

**UNIVERSITY OF WISCONSIN SYSTEM
WISCONSIN INTERCOLLEGIATE ATHLETIC
CONFERENCE
GENERAL RECORDS SCHEDULE**

FEBRUARY 2009



UNIVERSITY OF WISCONSIN SYSTEM: GENERAL RECORDS SCHEDULES FOR WISCONSIN INTERCOLLEGIATE ATHLETIC CONFERENCE

1. INTRODUCTION AND PURPOSE

This is General Records Schedule for the Wisconsin Intercollegiate Athletic Conference (WIAC) and nine institutions in the Wisconsin System which are: Eau Claire, La Crosse, Oshkosh, Platteville, River Falls, Stevens Point, Stout, Superior and Whitewater. It does not include the University of Wisconsin Madison, the University of Wisconsin Milwaukee, Green Bay and Parkside.

WIAC was created on July 1, 1997 when the nine members of the former Wisconsin State University Conference (WSUC) originally established in 1913 and the Wisconsin Women's Intercollegiate Athletic Conference (WWIAC) originally established in 1958 merged to form one conference.

Other schools outside the University of Wisconsin System have joined WIAC for specific sports. Lawrence College joined the Conference in 2001-2002 for wrestling. In addition, three Minnesota schools, Gustavus Adolphus College, Hamline University and Winona State University joined in 2004-2005 for women's gymnastics.

The record schedule is divided into two parts. Part I is a record series for WIAC. Part II is a record series for the Athletic Departments of the nine University of Wisconsin schools which are in WIAC.

II. SCOPE: The record schedules described within this document include the following records:

- COMMISSIONER'S GENERAL CORRESPONDENCE
- BUDGET DOCUMENTATION
- MEETING RECORDS
- MONTHLY REPORTS
- DIRECTORY AND RECORDS BOOK
- NEWS RELEASES
- WIAC WEBSITE
- ELIGIBILITY CERTIFICATE
- REPORT OF SECONDARY VIOLATION
- SCHOLASTIC HONOR ROLL
- ATHLETIC DIRECTOR'S GENERAL CORRESPONDENCE
- ATHLETIC DIRECTOR'S SUBJECT FILES
- MEETING RECORDS
- ANNUAL REPORTS

- PUBLICATIONS
- STUDENT ATHLETIC SPORTS COMMITTEE CHAPTER SUBJECT FILES
- NEWS RELEASES
- PHOTOGRAPHS AND VIDEOS
- RECRUITMENT RECORDS
- ATHLETIC DEPARTMENT WEBSITE

III. UTILITY AND FUNCTION OF INFORMATION PROVIDED WITHIN THIS DOCUMENT:

A. Preservation of Historical Documents. Historically, University records have been preserved in paper files. Presently however, advances in technology are beginning to present a viable alternative to paper records: electronic data stored in computer systems. Using electronic data to store University records presents a potentially fatal flaw, however, because electronic data decays over time. Thus, unlike paper records, with the passage of time electronic records lose information as it randomly slips away in byte-sized chunks, unless software updates are consistently purchased, installed and maintained.

Because of this aspect of information technology systems, records storage within an information system must comply with the legal requirements set forth in: Regent Policy Document 3-2: University of Wisconsin System Public Records Management; and Chapter Adm 12: Electronic Records Management-Standards and Requirements. Please carefully review these documents prior to storing official copies of public records upon information systems and if you have questions or concerns, then please seek assistance from the records officer at their respective University of Wisconsin institution.

B. Use of the Systems Approach. To as great an extent as possible, the records scheduled included within this document were developed using a systems approach. That is, the substantive information contained within an individual document, rather than the document's format, is the basis for the descriptor of each document. This is because the format for some documents is dynamic in nature and subject to administrative change. Thus, the descriptors for each document are as comprehensive as possible without relying upon format or form changes.

