

Provost and Vice Chancellor for Student Affairs

Formerly Vice President for Student Affairs

University Center  
University Health Center

This item 130.01 cancelled see 130.12

130.01 Appointment Logs

Dates: 1968 -  
Volume: 10 ¼ Cu. Ft.  
Annual Accumulation: 1/4 Cu. Ft.  
Arrangement: Chronological

This record series consists of the daily appointment information, including date, time and reason for appointment by students, staff, or visitors who visit Health Service.

Recommendation: Retain in the office for five (5) years, then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

130.02 Cash Register Log

Dates: 1989 -1999  
Volume: 2 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of a log that shows what the beginning receipts were at the start of each day, ending receipts, dates, and names of checkers.

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

Application 07-12

This item 130.03 cancelled see Application 07-12 I 130.13

130.03 Cash Register Tapes

Dates: 1980

Volume: 1/4 Cu. Ft

Annual Accumulation: Negligible

Arrangement: Chronological by date

This record series consists of the daily cash register reset tape generated in Health Service. Tape information is recorded on the Daily Checkout Sheet (item 160.06) and used to reconcile cash each day. The tape information is also entered into the Cashnet program before submitting deposit to the Bursar's Office.

Recommendation: Retain daily cash register tapes for three (3) years until cash tape is reconciled, then dispose of, provided all audits are complete and no litigation is pending or anticipated.

Disposition Approved as Amended 05/19/10

This item 130.04 cancelled, see Application 07-12 I 130.14

130.04 Daily Cash Check-Out Sheet

Dates: 1989 -

Volume: 10 Cu. Ft.

Annual Accumulation: 1/2 Cu. Ft.

Arrangement: Chronological

This record series consists of a report which displays the beginning cash on hand at the start of each day, the daily total sales dollars, the daily patient count, and the checker who completes the report. The record also summarizes how the sales were distributed among Health Service sales categories and how sales were paid (cash, credit/debit card, Cougar debit card or interdepartmental billing) A listing of the credit card transactions (showing total dollars only) is attached to this report. The original report is retained in Medical Records with its corresponding Encounter Forms for that day."

Recommendation: Retain in office for one (1)year, then transfer to SIUE Records Management for five years, then dispose of

provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

This item 130.05 cancelled see Application 07-12 I 130.15

130.05 Health Service Medical Files

Dates: 1968 -  
Volume: 820 Cu. Ft.  
Annual Accumulation: 20 Cu. Ft.  
Arrangement: Alphabetical

This record series consists of a file on each person who receives medical attention at Health Service. This record will include the medical record and all pertinent information such as office notes, laboratory reports, x-rays, and correspondence.

Recommendation: Retain in the office for two (2) years after last treatment date, then transfer to SIU-E Records Management for eighteen (18) years, then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

This item 130.06 cancelled see Application 07-12 I 130.13

130.06 Flu Vaccine Consent Forms

Dates: 1968 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

Application 07-12

This record series consists of consent forms for the flu vaccine provided to students, staff, state workers, and visitors.

Recommendation: Retain in office for three (3) years then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

This item 130.07 cancelled see Application 07-12 I 130.17

130.07 Immunization Records

Dates: 1985 -  
Volume: 102 Cu. Ft.  
Annual Accumulation: 4 Cu. Ft.  
Arrangement: Alphabetical

This record series consists of immunization information including tetanus diphtheria pertussis, measles, mumps rubella, hepatitis A and B, meningitis, typhoid, varicella, pneumonia, and any other vaccines.

Recommendation: Retain in office for two (2) years following last date of visit, then transfer to SIU-E Records Management for eighteen (18) years, then destroy in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

130.08 Monthly Statistics Report

Dates: 1985 -  
Volume: 2 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of a monthly summary of information included in the Daily Checkout Sheet.

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed, and no litigation is pending or anticipated.

Disposition Approved 05/19/10

130.09 Health Service Encounter Forms

Dates: 1968 -

Volume: 164 Cu. Ft.

Annual Accumulation: 4 Cu. Ft.

Arrangement: Chronological by date

This record series consists of forms which display the patient's name, ID number, type of visit, laboratory test performed, medical procedure performed, diagnosis information, time of visit, and total charges for services received and/or medications purchased.

Recommendation: Retain in office for one (1) year, then transfer to SIU-E Records Management for three (3) years, then destroy in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

130.10 Cougar Lake Resident Health Information Report (Obsolete)

Dates: 1992 -1997

Volume: 3 Cu. Ft.

Annual Accumulation: 1/2 Cu. Ft.

Arrangement: Alphabetical

This record series consists of a report from Cougar Lake residents that showed the student's name, address, birth date, personal physician's name and phone number, and emergency phone number. This report form was discontinued in 1997.

