

## **Records Management Best Practices: Athletics**

The following best practices were developed in consultation with Fredonia Athletics.

Athletics is the official record custodian for the list of records below related to Athletics records. Any convenience copies of these records located in other University offices should be properly secured while held and properly destroyed when they no longer serve a legal, operational, or historic value.

Records subject to these standards include the following:

- Player recruitment/scouting file
- Athletic program records
- Records of gender equity in athletics
- Substance or alcohol abuse testing records
- Athletic training records
- Athletic health information report
- Athletic camp and clinic participation, attendance, or enrollment records
- Athletic camp and clinic parental consent records
- Applications for individual acceptance to camp or clinic (or participation in specific camp programs and activities)
- Athletics Bus or other vehicle use files
- Records pertaining to Athletics facilities management

**Note:** Athletics retains their records for the statutorily mandated period of time. A department may request a copy of a supporting document, provided it is a public record, by calling Athletics at (716) 673-3101.