

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 sports wear 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: 6 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 **PLAYER EVALUATIONS**

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