

Records Retention / Disposition Authorization - Functional
Athletics
University of Wisconsin System (285)

Program Description: The records described within this functional schedule document NCAA Division I, II, and III inter-collegiate athletic programs across the UW System as well as the Office of the Wisconsin Intercollegiate Athletic Conference Commissioner, a division of UW System Administration.
Laws & Requirements:
Electronic Systems:

Official Records & Copies:

- **Official Record:** A complete, final, and authorized version of a record, often containing an original signature or seal.
- **Working Copies:** Staff may generally destroy rough draft materials that are subsequently finalized and maintained as part of the official record. However, staff should retain significant drafts when needed to document the decision-making process within the official record.
- **Reference or Convenience Copies:** Staff may maintain duplicate or working copies of records described in this schedule for reference and/or convenience purposes. Copies may be retained for as long as needed, but they should not be kept longer than the time specified in the approved RDA for the official record in this schedule. Do not maintain **unnecessary** duplicate copies. When retained for convenience or reference only, copies are considered non-records under Wis. Stat. § 16.61(2). Do **not** send copies to storage or retain them for longer than the retention periods specified for the official copy.

Confidentiality of Records:

Most records are not confidential and are open to public disclosure, however, there are exceptions. This retention schedule will identify any record series that may contain information required by law to be kept confidential or specifically required to be protected from public access, identifying the state or federal statute, administrative rule, or other legal authority that so requires. If in doubt as to whether or not a specific record, or content in that record, is confidential, check with your agency legal counsel. A record series should be identified as confidential even if not all records in the series contain confidential information and not all parts of records covered by the series are confidential.



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Name of Agency Program Contact or Records Officer: (Provide Name, Telephone and Email)
Additional Contact name and telephone number/email address

Approval Signatures

Agency Program Manager Katie Ignatowski <small>Digitally signed by Katie Ignatowski Date: 2021.03.05 08:47:05 -06'00'</small>	Date (mm/dd/ccyy)	Agency Records Office Katie Patten <small>Digitally signed by Katie Patten Date: 2021.03.04 14:29:52 -06'00'</small>	Date (mm/dd/ccyy)
Additional Signature		Additional Signature	

PUBLIC RECORDS BOARD APPROVAL: Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), Open Records Law, and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist 	Date (mm/dd/ccyy) 3/29/21	PRB Executive Secretary 	Date (mm/dd/ccyy) 3/29/21
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: March 2031

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1. RDA # /Status	2. Record Series Title and Description	3. Record Series Year of Creation	4. Medium for Record Storage	5. PII	6. Registry Exempt	7. Confidential/ Access Restricted	8. Essential (opt.)	9. Official Record Location (opt.)	10. Minimum Retention/ Disposition/ Event
WIAC COMMISSIONER'S OFFICE									
UWATH001 AMENDED	<u>Wisconsin Intercollegiate Athletic Conference (WIAC) Commissioner's Budget Documentation</u> Documentation created during the process of developing the annual budget for the conference office. Previous RDA#WIAC101.	1997	Paper, Electronic	No	-	No		WIAC Offices	Retention: EVT+ 6 Years Event: End of Fiscal Year Disposition: Destroy
UWATH002 AMENDED	<u>WIAC Commissioner's Student Eligibility Records</u> Records kept by the WIAC commissioner's office documenting the eligibility of student athletes in compliance with NCAA and WIAC rules. Records, sometimes called "eligibility packets," include the WIAC Eligibility Certificate filed by each campus for each sport, and may also include WIAC Transfer Player Eligibility Statement, Athletics Tracer Report, Medical Hardship Request Form (contains medical records) and the Petition for Waiver of Conference Eligibility Rules. Also included in the series are Season of Participation/Competition Forms.	1997	Paper, Electronic	Yes	No	Yes These records are kept according to Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99); Wisconsin		WIAC Office	Retention: EVT+ 6 Years Event: End of last year of eligibility Disposition: Destroy Confidentially

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	Previous RDA#WIAC107					State Statute 146.82 (Confidentiality of Patient Health Records); and Wisconsin State Statute 51.30 (Mental Health and Treatment Records) confidentiality requirements.			
UWATH003 AMENDED	<u>WIAC Commissioner's Scholastic Honor Roll</u> Series enumerating individual student athletes for their outstanding work in the classroom for each academic year. Previous RDA#WIAC109.	1997	Paper, Electronic	Yes	No	No		WIAC Office	Retention: EVT+ 3 Years Event: End of academic year created Disposition: Destroy Confidentially

