

CLEMSON UNIVERSITY

VICE PRESIDENT FOR STUDENT AFFAIRS
DIRECTOR OF CAMPUS RECREATION
CAMPUS RECREATION/SPORTS CLUBS

CU 8161 **Locker Information**

Description: Document locker usage by users of campus recreational facilities. Information includes name of member and/or guest(s), address and telephone number, background information, signature, date of locker renewal or assignment, and other related information.

Retention: 1 year; destroy.

Schedule approved 2/15/95

CU 8162 **Membership Books**

Description: Document membership receipts for students and employees participating in campus recreational activities. Information includes name of student or employee, amount charged, receipt, date, and membership information.

Retention: 3 years; destroy.

Schedule approved 2/15/95

CU 8163 **Intramural Sports Files**

Description: Document participation in intramural sports activity. Information includes name of sport or activity, team rosters, rules and regulations, schedules, and location of intramural sports activities and events.

Retention: 2 years; destroy.

Schedule approved 2/15/95

CU 8164 **Guest Information**

Description: Document information concerning guests who participate in campus recreation activities. Information includes name of guest(s), costs, date, signature, and waiver release form.

Retention: 3 years; destroy.

Schedule approved 2/15/95

CU 8165 **Sports Club Files**

Description: Document sports club activities at Clemson University concerning competition with organizations not affiliated with the university. Information includes name of each club, application, signed release and waiver of liability form, background information, roster, schedule, and club requirements related to certification.

Retention: 3 years; destroy.

Schedule approved 2/15/95

CU 13137 **Facilities Checklists**

Description: Used as a risk management tool to document the inspection, need for repair, and maintenance of campus recreational facilities. Information includes date, itemized lists of facilities and equipment, inspector's initials and Facility Director's signature.

Retention: 6 months; destroy.

Schedule approved 10/17/01

DIRECTOR OF OUTDOOR RECREATION AND EDUCATION

CU 14958 **Outdoor Recreation Files**

Description: Used to document an individual's participation in a variety of outdoor off-campus adventure activities, trips, and instructional programs, including backpacking, hiking, canoeing, river running, sea kayaking, skiing, rock climbing, and indoor wall climbing. Files are comprised of various forms which contain participant's name, background information, signature and date. Documents include: Registration forms; Acknowledgement and Assumption of Risk forms; Waiver and Release of Liability forms; and Medical Information forms. Files may also contain copies of paid receipts..

Retention: 3 years; destroy.

Schedule approved 5/14/2008

STUDENT SERVICES

CU 16337 **PROGRAM FILES**

Description: Records used to document program participants, both university and non-university students and used for contact purposes in the event of a medical emergency. Information consists of participants' personal data, such as name, address, date of birth, parental/guardian contact information; personal medical data, including medications taken, health history, immunization history; special needs, such as dietary restrictions, allergies, disabilities, behavioral disorders; proof of insurance coverage, assumption of risk statement; and any additional related information.

Retention:
7 years, destroy.

Schedule approved 7/31/13