

Provost and Vice Chancellor for Academic Affairs  
School of Education, Health, and Human Behavior  
Speech-Language Hearing Center

330.001 Speech/Audiology Therapy Client Files

Dates: 1975-  
Volume: 13 ½ Cubic Feet  
Annual Accumulation: ½ Cubic Feet  
Arrangement: Alphabetical by name of client

This record series consists of a case file on each person who is taking speech or audiological therapy through the Speech and Hearing Center. The files contain the referral forms, therapy case notes, and related correspondence.

Recommendation: Retain in office for three (3) years following the last file entry, then microfilm and destroy the hardcopy in a secure fashion Retain all record series microforms for twenty (20) years after the date of last visit, then destroy in a secure fashion provided no litigation is pending or anticipated.

Disposition Approved as Amended 08/20/08