

1. Incomplete Student Applicant Files

Dates: 2000-
Volume: 45 cubic feet
Annual Accumulation: 9 cubic feet
Arrangement: Chronological and alphabetical thereunder.

This record series consists of files for individuals who inquired about or began, but did not complete, application procedures for programs in the College of Medicine and may include application information provided by the American Medical College Application Service (AMCAS), supplemental application information collected by the college, transcripts, copies of medical immunization records, Acceptance Form, Safety and Technical Standards Form, and Site Preference Card. These records are used to determine student's eligibility for matriculation.

The original copies of these documents for admitted students are submitted to the UIC Office of Admissions and Records. The records for those applicants who receive an offer but who choose not to attend UIC and records for applicants who do not receive an offer are stored locally in the college.

Recommendation: Retain one (1) year from date of last contact and dispose of.

**Disposition
Approved
1/18/06**

2. Withdrawn Student Applicant File

Dates: 2000-
Volume: 30 cubic feet
Annual Accumulation: 6 cubic feet
Arrangement: Chronological and alphabetical by student name thereunder.

This record series consists of files for persons who were admitted to the graduate programs in College of Medicine but withdrew, canceled, or did not enroll in courses. These files include application information provided by the American Medical College Application Service (AMCAS), supplemental application information collected by the college, transcripts, copies of medical immunization records, Acceptance Form, Safety and Technical Standards Form, and Site Preference Card. These records are used to determine student's eligibility for matriculation.

The original copies of these documents for admitted students are submitted to the UIC Office of Admissions and Records. The records for those applicants who receive an offer but who choose not to attend UIC and records for applicants who do not receive an offer are stored locally in the college.

Recommendation: Retain 3 years from date of decision on admission and dispose of.

**Disposition
Approved
1/18/06**

3. Denied Student Applicant File

Dates: 2000-
Volume: 300 cubic feet
Annual Accumulation: 60 cubic feet
Arrangement: Chronological and alphabetical by student name thereunder.

This record series consists of records for individuals who applied for, but were denied admission to graduate programs in the College of Medicine and includes application information provided by the American Medical College Application Service (AMCAS), supplemental application information collected by the college, transcripts, copies of medical immunization records, Acceptance Form, Safety and Technical Standards Form, and Site Preference Card. These records are used to determine student's eligibility for matriculation.

The original copies of these documents for admitted students are submitted to the UIC Office of Admissions and Records. The records for those applicants who receive an offer but who choose not to attend UIC and records for applicants who do not receive an offer are stored locally in the college.

Recommendation: Retain five (5) years from the date of decision on admission and dispose of, provided that records for all applicants who have asserted a claim against the University shall be retained until such action is finally adjudicated and all required audits have been completed.

**Disposition
Approved
1/18/06**

4. Medical Student Financial Aid Records

Dates: 2000-
Volume: 21 cubic feet
Annual Accumulation: 5 cubic feet
Arrangement: By campus, then status, then alphabetical thereunder. Records for all College of Medicine campuses is kept at the Chicago campus.

This record series contains financial aid records for financial aid programs unique to medical programs and may include tax forms, verification forms, budget increase requests and accompanying documents (i.e., receipts), loan applications, student account receivable letters, College of Medicine Student Promotion Committee letters, and records on academic standing.

Recommendation: Retain for five (5) years after graduation or date of last enrollment and dispose of, provided that records for all students who have asserted a claim against the University shall be retained until such action is finally adjudicated and all required audits have been completed.

**Disposition
Approved
1/18/06**

5. Medical Student File, College Registrar Copy

Dates: 1930 -
 Volume: 180 cubic feet
 Annual Accumulation: 10 cubic feet
 Arrangement: By status (active and inactive). In Chicago, paper records of students who graduated from 1930 through 1991 are maintained in alpha order by the student's last name. The records for students who have graduated since 1992 are stored by graduation year. At the Peoria, Rockford, and Urbana sites, paper records for all graduates are maintained in alphabetical order by graduation year.

This record series consists of individual files for each student pursuing a medical degree at all of the University of Illinois at Chicago College of Medicine sites (Chicago, Rockford, Peoria, and Urbana). Types of documents found in a student file include application, financial aid, and student career data. Student career data includes Medical Student Performance Evaluations (MSPEs, previously known as Dean's Letters), Promotions Committee Letters, USMLE results, and student grades, evaluations, and performance ratings.

The campus Office of Admissions and Records maintains all records needed to create transcripts or to verify attendance of students in accordance with records disposition authorization 05-15. However, the College of Medicine retains additional information required for reporting requirements, advising, monitoring student progress, and eligibility verification for licensing requests.

The paper records of medical students who attend at Chicago, Urbana, Peoria, and Rockford sites are maintained at those sites. The Chicago site also maintains electronic student career records that span all four campuses. Paper records for students who are dismissed or withdraw from the Rockford, Peoria, and Urbana sites are transferred to the College Registrar at the Chicago site.

Records from prior to 1930, including the student records from the College of Physicians and Surgeons of Chicago, are maintained in the University Archives in paper and microfilm format.

Recommendation: Retain for eighty (80) years and transfer to University Archives for permanent retention, provided that facilitative documents such as address change requests; schedule change requests; miscellaneous change of status forms and letters; letters of recommendation; copies of immunizations records; routine communications **not** concerning promotions, retention, or disciplinary issues can be disposed of after ten (10) years.

**Disposition
Approved
1/18/06**

6. Medical Student File, Departmental Duplicate Copy

Dates: 1970 -
Volume: 180 cubic feet
Annual Accumulation: 10 cubic feet
Arrangement: By status (active and inactive), then alphabetical thereunder

This record series consists of the departmental copies of individual files for each student pursuing a medical degree at all of the University of Illinois at Chicago College of Medicine sites (Chicago, Rockford, Peoria, and Urbana). Types of documents found in a student file may include student clerkship performance evaluations as well as duplicate copies of student records maintained by the College of Medicine Registrar (item 5 of this application).

All records in this record series are maintained solely for the administrative convenience of the department. The campus Office of Admission and Records maintains all records needed to verify attendance and create transcripts, while the central College of Medicine administration offices in Chicago, Rockford, Peoria, and Urbana maintain all records required for reporting requirements, advising, monitoring student progress, and eligibility verification for licensing requests.

Recommendation: Retain for ten (10) years after graduation or date of last enrollment and dispose of, provided that :
(a) Student career data has been offered to the College Registrar for possible inclusion in their student files (item 5) of this application; and
(b) Records for all students who have asserted a claim against the University shall be retained until such action is finally adjudicated and all required audits have been completed.

**Disposition
Approved
1/18/06**