

STUDENT HEALTH PROGRAM/X-RAY

210.01 X-Ray Films

Dates: 1977 -
Volume: 170 Cu. Ft.
Annual Accumulation: 17 Cu. Ft.
Arrangement: Numerical

This record series contains X-rays of students who are injured as well as the annual X-rays taken of athlete's before each athletic season. Interpretations of the X-rays are in the student's medical file.

Recommendation: Retain all film in the original state for five (5) years. After five (5) years, film may be sold as salvage except:

(a) retain any pre-employment film as long as the employee remains in employment at SIU;

(b) retain all original (normal and abnormal) film pertaining to cases in litigation, or when the probability thereof is anticipated, until the litigation is concluded or for twelve (12) years, whichever is longer;

(c) retain permanently any original film considered unique.