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CAMPUS ATHLETIC DEPARTMENTS									
UWATH004 AMENDED	<u>Photographs and Video Recordings</u> Records documenting a visual history of the University's athletic programs as well as documenting and adhering to athletic licensing requirements. Records include, but are not limited to, photographs and video recordings taken for use by the Athletic Department for scouting, player and coaching improvement (game film), marketing materials and news media usage. Previous RDA#WIAC117.	1997	Electronic	Yes	No	No		-	Retention: EVT+ 6 Years Event: End of Academic year created Disposition: Transfer to University Archives
UWATH005 AMENDED	<u>Recruitment Records</u> Records documenting contact between the school and a perspective student-athlete (PSA). These records include, but are not limited to, correspondence with a recruit, recruitment questionnaire and recruitment-related forms. Also included may be correspondence with other institutions regarding transfer of student athletes. Previous RDA#WIAC118.	1997	Paper, Electronic	Yes	No	Yes These records are kept according to Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g;		Athletic Director's or Coach's Office	Retention: EVT+ 9 Years Event: End of year recruitment file created Disposition: Destroy Confidentially

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						34 CFR Part 99) confidentiality requirements.			
UWATH006 NEW	<p><u>Participation Records</u></p> <p>Forms and associated records created in the process of documenting student athletes who participated in each sport in each season for conference, compliance, or academic eligibility and financial aid reasons,</p> <p>Unlike UWATH007, these records are considered confidential.</p> <p>Records may include, but are not limited to, forms for each athlete indicating each game they took part in, or withdrawals from a game, beginning of season "Squad lists" along with financial aid received, forms documenting participation (e.g. form CAi), certain waivers and redshirt information.</p> <p>New record series added that aligns practices across System campuses.</p>	1997	Paper, Electronic	Yes	No	Yes These records are kept according to Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) confidentiality requirements.		Athletic Director's Office	<p>Retention: EVT+ 6 Years</p> <p>Event: End of Season</p> <p>Disposition: Destroy Confidentially</p>
UWATH007 NEW	<p><u>Team Roster</u></p> <p>Final list of student athletes approved to play in an upcoming season. Roster information may include: student name, position, year in school, height, weight, jersey number, high school, previous season statistics (ERA, FGP, etc.). Unlike UWAT006, this record series is not confidential and may take the form of a distributed media guide.</p> <p>New record series added that aligns practices across System campuses.</p>	1997	Paper, Electronic	Yes	Yes	No		Athletic Director's Office	<p>Retention: EVT + 1 Year</p> <p>EVENT: End of season</p> <p>Disposition: Transfer to</p>

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									University Archives
UWATH008 NEW	<p><u>Athletic Event Planning Records</u> Itineraries, correspondence with game officials, volunteer forms, travel release records and other materials created in the process of organizing and implementing athletic events.</p> <p>New record series added that aligns practices across System campuses.</p>	1997	Paper, Electronic	Yes	No	Yes These records are kept according to Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) confidentiality requirements.		Athletic Director's Office	<p>Retention: EVT+ 6 Years</p> <p>Event: End of Season</p> <p>Disposition: Destroy Confidentially</p>
UWATH009 NEW	<p><u>Ticketing Records - Purchased</u> Records documenting the sale and distribution of audience attendance to athletic events. Records include, but are not limited to, routine reports for deposits, written requests or applications for tickets by individuals or institutions and other materials created in the process of printing, scheduling, selling and distribution of admission tickets to athletic events.</p> <p>New record series added as ticketing records have unique qualities compared to typical accounts receivable records.</p>	1997	Paper, Electronic	Yes	No	No		Athletic Director's Office or Compliance Office	<p>Retention: EVT+ 6 Years</p> <p>Event: End of Fiscal Year</p> <p>Disposition: Destroy Confidentially</p>

