

**ATHLETICS**

**NOTE:** Paper records may be destroyed after scanning or microfilming, with digital and microfilm versions replacing the original for retention purposes.

<b>Record</b>	<b>RDA Number</b>	<b>Content</b>	<b>Minimum Retention</b>	<b>Notes</b>	<b>Reason for Proposed Time</b>
<p><b>1. Player recruitment/scouting file</b></p>	<p>22206</p>	<p>A record of the recruitment process for prospective players created by the institution to comply with NCAA, NAIA and conference rules and regulations, including but not limited to, scouting reports, lists of prospects, recruitment proposals, release information; information request cover sheets; grade transcripts; Information for Certification of NCAA Freshman Athletics Eligibility Compliance (with By-Law 5-1-j forms, number 40-c); letters of intent; copies of admissions forms and materials; performance reports; telephone and conversation notes; mailing lists; and related documentation and correspondence.</p>		<p>NAIA and NJCAA have no formal record retention guidelines.</p>	
		<p>a. For student athletes entering college</p>	<p>7 years</p>		<p>Per NCAA Membership Services and sufficient to cover maximum eligibility time</p>

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					period.
		b. For student athletes who do not enter college	0 after no longer needed		Sufficient to meet administrative operational needs.
<b>2. Athletic scholarship file</b>	22207	including but not limited to applications, recommendations, authorization of awards, financial statements, accounting data, and correspondence	7 years		Per NCAA Membership Services and sufficient to cover maximum eligibility time period.
<b>3. Athletic program records</b>	22208	a. Lists of athletes or participants, records of intercollegiate competitions and intramural athletics, and other records <b>except</b> scouting and training videotapes and other records	7 years	Official score and record books, photographs, and videotapes may have historical value and may be retained permanently.	Per NCAA Membership Services and sufficient to cover maximum eligibility time period.
		b. Videotapes, reports and other records used for scouting and training purposes	0 after no longer needed		Sufficient to meet administrative operational needs.

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<p><b>4. Records of gender equity in athletics</b></p>	<p>22209</p>	<p>including audit and self-evaluation records for male and female athletes and related records, including any records created pursuant to Title IX of the Education Amendments of 1972.</p>	<p>7 years</p>	<p>6 years required by 20 USC §§ 1681-1688; 34 CFR 106.41.</p>	<p>Per NCAA Membership Services and sufficient to cover maximum eligibility time period.</p>
<p><b>5. Substance or alcohol abuse testing records</b></p>	<p>22210</p>	<p>for individual athlete, not included in student health services case record</p>			
		<p>a. Positive test results and related records</p>	<p>7 years after last entry</p>		<p>Per NCAA Membership Services and sufficient to cover maximum eligibility time period.</p>
		<p>b. Negative test results</p>	<p>7 years</p>		<p>Per NCAA Membership Services and sufficient to cover maximum eligibility time period.</p>
<p><b>6. Athletic training records</b></p>	<p>22211</p>	<p>including but not limited to records of training provided individual athletes and staff</p>	<p>7 years after last entry</p>		<p>Per NCAA Membership Services and sufficient to cover maximum eligibility time period.</p>

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<p><b>7. Athletic health information report</b></p>	<p>22212</p>	<p>determining student eligibility to participate in campus sports activities</p>	<p>7 years</p>		<p>Per NCAA Membership Services and sufficient to cover maximum eligibility time period.</p>
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