Due to these changes, however, there may be instances in which an individual records schedule does not reflect the exact title or name of a form as used by the originator of a document. In such cases, if a University employee has difficulty determining whether a document comprises a record by reviewing the descriptive information contained within both the document and a records schedule, then employees should seek assistance from the records officer at their respective University of Wisconsin institution.

C. Minimum Retention Established and Permanent Retention Procedure.

The records schedules included within this document established minimum retention periods for each type of record. The disposition of each record is assumed to be destruction after its minimum retention period. However, expired records may be retained, for as long as they are needed as a resource for performing future projects on behalf of the University of Wisconsin.

D. Materials That Do Not Comprise Public Records. Under Wisconsin law, many materials do not comprise public records. Therefore, non-records should be retained only so long as they are useful as a resource for performing the transaction of public business on behalf of the University of Wisconsin System. Thereafter, in the interest of efficiency and proper resource management, they must be destroyed.

The following materials are not public records, under Wis. Stats. §§ 16.61 and 19.35:

1. **Duplicates.** Public records do not include duplicate copies of records, the original copies of which are in the custody of an office contained within the University of Wisconsin System Administration, and which are maintained by a University employee only for convenience or reference and for no other substantive purpose.
2. **Unsolicited Notices or Invitations.** Public records do not include unsolicited notices or invitations received by a University employee, which are not related to any official action taken, proposed, or considered by the University of Wisconsin System.
3. **Drafts, Notes, and Preliminary Computations.** Public records do not include drafts, notes, preliminary computations, and like materials, but only if they are intended for personal use by an individual University employee or prepared by a University employee in the name of the person for whom the employee is working.
4. **Routing Slips and Envelopes.** Public records do not include routing slips and envelopes.
5. **Personal Materials.** Public records do not include materials that are purely the personal property of a University employee and that have no relation to his or her office.

Please note that non-records should be destroyed as soon as possible, concurrent with the time at which they are no longer useful as a response for performing the transaction of public business on behalf of the University. Moreover, personal materials should neither be created nor retained by a University during the regular course of business.

Also note that if non-records are retained beyond the time they are no longer useful as a resource for performing the public business on behalf of the University, then under Wisconsin law, duplicates, unsolicited notices, invitations, routing slips and envelopes would have to be turned over to a requester in response to a relevant public records request and in response to audit or litigation proceedings. Wis. Stat. & 13.94, 19.35, and 804.01.

IV. CONDITIONS AFFECTING FINAL DISPOSITION

All recommended dispositions stated within this schedule may be carried out by University of Wisconsin institutions without further consultation or approval from the University of Wisconsin Archives, legal services, or internal audit with the following exceptions:

A. Public Records Request. If a public records request is received by an office for any record or records included within this schedule, then the record (s) cannot be destroyed until the request is granted, or until at least sixty days after the date the request is denied. Court orders may extend this time period. If necessary and upon request, the Office of General Counsel will provide guidance to University of Wisconsin institutions regarding public record requests.

B. Litigation or Audit. Each University of Wisconsin institution must not only retain records that are subject of pending litigation or audit, but also suspend any disposition until such time as the litigation or audit is completed. In order to be valid, however, requests for records relating to open audit must be filled with the affected University of Wisconsin institution. And if that institution is not appraised of pending litigation or audit, then that department is not responsible for retaining records longer than the retention periods specified within this document.

**UNIVERSITY OF WISCONSIN SYSTEM
WISCONSIN INTERCOLLEGIATE ATHLETIC CONFERENCE
GENERAL RECORDS SCHEDULE**

The University of Wisconsin System Wisconsin Intercollegiate Athletic Conference (WIAC) General Records Schedule applies to WIAC and nine institutions in the Wisconsin System. They are Eau Claire, La Crosse, Oshkosh, Platteville, River Falls, Stevens Point, Stout, Superior and Whitewater. The schedule does not include the University of Wisconsin Madison, Milwaukee, Green Bay and Parkside.

PART I WIAC

This section only includes records where the official copy lies with WIAC. All campus copies are considered copies and campuses should follow those guidelines for records retention and destruction.