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UWATH010 NEW	<p><u>Ticketing Records - Not Purchased</u></p> <p>Remaining unsold tickets and other ticketing materials that remained unsold or unneeded after an athletic event.</p> <p>New record series added as ticketing records have unique qualities compared to typical accounts receivable records and that unsold tickets have no value after the end of the season.</p>	1997	Paper, Electronic	No	-	No		Athletic Director's Office	<p>Retention: EVT+ 1 week</p> <p>Event: End of season</p> <p>Disposition: Destroy</p>
UWATH011 NEW	<p><u>Ticketing Records – Complimentary and Preferential Seating</u></p> <p>Forms, reports and other ticketing materials created in the issuance of complimentary tickets or preferential seating to select individuals including athletes, coaches, and guests of the university and members of the general public.</p> <p>New record series added that aligns practices across System campuses.</p>	1997	Paper, Electronic	Yes	No	No		Athletic Director's Office	<p>Retention: EVT+ 10 years</p> <p>Event: End of fiscal year</p> <p>Disposition: Destroy Confidentially</p>
UWATH012	<p><u>Campus Hall of Fame Nomination Records</u></p> <p>Records consist of documentation used to determine an individual's admittance or rejection to a UW campus's Hall of Fame. Records include, but are not limited to, nomination forms, meeting agendas and minutes established to select and honor former athletes, coaches and friends of</p>	1997	Paper, Electronic	Yes	No	No		Athletic Director's Office	<p>Retention: CR+ 20 years</p> <p>Event: Creation of nomination file</p>

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	<p>athletic programs who have made exceptional and positive contributions to the school's athletic programs.</p> <p>New record series added as Hall of Fame materials have longer term value than most other departmental records.</p>								<p>Disposition: Destroy Confidentially</p>
<p>UWATH013 NEW</p>	<p><u>Athletic Achievements Records</u></p> <p>Records documenting significant athletic and scholarly accomplishments of individual athletes or teams. These records include, but are not limited to, records related official announcements for induction into a campus or conference Hall of Fame, documentation of significant competitions that an athlete/team participated in, official documentation of athletic achievements (records set), or athlete/team recognition at the conference or national level.</p> <p>New record series added as these materials have longer term value than most other departmental records.</p>	<p>1997</p>	<p>Paper, Electronic</p>	<p>Yes</p>	<p>No</p>	<p>No</p>		<p>Athletic Director's Office</p>	<p>Retention: EVT+ 20 years</p> <p>EVT=Date of Record or accomplishment</p> <p>Disposition: Transfer to University Archives</p>
<p>UWATH014 NEW</p>	<p><u>Staff Certification Documentation</u></p> <p>Records documenting the certification of athletic staff, mainly coaches, in the areas of safety, health and NCAA regulations. Materials include, but are not limited to, up-to-date documentation of CPR and first aid training as well as proof of successful completion of NCAA recruitment rules training.</p>	<p>1997</p>	<p>Paper, Electronic</p>	<p>Yes</p>	<p>No</p>	<p>No</p>		<p>Athletic Director's Office</p>	<p>Retention: EVT+ 6 years</p> <p>Event: Separation from employment</p>

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	New records series added as these records are frequently kept separate from employee personnel files.								Disposition: Destroy Confidentially
UWATH015 NEW	<u>NCAA Compliance Records</u> Records documenting athletic department efforts to educate about, and monitor for, NCAA rules compliance in order to identify and reduce areas of risk within the athletic program. Materials include documentation verifying training activities, investigations of incidents or infractions of NCAA rules or University Policies regarding participation in competitive intercollegiate sports. Records may also include, but are not limited to, documentation of support given to the establishment of any campus rules compliance committees, petitions to conference officials, and formal interpretations of NCAA policies and rules. New record series added that aligns practices across System campuses.	1997	Paper, Electronic	Yes	No	Yes These records are kept according to Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) confidentiality requirements.		Athletic Director's Office	Retention: EVT+ 10 Years Event: End of fiscal year Disposition: Transfer to University Archives
UWATH016 AMENDED	<u>NCAA Rules Violation Report Records</u> Records documenting any rules violations reported to the NCAA. These are required to be filed using Requests/Self Reports Online (RSRO) system provided by the NCAA. Records identify the details of the violation as well as what steps the school took to correct it or take disciplinary action if needed. Series may also include correspondence and other materials copied and forwarded to the NCAA offices.	1997	Paper, Electronic	Yes	No	Yes These records are kept according to Family Educational Rights and Privacy Act		Athletic Director's Office	Retention: EVT+ 7 Years Event: End of corrective action Disposition: Destroy Confidentially

