

**COLLEGE OF EDUCATION  
COMMUNICATION DISORDERS AND SCIENCES  
CLINICAL SERVICES**

**395.01 Client Files (Originals and Duplicates)**

Dates: 1958 -  
Volume: 111 Cu. Ft.  
Annual Accumulation: 3 1/2 Cu. Ft.  
Arrangement: Numerical

This record series consists of Initial Request Form for services, background Evaluation Report, summaries of therapy, treatment closing summaries, test protocols, billing requests, Collection Reports, correspondence, Release of Information Authorizations, and any third party information relevant to the case (outside therapists, physicians, etc.) generated from Clinical Service's cases of treating communications disorders, psychological trauma, and providing physical therapy, social case work and educational remediation.

This item supersedes State Records Application 87-63, item 533, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain each file in office for two (2) years after the date the file becomes inactive from the cessation of program or treatment services, then microfilm and dispose of original paper. Retain record series microforms in office for thirty (30) years, then dispose of.

**395.02 General Activity Statistical Reports and Related Correspondence (Originals and Duplicates)**

Dates: 1958 -  
Volume: 8 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This file consists of faculty/staff activity reports and/or written verifications of activities, statistical reports of clients service and related breakdowns of clinics that serve them by area and by types of service. These reports are compiled on annual and semester schedules. Related correspondence is included as well.

This item supersedes State Records Application 87-63, item 534, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain two (2) years in office, then review file with University Archives staff and transfer any material found to possess sufficient archival value to University Archives and dispose of the balance of materials.

**395.03 Administrative Correspondence and Related Documents (Originals and Duplicates)**

Dates: 1958 -  
Volume: 9 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological/Alphabetical

This administrative correspondence file includes related documents consisting of legal opinions, policies and procedures (mostly pertinent to fees and research) and copies of minutes of Communication Sciences and Disorders related committees/organizations or of other university and non-university organizations of interest to staff members.

This item supersedes State Records Application 87-63, item 535, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain three (3) years in office, then with the assistance of the University Archives staff, review files and retain on a permanent basis in

either the department's office or the University Archives materials possessing archival/research value and dispose of the balance of materials after completion of the foregoing review(s), providing no litigation is pending or anticipated.