangement Records (Originals)

Dates: 2003-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of arrangements made for and the schedules of past games. This series may include but is not limited to team practice schedules; team position assignments/depth charts; itineraries; bus lists; notes; and related documentation and correspondence.

Recommendation: Retain in office for five (5) years, 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

130.14 Game Officials' Evaluation Forms (Originals)

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

This record series consists of the head coach's evaluation of judging officials' performance at individual sporting events. The series is also used to comply with NCAA and conference rules and regulations. Information on the individual forms includes team names; site; game date; judging officials' names; evaluative scores; comments; and coach's signature.

Recommendation: Retain in office for two (2) years, 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

130.15 Game Statistics (Originals)

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

This record series consist of the practice, playing, and attendance statistics about each game and the season for each sport by playing year. This series may include but is not limited to player academic statistics; attendance figures; player training charts; season and game player statistics; recruitment records; special teams statistics; rankings; awards information; NCAA game statistics; media releases; all-conference nominations; spring and fall camp depth charts; numerical rosters; media guides; narrative reports on games and scrimmages; final team statistics for each game; NCAA official scoring summaries; play-by-play written reports; and related documentation and correspondence.

Recommendation: Retain in office for two (2) years, then transfer to the University Archives for permanent retention.

Disposition Approved 06/20/12

130.16 Play Books (Originals)

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

This record series consists of the strategies, practice time and game plays for each game and the season. This series may include but is not limited to practice plans; game plans; and game results.

Recommendation: Retain in office for five (5) years, then dispose of or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 06/20/12

130.17 Drug Test Records

Dates: 1999-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the results of drug testing done on student athletes. These records include lab reports; interpretations; and related documentation and correspondence.

Recommendation: Retain **positive test** results in office for five (5) years 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. Retain negative test results in office for two (2) years, 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

130.18 Practice Schedule Records (Originals)

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

This record series consists of records of practice time for athletic teams and assist in complying with NCAA and conference rules and regulations. This series contains team rosters indicating time spent in practices, training/conditioning, competitions and meetings.

Recommendation: Retain in office for five (5) years, then dispose of or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 06/20/12

130.19 Recruiting Records (Originals)

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

This record series consists of the recruitment of athletes into the institution's intercollegiate athletics program. The series also provides a record of the recruitment process for prospective players created by the institution to comply with NCAA and conference rules and regulations. This series may include but is not limited to the institution's questionnaire forms with personal, scholastic, general, and transcript release information; information request cover sheets; grade transcripts; Information for Certification of NCAA Freshman Athletics Eligibility Compliance (with By-Law 5-1-j forms, number 40-c); letters of intent; copies of admissions forms and materials; performance reports; telephone and conversation notes; mailing lists; and related documentation and correspondence.

Recommendation: Retain in office for five (5) years or end of eligibility period (whichever is longer), 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 06/20/12

130.20 Student Athletes Academic Advising Records (Originals)

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

This record series consists of academic advising records of prospective and current student athletes, provides records of academic progress while students are involved in athletic programs at the institution, and complies with NCAA, and conference reporting requirements. These records include letters of intent; renewals of letters of intent; transcripts; grade reports; petitions; academic evaluations; advanced standing reports; advisors' report sheets showing progress towards academic degree; program planning sheets; NCAA Progress Reports; students' requests for release from athletic programs; disciplinary memoranda; and related correspondence.

Recommendation: Retain in office for five (5) years after date of last attendance, 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 06/20/12

130.21 Student Athlete Dining Rosters

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

This record series consists of the meals consumed by student athletes as part of the training table. This series may include but is not limited to rosters with the names of athletes partaking of meals and absent from meals; menus; and related documentation and correspondence.

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

Disposition Approved as Amended 06/20/12

130.22 NCAA and Internal Audit Reports (Departmental Copies)

Dates: 1980-
Volume: 1 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the NCAA Audit Report and the internal audit reports maintained by the Director of Athletics. The NCAA audit reports contain correspondence, statements of revenue and expenditures, beginning balances, disbursements, expenditures, ending balances, narrative observations, and recommendations. The internal audit is a complete examination of the financial records and a review of the policies of the Athletics Department to determine if any violations have occurred. The report contains the findings, conclusions and recommendations of the auditor. Originals of the audit reports are maintained by the University President, the Director of Athletics, the NCAA Conference Office and/or the auditor.

Recommendation: Retain in office for seven (7) years, 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

130.23 Gift-In-Kind Donor Records (Originals and Departmental Copies)

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

This record series consists of donors who are available to provide services to athletic events as donations and the use of donated funds. Information in this series may include names of donors, names of businesses, type of donations, and level of giving; past gift records; and related documentation and correspondence. The series may also include contribution notices; invoices; purchase orders; and receipts. Original financial and tax documentation are retained at SIUE Foundations.

Recommendation: Retain in office for seven (7) years after discontinuation of donations for donor records 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. Retain duplicate financial records in office for three (3) years, 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

Sports Information

200.001 Publication Records

Dates: 1972-
Volume: 12 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of media guides, schedules, promotional literature, photographs, sports statistics, programs, press releases, and calendar of events.

Recommendation: Transfer one copy of each to the University Archives for permanent retention upon publication or distribution.

Disposition Approved 02/16/11