**Student Counseling and Health Center**

The Student Health Facility provides routine health care with the services of a

full-time nursing staff and part-time professionals contracted through Davidson

Family Medicine. A health educator and nutritionist are also available to meet

with students on an appointment basis.

The Student Counseling Center offers a broad range of counseling and

psychological services. The staff also presents talks and workshops to student

groups and staff on health education and issues. Prior to 1991, services of the

Student Counseling Center were provided through contract services. In July of

1991, the center came under the supervision of the director for the Student

Counseling Center. In May 1992, the Student Counseling Center and Student

Health were both moved to a new facility and in Fall 1993, both were placed

under a combined director position.

**Retention Schedule**

**Administrative Records**. Records concerning the administration of the

Counseling Center and Health Facility. Files may include reports, budget files,

memorandum, and other records.

Disposition Instructions: Working files, budgets, campus memorandum:

Destroy in office when reference value ceases. Policy files, copies of

departmental publications, reports: Transfer to College Archives after 6 years

for appraisal and final disposition.

**CLIA Reports.** Logs documenting compliance with CLIA regulations for medical

labs.

Disposition Instructions: Destroy in office after 3 years or when released from

all audits, whichever is later.

**Controlled Drug Administrative File.** Records accounting for the receipt

and control of controlled drugs by health services personnel.

Disposition Instructions: Destroy in office 3 years after released from all

audits.

**Insurance Files.** Claim forms filed on student insurance.

Disposition Instructions: Destroy in office after 10 years or when released

from all audits, whichever is later.

**OSHA Incident File.** Records relating to claims file with OSHA. Files may

include reports, forms and correspondence. Files contain confidential

information.

Disposition Instructions: Destroy in office after 50 years or when released

from all audits.

**Report to Dean of Students.** Yearly reports with summary of Student

Counseling Center and Student Health Facility activities.

Disposition Instructions: Destroy in office when reference value ceases.

**Student Counseling Files**. Record relating to students receiving counseling

at the center. Files are confidential.

Disposition Instructions: Destroy in office 7 years after termination of

counseling.

**Student Health Files.** Individual student medical/health records. Files

contain confidential information.

Disposition Instructions: Destroy in office 10 years after student leaves

college if no litigation, claim, audit, or other official action involving the records

has been initiated. If official action has been initiated, destroy in office only

after completion of action and resolution of issues involved.

The only exception to the above policy concerns immunization records.

Beginning with the class of 2002, immunization records will be retained for 50

years after graduation.