**WIAC100
COMMISSIONER'S GENERAL CORRESPONDENCE**

The general correspondence records are used to support the administration of WIAC. They include but are not limited to general correspondence of significance with UW Council of Chancellors, WIAC Executive Committee, the Athletics Directors' Council, the Faculty Athletics Representatives' Council and the individual sport committees.

Retention Time Period

Original: Retain for ten years and then transfer to UW Madison Archives for review of archival value.

**WIAC101
BUDGET DOCUMENTATION**

The commissioner prepares an annual budget for the conference office that is reviewed by the athletic directors and faculty athletic representatives with the ultimate authority for approval residing with the Council of Chancellors. Payment invoices and purchase orders are also processed in accordance with UW System requirements.

Retention Time Period

Original: PERMANENT. Invoices sent to the UW System Financial Administration.
Copies: Destroy when no longer needed

**WIAC102
MEETING RECORDS**

These records include meeting minutes, agendas and distribution materials pertaining to regular or special meetings (including telephone conference calls) of the governance and administration of WIAC. They include meetings with Council of Chancellors, WIAC Executive Committee, the Athletic Directors' Council, the Faculty Athletic Representatives' Council, and each individual sport committee.

Retention Time Period

Original: Retain for ten 10 years and then transfer to UW Madison Archives for archival review.

**WIAC103
MONTHLY REPORTS**

The conference office prepares a monthly report entitled "Did you Hear the Latest" for purposes of informing the Board of Regents, Senior-Level UW System Administration, Council of Chancellors and various other constituencies of the major accomplishments and activities within the conference for the previous month.

Retention Time Period

Original: Retain for ten years and then transfer to UW Madison Archives for archival review.

**WIAC104
DIRECTORY & RECORDS BOOK**

The WIAC publishes an annual Directory and Records Book with copies distributed to each WIAC institution, members of the statewide media as well as other affected/interested groups and individuals. It includes contact information for the conference office and each member institution and a summary of the prior academic year and historical information (e.g., all-time records, statistics) for all WIAC championship sports.

Retention Time Period

Original: PERMANENT

WIAC105 NEWS RELEASES

News releases are created on different formats to generate news stories or features about WIAC, special events, Conference Championships, honors to member schools and awards to individual athletes.

Retention Time Period

Original: Retain for ten years and then transfer to UW Madison Archives for archival review.

Copies: Destroy when no longer needed.

WIAC106 WEBSITE

The website provides general information about WIAC administration, participating schools, sanctioned sports and corporate partners. The website also includes current information on Conference activities, annual schedules for each school, current standings in individual schools and championship events.

Retention Time Period

Original: Destroy webpages and electronically-stored supporting data when no longer needed.

WIAC107 ELIGIBILITY CERTIFICATE

The WIAC Eligibility Certificate is a comprehensive record that each school must complete and submit to the conference office for each sport prior to the first permissible contest against outside competition in that sport. Comparable to an academic transcript, the certificate requires specific information on each student-athlete's eligibility status (e.g., credit hours enrolled, earned and current GPA). The certificate must be signed by the school's athletic director, coach, registrar, and faculty athletic representative to insure eligibility.

Other supporting documentation pertaining to eligibility is provided by member institutions in addition to the eligibility certificate for selected student-athletes to include the WIAC Transfer Player Eligibility Statement, Athletics Tracer Report, Medical Hardship Request Form and the Petition for Waiver of Conference Eligibility Rules.

At the conclusion of each sport season, institutions are also required to file with the conference office a Season of Participation/Competition Form. This form includes the names of each player who participated/competed during the prior season as well as their past participation and competition. The report must be signed by the athletic director and the head coach and is due in the WIAC office within four weeks of the final contest in the sport.

Retention Time Period

Original: Date of last year of eligibility + 10 additional years and thereafter destroy confidentially.

Copies: Destroy when no longer needed.

