

**STUDENT HEALTH PROGRAM/WELLNESS CENTER/
STUDENT HEALTH ASSESSMENT CENTER**

200.01 Student Medical Records at the Student Health Assessment Center

Dates: 1979 -
Volume: 4½ Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Alphabetical

This record series contains the second page of a two-part form which a student fills out at the Wellness Center if he/she wants to see a nurse. This form contains more information about a student's health problem as well as what treatment was given or what referrals made. Some of this information may be duplicated and sent to the student's official medical record file, depending on what follow-up is required, which is located at the main office of the Student Health Program.

Recommendation: Retain in office for five (5) years after the last record of health service usage or five (5) years after the patient reaches the age of majority, whichever is longer, then dispose of providing no litigation is pending or anticipated.

200.02 Statistical Records of the Student Health Assessment Center (Originals)

Dates: 1979 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains a weekly tally sheet which summarizes the number of patients who visit the Assessment Center and the reason for the visit and a copy of the semester report which is sent to the main office of the Student Health Program, where the information is entered into the computer as a part of the computerized database that the Student Health Program uses for planning.

Recommendation: Retain three (3) years, then dispose of provided all administrative value has expired.