

Student Affairs Athletic Department

Records Liaison: Colleen Ford

Athletics1 Student-Athlete Statement-Division II

Due before student first competes each year to assist in certifying eligibility. This form has six parts: a statement concerning eligibility, a Buckley Amendment consent, a statement concerning the promotion of NCAA championships and other NCAA events, results of drug tests and an affirmation of a valid ACT or SAT score and a statement concerning the amateur status of the student-athlete subsequent to the request of final certification by the Eligibility Center.

Kept in the director of athletics office for six years.

Athletics2 Drug Testing Consent Division II

Student must sign this form to participate (i.e. practice or compete) in intercollegiate athletics each year. Per NCAA bylaws 30.5.2-(b), the director of athletics or the director athletics' designee shall disseminate a copy of the list of banned drug classes to each student-athlete. By signing this form, you affirm that you are aware of the NCAA drug-testing program.

This form is to be kept in the director of Athletics office for six years

Athletics3 Squad List

A student-athlete's name must be on the official team institutional form to qualify to represent the institution in intercollegiate athletics each year.

This form is to be kept in the director of athletics office for ten years.

Athletics4 Student-Athlete

Athletics4.1 Student Medical/Injury Records

All documentation relating to the medical/injury history of the student.

Retain seven years from graduation or withdrawal from college.

Athletics4.2 Medical Files

Records include, medical physicals signed by physicians, injury/illness history questionnaires, all physician notes, referrals, and injury reports/progress notes generated during student's athletic career. Records contain personally identifiable information.

Retain seven years from graduation or withdrawal from college.

Athletics4.3	Team Training	Retain until superseded or no longer of administrative need.
Athletics5	Recruiting Class Files	Retain until superseded or no longer of administrative value.
Athletics6	Summer Camps	
Athletics6.1	Camper Files	
	<i>File includes but is not limited to, medical forms, application and liabilities.</i>	TBD
Athletics6.2	Cori/Sori	
	<i>File includes but is not limited to video, dvds, discipline, recommendations and articles.</i>	Retain until superseded or no longer of administrative need.
Athletics7	Coaches	
Athletics7.1	Team Rules	Retain until superseded.
Athletics7.2	NCAA Testing Materials	Retain until no longer of administrative need.
Athletics7.3	NCAA Compliance Material	Retain until no longer of administrative need.
Athletics8	Travel	
Athletics8.1	Meal Money Arrangements	

		Retain until superseded or no longer of administrative need.
Athletics8.2	Meal Money Receipts	
		Cut off at the end of the fiscal year and retain one year.
Athletics8.3	Travel Reimbursement	
		Cut off at the end of the fiscal year and retain one year.
Athletics9	Game day Notes	
		Retain current plus one year.
Athletics10	Game Statistics	
	<i>Includes statistics from the games played.</i>	Kept in Athletic Communication's office permanently.
Athletics11	Team Schedules	
	<i>Includes the final game schedule for each team at the College.</i>	Cut off at the end of the fiscal year and retain one year.
Athletics12	Internships for under graduate students	
		Retain until student graduates.
Athletics13	Student Questionnaires	
		Retain current plus one year.
Athletics14	Press Release	
		Sent to Archives at the end of the fiscal year.
Athletics15	Evaluation of the Athletic Department	
		Cut off at the end of the fiscal year and retain one year.
Athletics16	Media Guides	

Sent to Archives upon arrival.
Kept in Athletic Communications
Office, extra's give to Coaches

Athletics17 Newspaper Articles

Sent to Archives at the end of the
season.

Athletics18 Game Day Programs

Retain until no longer of
administrative need. Send one
copy to Archives for permanent
retention.