Recommendation: Dispose of accumulation in a secure manner.

Disposition Approved 05/19/10

130.11 Vaccine Accountability File

Dates: 1985 -  
Volume: 2 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series is an inventory log of vaccines given and ordered each month. This log is sent to the Illinois Department of Public Health in order to receive any additional vaccines.

Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

130.12 Appointment Schedule Records

Dates: 1968-  
Volume: 10 ¼ Cubic Feet/525 MB  
Annual Accumulation: ¼ Cubic Feet/12.5 MB  
Arrangement: Chronological

This record series consists of the daily appointment information, including date, time and reason for appointment by students, staff, or visitor's who visit Health Service. The appointments are currently managed in an electronic medical records system.

This item supersedes item 130.01 of this application in order to revise the record series title/description and to provide for media neutral disposition of the records in the recommendation.

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

Disposition Approved 08/19/15

130.13 Cash Register Tapes

Dates: 1980-  
Volume: ¼ Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological by date

This record series consists of the daily cash register reset tape generated in Health Service. Tape information is recorded on the Daily Checkout Sheet (item 130.14) and used to reconcile cash each day. The tape information is also entered into the Cashnet program before submitting the deposit to the Bursar's Office. The cash register tapes are stored with their respective Daily Check-Out Sheet.

This item supersedes State Records Application 07-12, item 130.03 to revise the records series description and recommendation per agency request.

Recommendation: Retain daily cash register tapes with corresponding Daily Check-Out Sheet in office for six (6) months after the date of generation, then transfer to SIUE Records Management for storage for five and one-half (5 1/2) fiscal years, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved as Amended 03/15/17

130.14 Daily Check-Out Sheet

Dates: 1989-  
Volume: 10 Cubic Feet  
Annual Accumulation: ½ Cubic Feet  
Arrangement: Chronological

This record series consists of a report which displays the beginning cash on hand at the start of each day, the daily total sales dollars, the daily patient count, and the checker who completes the report. The record also summarizes how the sales were distributed among Health Service sales categories and how sales were paid (cash, credit/debit card, Cougar debit card or interdepartmental billing). A listing of the credit card transactions (showing total dollars only) and the cash register tape for the day are attached to this report. The original report is retained in Medical Records with its corresponding Collection Report, Deposit Summary, Reconciliation Report, and walkout statements for that day.

This item supersedes State Records Application 07-12, item 130.04 in order to revise the record series description and recommendation per agency

request.

Recommendation: Retain in the office for six (6) months after the date of generation, then transfer to SIUE Records Management for five and one-half (5 1/2) fiscal years, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved as Amended 03/15/17

Application 07-12

130.15 Health Service Medical Files

Dates: 1968-  
Volume: 24 GB  
Annual Accumulation: 20 Cubic Feet/ 6 GB  
Arrangement: Alphabetical

This record series consists of a file retained on each person who receives medical attention at Health Service. This medical record includes all pertinent information such as medical history, visit notes, laboratory reports, immunization records, diagnostic reports, scanned documents and any communication/correspondence. The files are managed in an electronic medical record system.

This item supersedes State Records Application 07-12, item 130.05 to revise the records series description and recommendation per agency request.

Recommendation: Retain in the office for twenty (20) years after date of last treatment, then delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 03/15/17

130.16 Immunization Records

Dates: 1985-  
Volume: 30 GB  
Annual Accumulation: 4 Cubic Feet/ 1.2 GB  
Arrangement: Alphabetical

This record series consists of the outside medical records submitted by students in order to comply with the SIUE policy and the Illinois "College Student Immunization Act" (110 ILCS 20), as well as any consent forms completed and signed by students, staff or visitors in order to receive an immunization at Health Service. The information from the outside medical records document will be

entered into the student's electronic medical record. The original document/consent form will then be scanned into the electronic medical records system.

This item supersedes State Records Application 07-12, item 130.07 to revise the records series description and recommendation per agency request.

Application 07-12

Recommendation: Retain in office for twenty (20) years after date of last visit, then delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 03/15/17

130.17 Flu Vaccine Consent Forms

Dates: 1968-  
Volume: 2 Cubic Feet/ 300 MB  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of the consent forms completed and signed by students, staff, state workers and visitors in order to receive the influenza vaccine. The original document will be scanned into a medical electronic records system.

This item supersedes State Records Application 07-12, item 130.06 to revise the records series description and recommendation per agency request.

Recommendation: Scan as generated, then destroy hard copies in a secure manner provided images have been verified. Retain scanned images for three (3) years after date of generation, then delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 03/15/17