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	Previous RDA#Wiac108					(FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) confidentiality requirements.			
UWATH017 NEW	<u>NCAA Program Audits</u> Records surrounding the routine external audit of financial reporting and agreed upon procedures specific to compliance rules set out in the NCAA Manual. Records document a program’s fidelity to a number of rules regarding governance, eligibility of athletes, financial aid administration, recruiting activities, rules education, coaching playing and practice spaces and other issues. New record series added that aligns practices across System campuses.	1995	Paper, Electronic	Yes	No	No		Athletic Director’s Office	Retention: EVT+ 6 years Event: Conclusion of audit Disposition: Destroy Confidentially
UWATH018 NEW	<u>Student Athlete Aid Records</u> Records specific to Division I and II programs that document the distribution of financial aid specifically to student athletes in accordance to NCAA rules. Materials include documentation of the distribution of NCAA Student Assistance Funds (SAFs) and Student-Athlete Opportunity Funds (SAOFs). New record series added that aligns practices across System campuses	1995	Paper, Electronic	Yes	No	Yes These records are kept according to Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g;		Athletic Director’s Office	Retention: EVT+ 6 Years Event: End of Season Disposition: Destroy Confidentially

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						34 CFR Part 99) confidentiality requirements.			

Related Records Series or Statewide General Records Schedules (GRS) Follow the retention provisions specified in applicable approved agency specific retention schedules and <u>Statewide General Records Schedules.</u> <i>Note: information only</i>		
RDA Number	Record Series Title and Description	Notes/Comments

Closed/Superseded Series <i>Note: information only</i>			
RDA Number	Record Series Title	Status	Notes/Comments
WIAC102	Meeting Records	10 years and transfer to University Archives	Superseded by UWADM018, Agendas and Minutes

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WIAC103	Monthly Reports	10 years and transfer to University Archives	Superseded by UWADM015, University Publications
WIAC104	Directory and Records Book	PERMANENT	Superseded by UWADM015, University Publications
WIAC105	News Releases	10 years and transfer to University Archives	Superseded by UWADM015, University Publications
WIAC106	Website	Destroy when no longer needed	Follow " Guidance for Managing Web Records "
WIAC111	Athletic Director's Subject Files	6 years and destroy	Superseded by UWADM003, Alpha/Topical Files
WIAC112	Meeting Records	6 years and destroy	Superseded by UWADM018, Agendas and Minutes
WIAC113	Annual Reports	6 years and transfer to archives	Superseded by UWADM023, Annual Reports
WIAC114	Publications	PERMANENT	Superseded by UWADM015 University Publications
WIAC115	Student Athletic Sports Committee Chapter Subject Files	6 years and destroy	Superseded by UWADM003, Alpha/Topical Files
WIAC116	News Releases	6 years and destroy	Superseded by UWADM015 University Publications
WIAC119	Athletic Dept. Website	Destroy when no longer needed	Follow " Guidance for Managing Web Records "
WIAC100	Commissioner's General Correspondence	10 years and transfer to UW Madison Archives	Superseded by ADMIN200, Business Files - Appointed Staff or Equivalent Positions
WIAC110	Athletic Director's General Correspondence	6 years and destroy	Superseded by ADMIN200, Business Files - Appointed Staff or Equivalent Positions

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Revision History <i>Note: information only</i>			
Revision Date	RDA Number	Record Series Title	Revision Description
12/2019	ALL Remaining	ALL Remaining Series	Changed RDA numbers from WIACXXX format to UWATHXX format. New numbers assigned to all renewed schedules. All text shortened and modified to match current narrative expectations.
12/2019	WIAC100 (UWATH001)	Commissioner's General Correspondence	Changed title to Commissioner's Significant Correspondence and made clear materials do not include routine correspondence.
12/2019	WIAC101 (UWATH002)	Budget Documentation	Changed retention from PERMANENT to FY +6.
12/2019	WIAC107 (UWATH003)	Eligibility Certificate	Changed title to WIAC Commissioner's Student Eligibility Records to reflect where these materials are kept.
12/2019	WIAC108 (UWATH016)	Report of Secondary Violation	Changed title to NCAA Rules Violation Reporting Records. Changed description to match current information system and to be clear these records are now managed at the campus level. Made destruction confidential
12/2019	WIAC117 (UWATH007)	Photographs and videos	Changed disposition to "transfer to archives"
12/2019	WIAC110 (UWATH005)	Athletic Director's Significant Correspondence	Changed title to Athletic Director's Significant Correspondence and made clear materials do not include routine correspondence.