

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

315.001 Clinic Files

Dates: 1990-
Volume: 15 Cubic Feet
Annual Accumulation: 1 ½ Cubic Feet
Arrangement: Chronological

This record series consists of the Reading Center's clinic files including parent/teacher forms, copies of testing materials, diagnostic reading reports, and related correspondence/memoranda.

Recommendation: Retain in office for five (5) years and the completion of all audits under the supervision of the Auditor General, if necessary then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.

Disposition Approved as Amended 08/20/08

315.002 Literacy Clinic Client Files

Dates: 1990-
Volume: 15 Cubic Feet/ 250 Gigabytes
Annual Accumulation: 1.5 Cubic Feet/ 25 Gigabytes
Arrangement: Chronological

This record series consists of the files established and maintained for all clients tested and/or treated under the auspices of the Literacy Clinic's program, specializing in the improvement of the literacy development of students in kindergarten through grade twelve who have reading and writing difficulties.

Contents of these files may include but are not limited to: intake sheets with general client information; enrollment/participation forms; individualized screenings, assessments and/or evaluations with recommendations; diagnostic reading tests and reports; progress reports; termination summaries; other related documentation (e.g., literacy history and consent forms, etc.); and related correspondence (paper or electronic).

The clinic also serves as a practicum site for Southern Illinois University's literacy/reading master's program for graduate students under the direction of literacy professors in the Department of Teaching and Learning.

[Original records for undergraduate and graduate students are maintained permanently by the Office of the Registrar per item 1800.021 of State Records Application No. 07-09.]

This item supersedes State Records Application No. 07-09, item 3I 5.00 I, in order to: update the subdivision/section titles, clinic name, record series description, and retention narrative: and reduce the retention from "permanent" to "twenty-five (25) years after last date of service" for adult clients and "ten (10) years after last date of service or until the patient has attained 23 years of age, whichever occurs later" for minor clients, in order to meet minimum statutory requirements: per agency request.

Recommendation: A. Retain **adult client case files** for twenty-five (25) years after last date of service, 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. [Electronic records must be maintained in compliance with 44 Ill. Adm. Code 4400.70 and 4400.80.]

B. Retain **minor (age 18 years and younger) client case files** for ten (10) years after last date of service or until the patient has attained 23 years of age, whichever occurs later, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated. [Electronic records must be maintained in compliance with 44 Ill. Adm. Code 4400.70 and 4400.80.]

Disposition Approved 6/17/2020.