**WIAC108
REPORT OF SECONDARY VIOLATION**

The WIAC requires its member institutions to report any and all NCAA or WIAC rules violations to the conference office. These reports are filed with the conference via the WIAC Report of Secondary Violation form. The record identifies the institution, when the violation occurred, description of the violation and what steps the school took to correct or to take discipline action if needed. In instances in which the infraction is a violation of NCAA rules, the commissioner forwards the report along with his disposition on the matter to the NCAA Enforcement Staff.

Retention Time Period

Original: Creation + additional 7 years then destroy.

Copies: Destroy when no longer needed.

**WIAC109
SCHOLASTIC HONOR ROLL**

The Honor Roll record enumerates individual student athletes for their outstanding work in the classroom for each academic year. The student-athlete must maintain a 3.0 GPA or better during the last academic year and compete in at least one athletic contest to be recognized.

Retention Time Period

Original: Creation + additional 3 years and then destroy.

PART II ATHLETIC DEPARTMENTS IN WIAC

This section includes generic records for the nine WIAC institutions that are part of the UW System.

WIAC110 ATHLETIC DIRECTOR'S GENERAL CORRESPONDENCE

The Athletic Director maintains a record of general office issues and operations. This record series includes correspondence, reports, requests and responses related to all athletic programs at the University.

Retention Time Period

Original: Retain for six years and then destroy.

WIAC111 ATHLETIC DIRECTOR'S SUBJECT FILES

The subject files include records on each of the school's sports programs. It also includes information on all University activities including special events and community relations, awards, special projects and presentations.

Retention Time Period

Original: Retain for six years and then destroy.

WIAC112 MEETING RECORDS

These records include meeting minutes, agendas and distribution materials relating to regular or special meetings of the governance and administration of the Athletic Department of the University.

Retention Time Period

Original: Fiscal year + 6 years and then destroy.

**WIAC113
ANNUAL REPORTS**

The Director of Athletics where applicable prepares an annual report which documents the activities of all the athletic programs at the University on a yearly basis.

Retention Time Period

Original: Retain for six years and then transfer to University Archives for archival review.

**WIAC114
PUBLICATIONS**

Publications are created to communicate the activities and programs of the Athletic Department to the campus and audiences outside the University. They include but are not limited to programs, brochures, pamphlets and special event material.

Retention Time Period

Original: PERMANENT

**WIAC115
STUDENT ATHLETIC SPORTS COMMITTEE CHAPTER SUBJECT FILES**

The subject files of the University SAAC Chapter includes general correspondence on governance, list of members, agendas and meeting minutes, community events and projects. The committee serves as a vehicle to promote communication between the Athletic administration and student athletes.

Retention Time Period

Original: Retain for six years and then destroy.

**WIAC116
NEWS RELEASES**

News releases are created on different formats on a daily or weekly basis. The news releases include but are not limited to campus sports events, conference games, top sports stories and athletes of the week.

Retention Time Period

Original: Creation + 6 additional years then destroy.
Copies: Destroy because of poor quality or when no longer needed

**WIAC117
PHOTOGRAPHS AND VIDEO'S**

Photographs and videos are taken for use in the Athletic Department for marketing materials and news media as well as to document a visual history of the University's athletic programs.

Retention Time Period

Original: Retain for six years and then destroy.
Copies: Destroy when no longer needed.

**WIAC118
RECRUITMENT RECORDS**

Records document contact between the school and a prospective athlete. It includes a recruitment questionnaire and two suggested WIAC forms: "Official Visit Form" and "Unofficial Visit Form."

Retention Time Period:

Original: Retain for six years and then destroy confidentially.

**WIAC119
ATHLETIC DEPARTMENT WEBSITE**

The website provides general information about each University's participation in WIAC. It also highlights team schedules, current information and statistics on men's and women's teams, top sport stories and conference athletes of the week.

Retention Time Period

Original: Destroy when website information is not current for athletic programs or of use to the public.