

Provost and Vice Chancellor for Academic Affairs
School of Education, Health, and Human Behavior
Kinesiology and Health Education

335.001 SIUE Weight Management Clinic Client Files (Originals)

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

This record series consist of demographic and contact information on enrolled clients receiving services through the clinic. The SIUE Weight Management Program investigates different dietary, behavior, and exercise-based strategies and their effects on long-term weight management. The cornerstone of the program is the weekly lifestyle clinic, which serves as both an educational forum and a support group. All classes offered under the clinic are developed by a multi-disciplinary staff of registered dietitians, exercise physiologists, and behavioral psychologists. The files include the client's intake form/application, staff notes, progress reports, final summary and related correspondence

Recommendation: Retain in the office for three (3) years following the date of last file entry, then scan and microfilm records and then destroy the hardcopy documents in a secure manner. Retain all scanned/microfilmed copies of the record series in office for twenty (20) 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 09/21/11