

University of Wisconsin System Youth Activities and Protection Records Schedules

Record Series #	Record Series Title	Record Series Description	Retention Event (EVT)	Retention Period	Disposition	PII	Confidential	Sunset Date	Superseded
W0000303	UW Youth Activity Participant Records - Enrolled and Attended	<p>This series consists of participant records for individuals who attended in-person or virtual UW institution sponsored activities. Covered activities are defined by UW System Administrative Policy 625 - Youth Protection and Compliance.</p> <p>Participant records may vary based on the type of program attended. Records may include, but are not limited to, registration forms, financial information, academic transcripts, consent forms, media release forms, and behavioral expectation forms.</p> <p>Some records in this series may be confidential under 20 U.S.C. § 1232g and 34 C.F.R. pt. 99 (FERPA).</p>	Date Activity Ends	EVT + 7 years	Destroy Confidential	Yes	Yes	March 2033	
W0000304	UW Youth Activity Participant Records - Did Not Attend	<p>This series consists of records submitted for youth registering or applying to attend in-person or virtual UW institution sponsored activities but did not attend or were not accepted to participate. Covered activities are defined by UW System Administrative Policy 625 - Youth Protection and Compliance.</p> <p>Participant records may vary based on the type of program applied to or registered for. Records may include, but are not limited to, registration forms, financial information, academic transcripts, consent forms, media release forms, and behavioral expectation forms.</p> <p>Some records in this series may be confidential under 20 U.S.C. § 1232g and 34 C.F.R. pt. 99 (FERPA).</p>	Date Application Denied or Date of Activity	EVT + 1 year	Destroy Confidential	Yes	Yes	March 2033	
W0000305	UW Youth Activity Participant Medical Records	<p>This record series includes health records that are required for youth to participate in any UW institution covered activity as defined by UW System Administrative Policy 625 - Youth Protection and Compliance.</p> <p>Records include, but are not limited to, medical history forms, medical consent forms, immunization records, documentation of last physical examination, and medication lists.</p> <p>Records in this series are confidential under 45 C.F.R. pts. 160 and 164 (HIPAA).</p>	Date Activity Ends or Date of 18th Birthday	EVT + 3 years	Destroy Confidential	Yes	Yes	March 2033	
W0000306	UW Youth Activity Participant Medical Logs	<p>This record series contains entries into a medical log of any medication or treatment provided to a youth participant by an authorized adult during a covered activity as defined by UW System Administrative Policy 625 - Youth Protection and Compliance.</p> <p>Records in this series are confidential under 45 C.F.R. pts. 160 and 164 (HIPAA).</p>	Date Activity Ends	EVT + 3 years	Destroy Confidential	Yes	No	March 2033	
W0000307	UW Youth Activity Incident Reports	<p>This series contains records pertaining to the official reporting of all documented incidents involving minors engaging in covered activities, as defined by UW System Administrative Policy 625 - Youth Protection and Compliance. Records include, but are not limited to, incident reports, steps taken, police reports, reports submitted to UW institution offices, and decisions made as a result of the incident.</p>	Date Incident Resolved	EVT + 7 years	Destroy Confidential	Yes	No	March 2033	
W0000308	UW Youth Activities - Third Party Contracts	<p>This record series consists of contracts between UW institutions and third parties engaging in covered activities, as defined by UW System Administrative Policy 625 - Youth Protection and Compliance. This series may also include any correspondence clarifying or setting terms in the contract itself.</p>	Date Contract Expires	EVT + 7 Years	Destroy Confidential	No	No	March 2033	