

CLEMSON UNIVERSITY

VICE PRESIDENT FOR STUDENT AFFAIRS
ATHLETIC DEPARTMENT

CU 00239 SPORTS CONTRACT FILES

Description:

Contracts document athletic agreements between Clemson University and the Atlantic Coast Conference (ACC). Information includes ACC Agreement, ACC Athletic Competition Agreement, ACC Participation Agreement, and other related contracts and information.

Retention:

Department: 6 years after calendar year.
University Archives: Selection of needed documentation;
permanent

Schedule approved 8/13/91

CU 00240 CONCESSION/LEASE AGREEMENTS

Description:

Agreements concern sale of concessions at sports events, use of Clemson University trademarks for the sale of memorabilia and rentals for box seating. Information includes Athletic Concession Agreements, Revocable Nonexclusive Licenses to Use Certain Indicia of Clemson University, and Clemson University Memorial Stadium Executive Suite Lease Agreements.

Retention:

Department: Until termination of lease agreement.
University Records Center: 5 years; destroy.

Schedule approved 8/13/91

CU 00241 RECRUITING FILES

Description:

Document the recruitment and eligibility of student athletes for participation in the athletics program as governed by the National Collegiate Athletic Association and the Atlantic Coast Conference guidelines. Information includes Official Visit of Prospective Athlete, Student-Athletes' Affirmation of Eligibility, National Letter of Intent, and related forms.

Retention:

6 years; destroy.

Schedule approved 8/13/91

CU 00242 EQUIPMENT FILES

Description:

Document the loaning of sportswear to student athletes. Information includes Equipment Room Daily Activity Report, Equipment Rental Charts, Statement of Lost Equipment, and other related information.

Retention:

4 years; destroy.

Schedule approved 8/13/91

CU 00243 HELMET INFORMATION FILES

Description:

Document the rental, wear, and maintenance of football helmets to insure helmets are maintained properly and meet all legal standards. Information includes Equipment Fitting Record, Maintenance Records, and warning statements regarding the use of helmets.

Retention:

15 years; destroy.

Schedule approved 8/13/91

CU 00244 CHEERLEADING FILES

Description:

Document the selection of cheerleaders and establishment of promotional events during regularly scheduled athletic events. Information includes applications for cheerleading tryouts, promotional event sign-up forms, and proposed time schedules from the Director of Promotions.

Retention:

Office: 6 years.

University Archives: Selection of needed documentation; permanent.

Schedule approved 8/13/91

CU 00245 SPORTS INFORMATION FILES

Description:

Document information provided to public relations and news media regarding all sports events occurring at Clemson University. Information includes Box Scores, Play-By-Plays, and Team Statistics.

Retention:

Office: 5 years or until all reference value ceases.

University Archives: Selection of needed documentation; permanent.

Schedule approved 8/13/91

CU 00246 SCRAPBOOKS

Description:

Includes all newspaper clippings found in local newspapers concerning athletic events at Clemson University.

Retention:

Office: until all reference value ceases. Microfilm.

University Archives: Selection of needed documentation; permanent.

Schedule approved 8/13/91

CU 00247 TICKET APPLICATIONS

Description:

Applications used to process requests for season and individual game tickets to athletic events. Information includes applicant's name, address, phone number, and number of tickets requested.

Retention:

3 years; destroy.

Schedule approved 8/13/91

CU 00248 TICKET RECORDS

Description:

Document the control of ticket operations and disposition of tickets for athletic events. Information includes Disposition of Tickets, Allocations for Away Games, Stadium Attendance, and related records.

Retention:

3 years; destroy.

Schedule approved 8/13/91

CU 00249 MEDICAL RECORDS

Description:

Created by physicians and training room staff to monitor all aspects of student athletes' medical conditions during their association with the university's athletics program. Information includes Player Information, Medical History, Injury complaint, Drug Testing, and related information.

Retention:

10 years after graduation or withdrawal from the university; destroy.

Schedule approved 8/13/91

CU 00250 PLAYEREVALUATIONS

Description:

Document the weight training programs of athletes at Clemson University. Information includes Player Profiles, Attendance Records, and Performance Rankings.

Retention:

Office: 5 years.

University Archives: Selection of needed documentation; permanent.

Schedule approved 8/13/91

CU 07951 STUDENT ACADEMIC COUNSELING FILES

Description:

Document information concerning academic counseling for students participating in sports. Information includes student athlete's name, background, courses for current semester, information concerning tutors, grade release form, academic reports, orientation information and other related documents.

Retention:

6 years; destroy.

Schedule approved 7/19/94